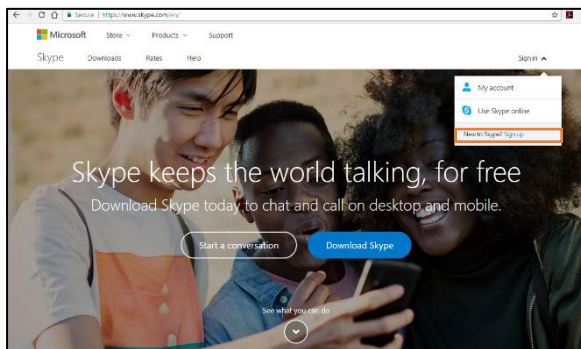


## How to Create a Skype Account

### Introduction

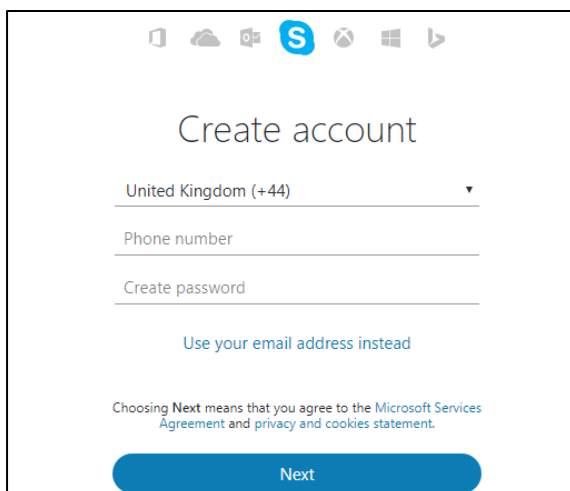
You will need a Skype account if you would like to use the Study Hub drop-in service. If you do not have an existing Skype account, you will need to create one and use it to send a contact request to 'Study Hub Drop-in' once the drop-in service is open. Make sure you include your student name and number in the message so the team can identify you as a UoB student.

The following contains guidelines on how to create a Skype account.



1) Type: [www.skype.com](https://www.skype.com) in the URL

2) Click on 'Sign up'

A screenshot of the Skype 'Create account' form. The form is titled 'Create account' and has a dropdown menu for 'United Kingdom (+44)'. Below the dropdown are input fields for 'Phone number' and 'Create password'. There is a link that says 'Use your email address instead'. At the bottom, there is a blue button labeled 'Next'. A small note at the bottom of the form states: 'Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.'

3) You can use either a mobile number or an email address to create a Skype account.

Fill out the required information and click next. You will be prompted to include information about yourself on the next page.

Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

Country code  
United Kingdom (+44)

Phone number

Send code

We cannot send a text message to this number.

Back Next

Skype cannot be used for emergency calls.  
Microsoft

4) You will be prompted to include a mobile number. Click 'Send code'

5) A four-digit code will be sent to the mobile number. Type the code below. Click 'Next.'

Welcome to Skype for Web (Beta)

Get in touch with your friends and family directly from your browser

Send instant messages

Make Skype calls

Make video calls

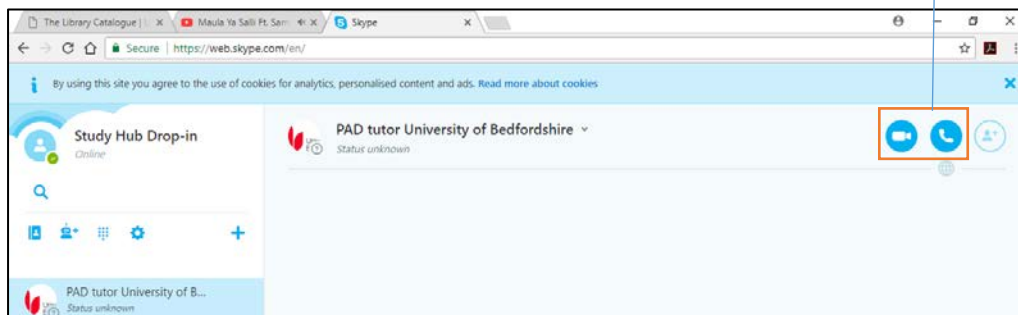
Get Started

Skype for Web (Beta) is not a replacement for your telephone and can't be used for emergency calling.

By using this site you agree to the use of cookies for analytics, personalised content and ads. [Read more about cookies](#)

6) Your account is set-up. Click 'Get started.'

Video and phone call facility



7) Type 'Study Hub Drop-in' in the search box. Select the named account that has the Study hub logo displayed (right) and 'send a contact request.' Once the 'Study Hub Drop-in' has accepted your request, you will be able to use the video call facility.



11:37

Hi Study Hub, I am a student at Aylesbury and my student number is 1234567. I would like to add you to my contacts so I can use the Skype Drop-in service today.

Sent