

## Using Skype

### 1. Border authenticate

To communicate via Skype while on the UOW network you need to “border authenticate” to establish a connection with other services over the internet.

In your web browser navigate to

<http://www.uow.edu.au/cgi-bin/firewallopen.cgi>

### Border Authentication

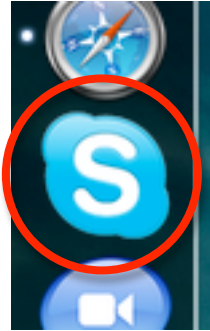
This form allows access through the UOW border for users of non-proxy applications.

• For more information read the [Border Authentication FAQ](#).

Border:	<input checked="" type="radio"/> Open for <input type="text" value="30 minutes"/>
	<input type="radio"/> Close
Username:	<input type="text"/>
Password:	<input type="text"/>
<input type="button" value="Submit"/>	

You will need to type your UOW email/internet username and password in the corresponding fields.

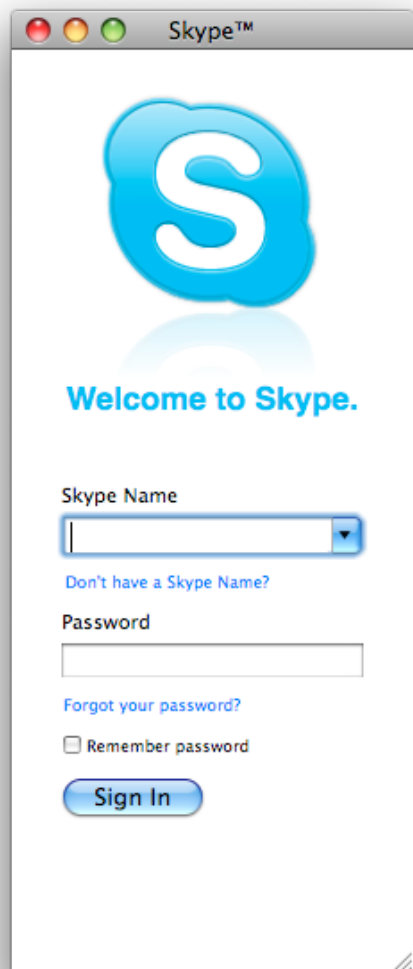
## 2. Open Skype



Open Skype.

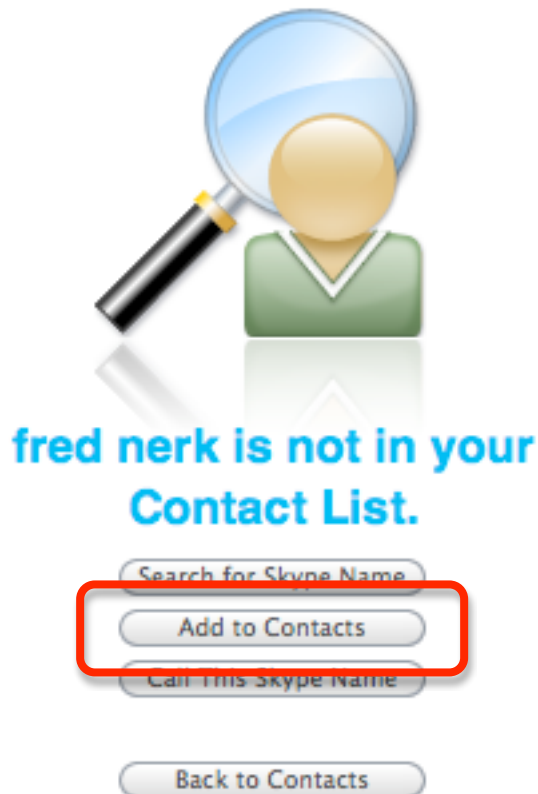
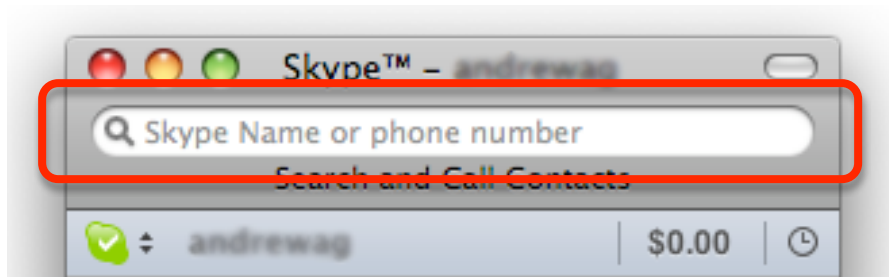
You may need to sign on to access Skype if you have not saved your details.

Note: If Skype fails to sign on check that you have border authenticated.



### 3. Add contacts

The top part of the Skype application window allows you to quickly add and call other Skype users. To add users to your contact list simply type their Skype username. A dialogue offering to add to your contacts will appear. Click *Add to Contacts*.

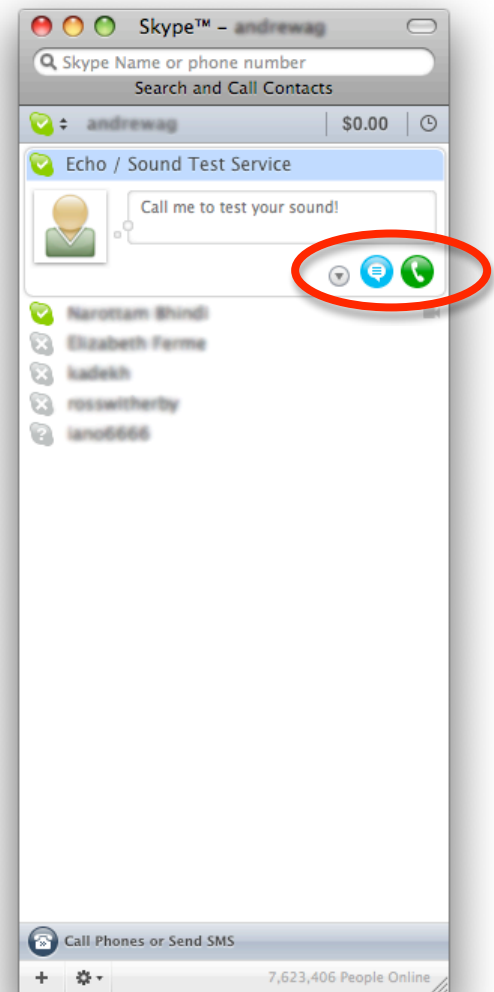
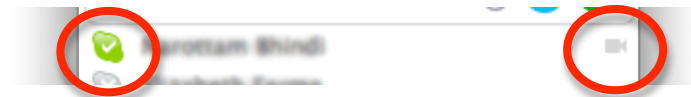


#### 4. Making a call

To make a call to someone on your contact list single click their name and select the green button. Clicking on the blue button will enable you to send a text message.

A green tick indicates that the contact is online and capable of receiving a call.

An icon of a video camera next to the contact name indicates that they have video capabilities.



## 5. Controlling the call

Once the call has been initiated you can enable your video, mute your microphone, put the call on hold amongst other options.

Clicking the *More* button allows you to access additional functionality such as Full Screen Video (while in a video call).

