



# Skype Preparation Manual

## From Skype Registration to Receiving Lessons

# 1. Install Skype / Create Account

## Overview

ALC Online Japanese School requires that you use Skype (online communications software) when receiving your lessons.

**If you have not yet installed Skype and/or registered for an account, go to the Skype website and install the software and/or register for an account now.**

\*You will not be able to use **“Skype for Business”** for the lessons. Please use the **free version of “Skype.”**

\*You will also not be able to use **“Skype Preview for Windows 10.”** If this is installed in your computer, please uninstall it before beginning the sign-up process.

## Download Skype

Skype Official Website: <http://www.skype.com/ja/>

# 2. Set Audio and Video Settings

## Overview

Make sure your audio and video settings are correct before the lesson begins, to prevent issues with your audio and/or video during the lesson. Verify these settings through the Echo/Sound Test Service (automated audio) and the camera status.

- Before initiating the Echo/Sound Test Service, verify the following.

\*Your headset, speakers, microphone, and camera are properly plugged in.

\*The volume on your computer, device, etc. is not muted.

### 3. Verify Your Skype Name

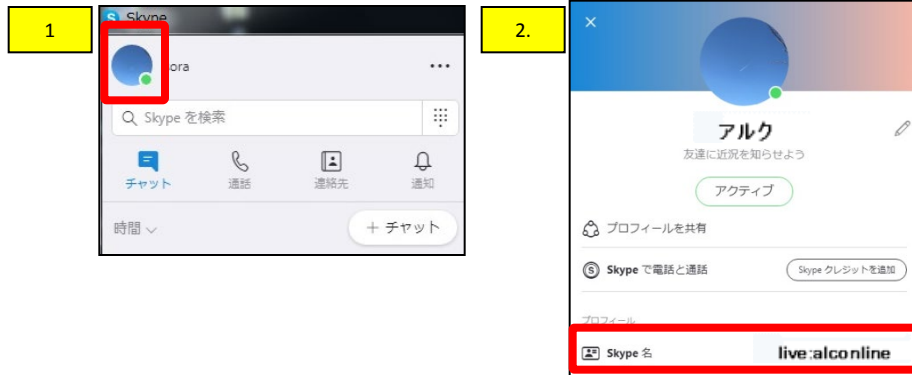
#### Overview

Before the lesson, instructors will send students contact requests based on the Skype Names they have registered with ALC Online Japanese School. When it is time for the lesson, the instructor will call students at these Skype Names. Skype Names are unique to your account, with only one of each name in existence. Make sure yours is correct.

Before, Skype Names were optional, and could be set by the user themselves. The current method for creating a new account, however, requires the user to verify their identity via **email, phone number**, etc., which has made it more difficult for the user themselves to be aware of or remember their Skype Name. As such, we ask students who registered their Skype accounts via email, phone number, etc. to be especially careful about whether their Skype Name is correct.

**Your email, phone number, etc. is NOT your Skype Name.**

#### For Skype for Windows Desktop or the Latest Version of Skype for Mac

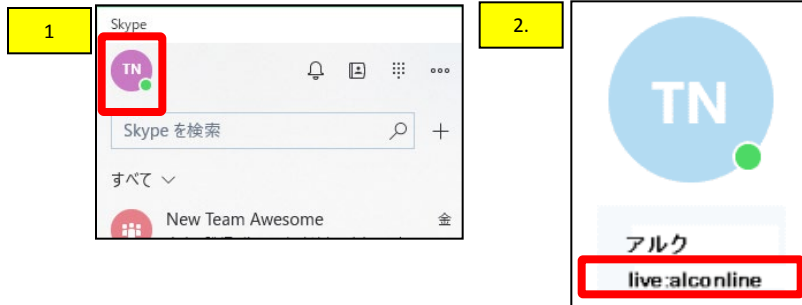


1. Sign into Skype, and look to the menu on the upper left of the screen.
  1. Click on your **icon or profile photo**.
2. Your **"Skype Name"** will be displayed towards the bottom of the screen.
  - ★ If your Skype Name includes "live:" or "facebook:" make sure you register your Skype Name with this part included.
  - ★ Note that if you used your phone number to register for a Skype ID, your Skype ID will be "live:[random half-width alphanumeric characters]."

