



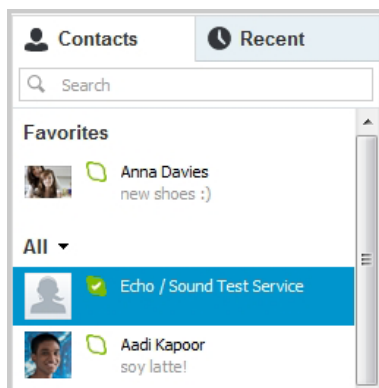
Skype Adventures Smart Sheet

Step 1:

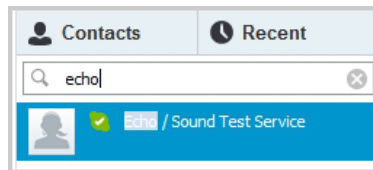
Load Skype on your computer and create an account. *Skype for video chatting is free, calls to phone numbers are not.

Step 2:

1. [Plug in your speakers and microphone](#) (if they are not built-in to your computer).
2. Sign in to Skype.
3. In your contact list, select **Skype Test Call**. It may also be called **Echo / Sound Test Service** or **Skype Test Call (echo123)**.



If you can't find **Skype Test Call**, search for it by typing "echo" in the search box.



4. In the calling pane, click **Call**.
5. Follow the instructions you will hear. ***If you have any issues, please see the [troubleshooting on Skype](#).*

Step 3:

Schedule a Skype connection with an author or another collaborator. **Note time zones.*

Step 4:

Conduct a test call with your connection prior to the event, allow at least 1-2 weeks.

Step 5:

Prepare the students and have questions/ discussion topics ready.

Step 6:

Connect, share, and learn! **Create a padlet wall or blog area for students to share their thoughts or images regarding the experience.*