

# VoIP and Video Conferencing

From the Syllabus: ICT Option: *Demonstrate Video Conferencing* (Honours only)

VoIP stands for 'Voice Over Internet Protocol'. It is a technology that allows you to make telephone calls over a broadband internet connection. The most common VoIP software is Skype which is free to download and to make VoIP calls to other Skype users anywhere in the world.

Video Conferencing allows you to communicate in real time with one or more people at different locations via video.

## ***What you need***

- A computer
- A broadband Internet connection
- A microphone and speakers
- A webcam (optional, for video conferencing)

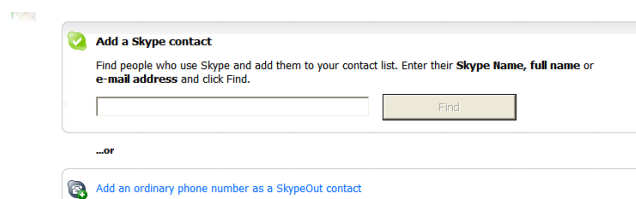
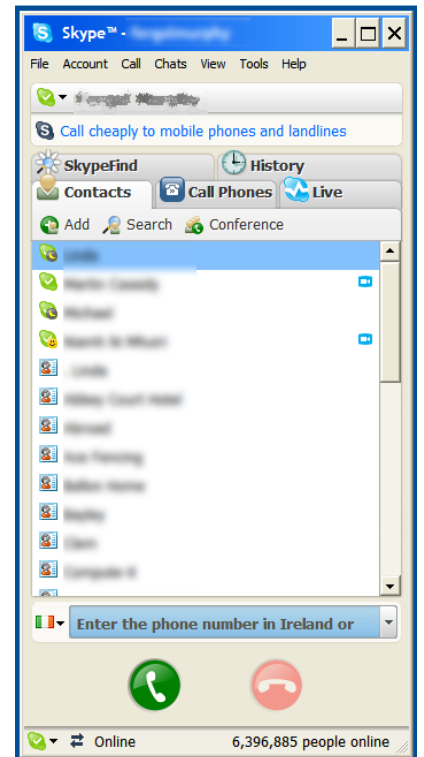
## ***Installing***

The latest version can be downloaded from [www.skype.com](http://www.skype.com). When it is installed, you must create a Skype account which allows you to make and receive calls over the Internet.

Don't forget to install your webcam using it's own CD.

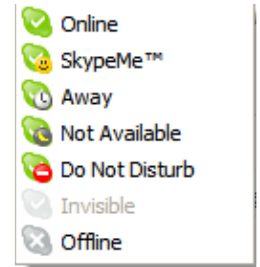
## ***Adding Contacts***

Before you can ring another Skype user you must add them to your contact list. Go to the **Tools** menu and select **Add a contact**. You can then search for people you know using the search box shown below. Before people are added to your contacts list, Skype will ask their permission before adding them to your list.



## Status

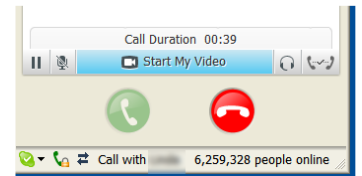
Skype lists all your contacts with a symbol beside them indicating their status, eg. if they are online, away, etc. SkypeMe mode allows everyone else on Skype know that you are available and interested in talking or chatting. This includes people who you do not know



You can change your status by clicking on the status icon in the bottom left corner of Skype and selecting an option from the list.

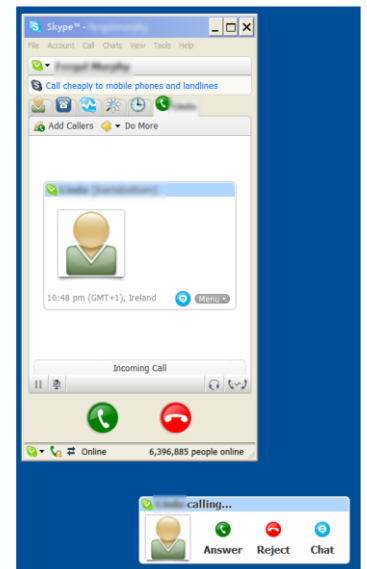
## Making a Call

You can only call contacts that have a green icon beside their name. To call, click on their name and then click the green Call button. To end a call, press the red hang up button.



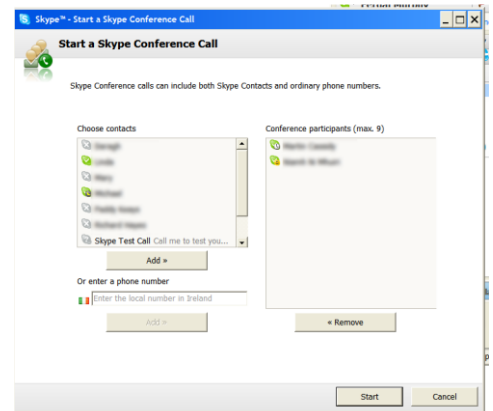
To answer a call, press the Answer button..

If you have a webcam connected, the person you call will be able to see you, and you can see yourself in a small box on the screen. If they have a webcam, you can see them also. If you double click on their picture, you can view the video full screen. If you have difficulty with sound or video, go to the Tools menu and select Options. There you can test your video and sound.



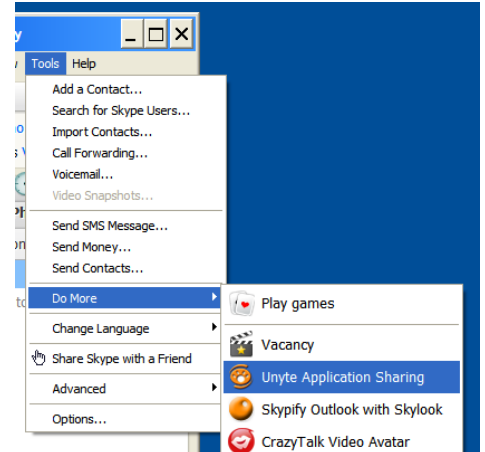
## Conference Calls

Skype allows you to call up to 9 people simultaneously. To do so, go to the **Call** menu and select **Start a Conference Call**.



## Working Together

Skype comes with extras, such as the ability to allow your contacts to view your desktop and the programs you are running, while in a Skype call. This allows people to work together on documents without having to physically meet.



## Calling Regular Phone Lines

Skype offers a service for a small fee that allows you to call a regular phone anywhere in the world called SkypeOut. This allows you to call a person who does not have Skype, or broadband or even a computer.