After verifying your Skype Name, log into your ALC Online Japanese School account, go to "Change Registered Information" and register your Skype Name in the "Basic Information" section of the page.

*\*See the User Manual for information on registering a Skype Name.*

## For Skype for Windows 10



1. Sign into Skype, and look to the menu on the upper left of the screen.  
1. Click on your **icon or profile photo**.
2. Your “Skype Display Name” and “Skype Name” will be displayed below your icon or profile photo. **The name listed second is your “Skype Name.”**

★ If your Skype Name includes “live:” or “facebook:” make sure to register your Skype Name with this part included.

★ Note that if you used your phone number to register for a Skype ID, your Skype ID will be “live:[random half-width alphanumeric characters].”

After verifying your Skype Name, log into your ALC Online Japanese School account, go to “Change Registered Information” and register your Skype Name in the “Basic Information” section of the page.

**\*See the User Manual for information on registering a Skype Name.**

## For Smartphones



1. After signing into Skype, tap your **icon or profile photo**, located at the center of the screen.
2. Tap the icon that looks like a gear, located to the right.
3. Your “**Skype Name**” will be displayed at the center of the screen.

★ If your Skype Name includes “live:” or “facebook:” make sure to register your Skype Name with this part included.

★ Note that if you used your phone number to register for a Skype ID, your Skype ID will be “live:[random half-width alphanumeric characters].”

After verifying your Skype Name, log into your ALC Online Japanese School account, go to “Change Registered Information” and register your Skype Name in the “Basic Information” section of the page.

**\*See the User Manual for information on registering a Skype Name.**

## 4. Approve Your Instructor's Contact Request

### Overview

After you reserve a lesson, you will receive a contact request (in the form of a message) from your instructor at your registered Skype Name, before the lesson is scheduled to begin. Make sure to accept your instructor's contact request before the lesson begins. (See the User Manual for information on reserving lessons and/or registering a Skype Name.)


1. If you have received a contact request from your instructor, the instructor's name will be displayed in the column at the left of the screen.
2. Click on your instructor's name in the column.  
Instructors at ALC Online Japanese School all have the word "ALC" following their Skype Display Name (nickname).  
**Example) Mina ALC**
3. A message will be displayed on the main screen asking you to "Approve" or "Decline" your instructor's contact request. Click "Approve."

**\*Depending on your privacy settings, your instructor may not be able to contact you if you do not approve this request. Make sure to approve this request before the lesson begins, to ensure that your instructor is able to contact you. (→p.9)**


## 5. Receive Skype Call from Instructor

### Overview

When it comes time for the start of the lesson, your instructor will call you on Skype. Pick up the Skype call and receive your lesson.

1. If you wish to turn your video on for the lesson, click the  button when you receive your instructor's call.

\*You are not required to turn your video on for the lessons. You may keep your video on/off according to personal preference.

