

THE HAPPY/FUN MATH TUTOR



www.HappyFunMathTutor.com

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Skype Setup Instructions

1. Go to www.skype.com to download Skype and create an account (Skype is already installed by default on Windows 10).
2. Under the “Contacts” area near the left side of the main screen (NOT the “Contacts” option from the menu bar above), click on “Echo / Sound Test Service” and then perform to test call to ensure everything is working properly on your end.
3. In the menu bar across the top of the screen, click on ‘Contacts,’ ‘Add a Contact,’ ‘Search Skype Directory,’ then type “HappyFunMath” in the search bar.
4. Add HappyFunMath as a contact and then type your full name and subject being tutored (e.g., Calculus, Trigonometry, Algebra, etc.) into the invitation text/comments box so I know it’s you requesting the contact.
5. Use your mobile phone camera (or digital scanner, if you have one) to take clear pictures/scans of the homework assignments or textbook pages that you need to review (or, if your course is online, take screenshots of your online homework/lessons).
6. Email the photos from your phone to your personal email account (or, alternatively, email them to HappyFunMathTutor@gmail.com and I can upload them on your behalf during our session).
7. From the computer with which you are using Skype, open a web-browser (e.g., Chrome, Firefox, Safari, Internet Explorer, Edge, etc.) and access the email account to where you sent the photos.
8. Open the new email and download all the pictures you took to your desktop or downloads folder, or anywhere else on your desktop that is easily accessible.
9. Once we are connected on Skype for our tutoring session, access the chat pane (to the right of the screen) and upload the pictures from your computer that you wish to review at that time.
10. During our session, if there are any notes that I am writing of which you want to have a copy, let me know and I will take a photo of it and either email it to you or upload it to our Skype chat window for you to download.

Note: If you are an online student, you are able to “Share your Screen” with me via Skype, so I will see what you see. Explore the various Skype features to learn how to Share your Screen.