2. If you do not wish to turn your video on for the lesson, click the  button.

## 6. Screen Arrangement and Chat Function

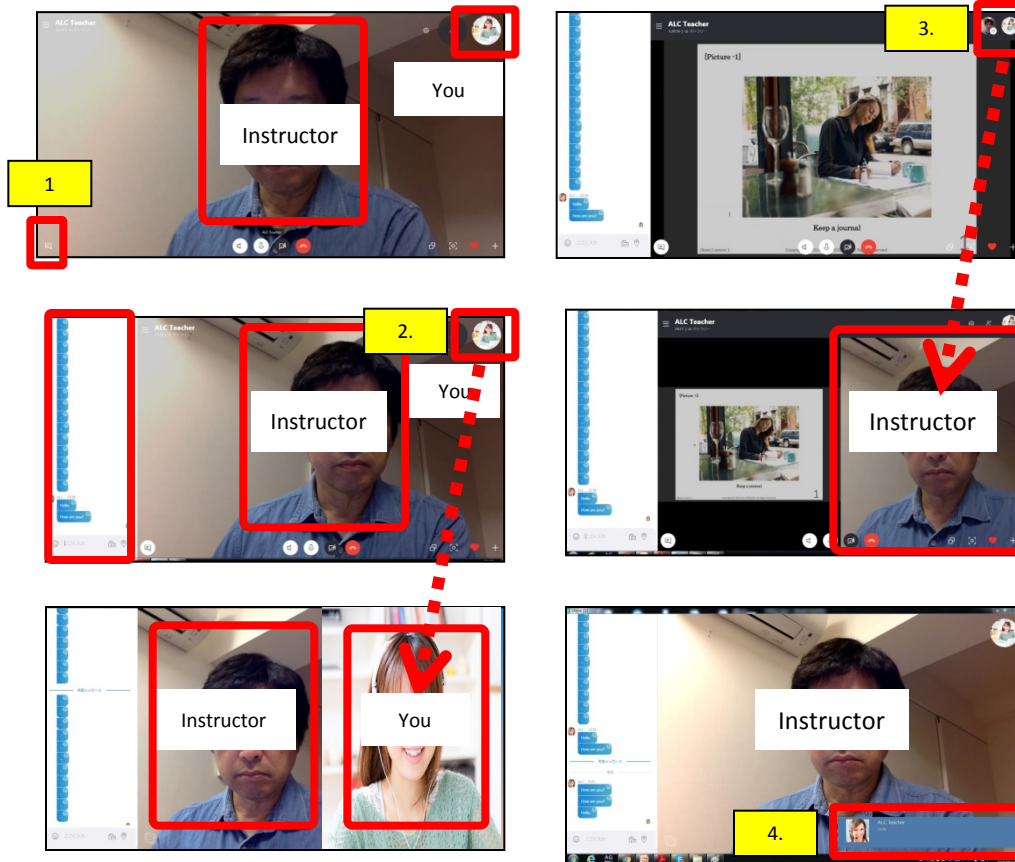
### Overview

You can arrange the location of your instructor's video, your video, and slides (instructional material) on the screen according to what is happening in the lesson. Instructors and students can also type in and submit comments during the lesson. These comments will be archived and preserved even after the lesson is over.

*\*Your screen may look different depending on your OS and/or the version of Skype you are using. Try as much as possible to use the latest version of Skype.*

*We also recommend you use the Skype desktop software, as Skype for Web tends to have more connectivity issues.*

### For Skype for Windows Desktop or the Latest Version of Skype for Mac



1. When the session begins, your instructor's video will be shown on the main screen, and your video will be displayed smaller on the upper right. If you want to display the chat, click on the **(1) chat icon** and the chat window will be displayed on the left side.

2. If you want to make your video larger, **(2) drag and drop your video** (move your video while clicking on it).

The “+” mark in the screen will turn into a “✓” mark, and your screen will move.

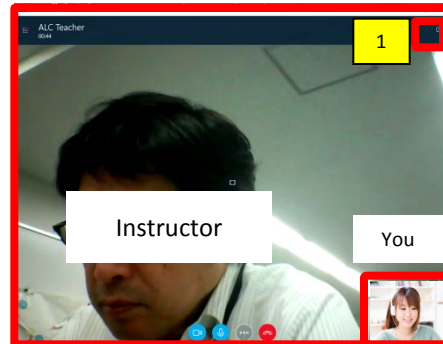
3. When your instructor shares a slide with you, it will show up on the main screen, and your instructor's video and your video will be shown in small displays to the upper right. If you want to display your instructor's video/your video on the main screen, **(3) drag and drop your instructor's video/your video** (move your video while clicking on it).

The “+” mark in the screen will turn into a “✓” mark, and your screen will move.

*\*Do this in reverse order to return video to the upper right of the screen.*

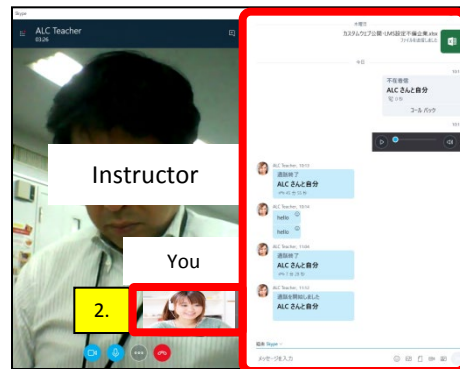
4. If during a lesson you see an alert for a **(4) chat message on the right side of your screen**, it is because something other than your Skype screen is currently selected. Click somewhere on the Skype screen to select it, and the chat alerts should stop coming up.

## For Skype for Windows 10

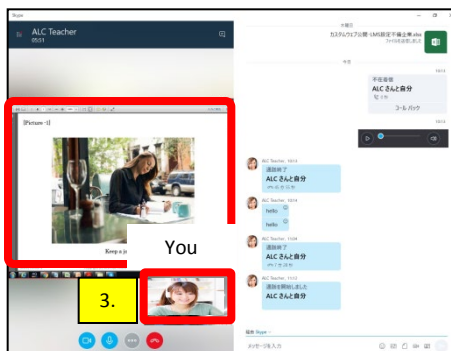


1. When the session begins, the instructor's video will be shown on the main screen, and your video will be displayed smaller on the lower right. If you want to display the chat, click on the **(1) chat icon** on the upper right and the chat window will be displayed on the right side.

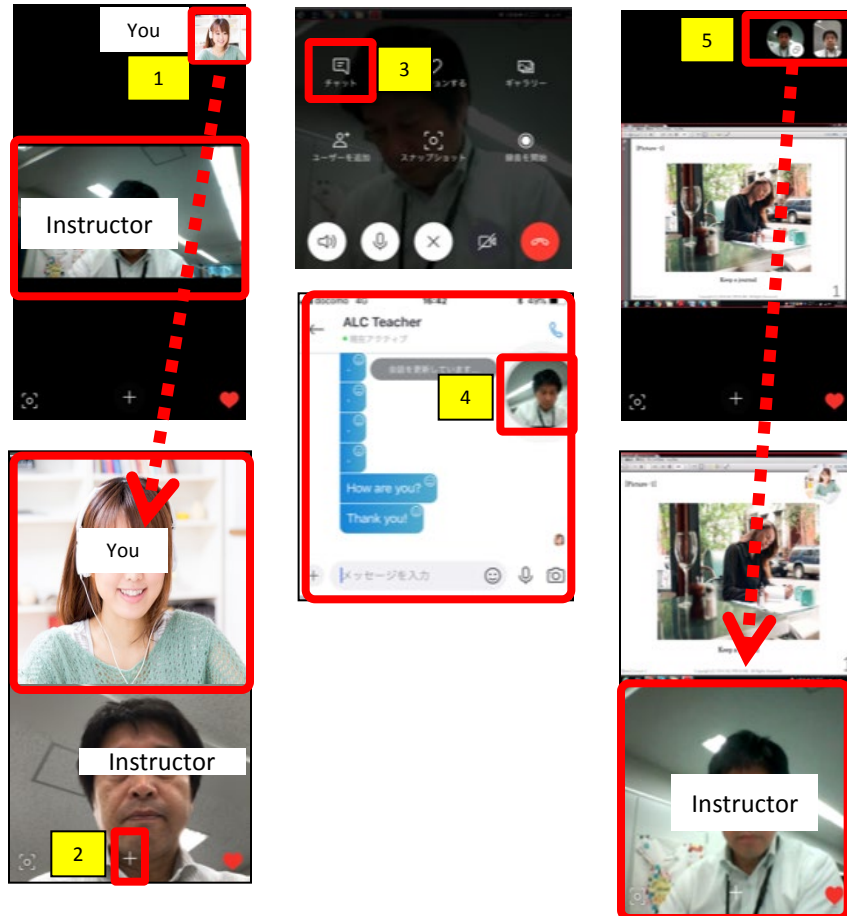
2. You will not be able to display your video on the main screen.



3. When your instructor shares a slide with you, your video only be displayed to the bottom right of the screen. You will not be able to display your instructor's video and the slide at the same time.



## For Smartphones



1. When the session begins, your instructor's video will be shown on the main screen, and your video will be displayed smaller on the upper right. If you want to make your video larger, **(1) drag and drop your video** (move your video while clicking on it). The "." mark in your video will turn into a "✓" mark, and your screen will move.

2. If you want to display the chat window, click on the **(2) "+" icon** at the bottom to bring up the menu.

3. Click the **(3) chat icon** to display the chat window. When the chat window is displayed, the video will be displayed at the edge of the screen.

4. Click on the **(4) video** if you want to return from the chat window to the video screen.

5. When your instructor shares a slide with you, your instructor's video/your video will be shown in a small display to the upper right. If you want to display your instructor's video/your video on the main screen, **(5) drag and drop your instructor's video/your video** (move your video while clicking on it). The "." mark in the screen will turn into a "✓" mark, and your screen will move.

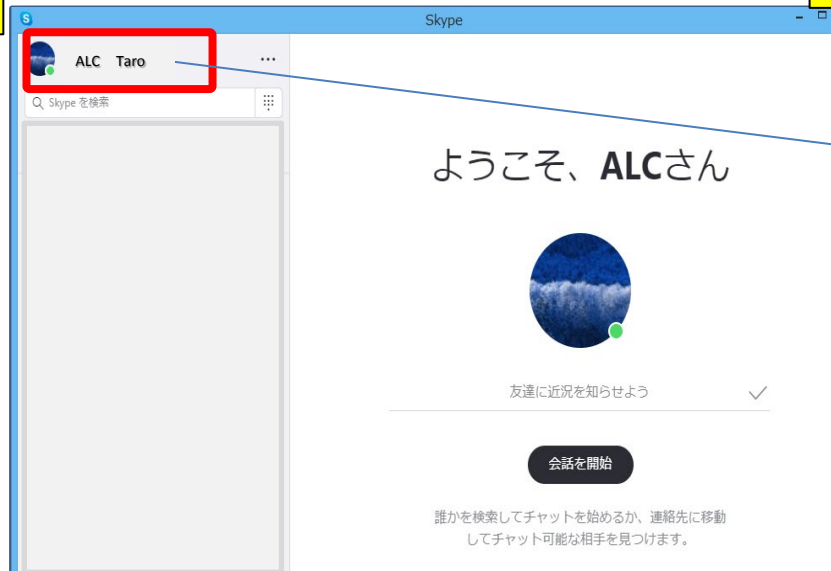
\*Do this in reverse order to return video to the upper right of the screen.



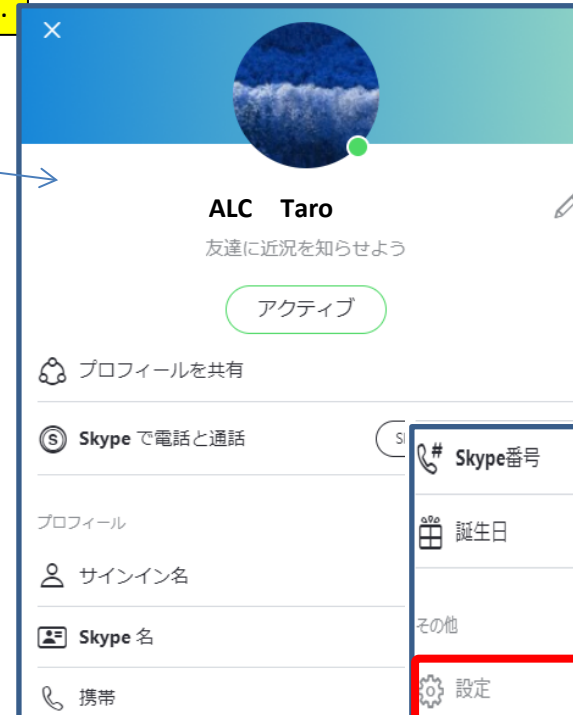
## 7. Change Your Privacy Settings on Skype

Depending on your Skype settings, your designated instructor may not be able to contact you. Please enable the following settings so that your instructor can search for you easily.

1.



2.



3.

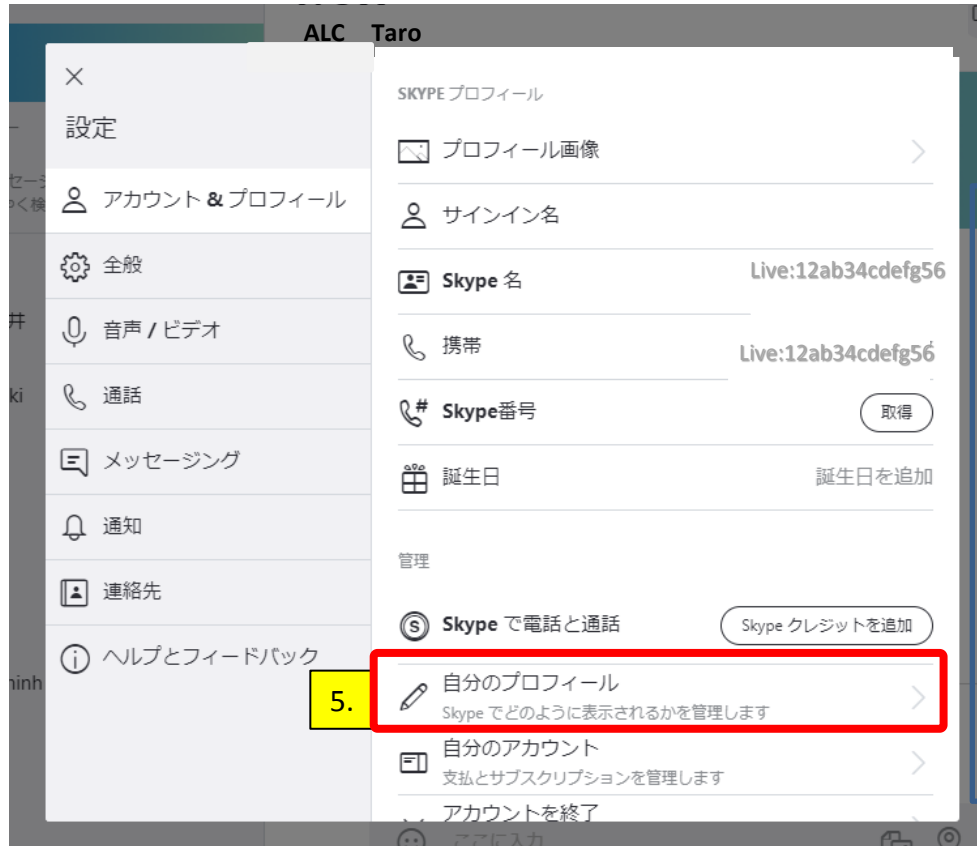


1. Open the Skype application, and left-click on your “Skype Display Name” to open the dialog window shown in (2).
2. Scroll to the bottom of the window, as shown in (3).
3. Click on “Settings” under “Other.”

Please note that the contents of this manual are subject to change depending on changes to Skype specifications. If there have been changes, please check out the Skype website.

<https://support.microsoft.com/ja-jp/contactus/skype/?needslogin=false&language=ja>

4.



5.

6.



4. Click on “Settings” and the window shown in (4) will be opened.

5. Click on “Your profile” under “Manage.”

6. You will be automatically taken to Microsoft’s Skype site.

**\*Please note that the contents of this manual are subject to change depending on changes to Skype specifications. If there have been changes, please check out the Skype website.**

<https://support.microsoft.com/ja-jp/contactus/skype/?needslogin=false&language=ja>

7.

Please check off both boxes.

8.

### プロフィールの設定

見つけやすさ この設定で他の人が Skype 上であなたを見つやすくなります。 [詳細はこちら](#)

☒ 検索結果に表示する

☒ 推奨事項に表示する

連絡を取り合う

特別オファーや新機能などについて Skype からお知らせを受け取りたい場合はチェックマークを付けてください。

☒ メールを受信する。

Skype の改良に役立つ市場調査への招待状を時おりメールで受け取りたい場合はチェックマークを付けてください。

☐ はい、質問を送ってください。でも、簡単な質問にしてください。

その他のマイクロソフト サイト	バージョン情報	Skype をダウンロード	ヘルプ	ソーシャル
Windows	Skype	Windows	ヘルプ ホーム	Facebook
Office	ビジネス	Mac	コミュニティ	Twitter
Surface	ジョブ	Linux		YouTube

Scroll down to the bottom of the “Profile” screen.  
Please check off both boxes in “Discoverability” in “Profile settings.”

**\*If these boxes are not checked, your instructor will not be able to contact you, and you will not be able to take the lesson.**

**\*Please note that the contents of this manual are subject to change depending on changes to Skype specifications. If there have been changes, please check out the Skype website.**

<https://support.skype.com/en/skype/all/>