



Palm Garden

How to Create a Skype Account

1. If you have a Skype account associated with an Email, then share your Skype name with your Palm Garden to set up a contact.
2. If you need to create a Skype account perform the following steps:
 - a. www.skype.com and follow the steps for download on desktop
 - b. From smartphone, find and download Skype app from app store
3. Open Skype by clicking on it
4. Click "Let's Go"
5. Click "Sign in or create"
6. Click "create one!"
7. Click "use your email instead"
8. Click "Get a new email address" and create a new email to create the account (you won't need this email to be valid, it's just to create the new Skype account)
9. Create a simple password you'll remember
10. Enter your first and last name and click next
11. Enter your birthday (Skype Account requires age 18 or older)
12. Complete the Captcha test and click next
13. Upload an image or skip and press continue
14. Click "test audio" and then "continue"
15. Test your video with the webcam and press "continue"
16. Press "ok" and now you have Skype!
17. Use the search bar to search for the community Skype account (either name or email) and add the contact.
18. Notify the community your loved one lives in so you can set up a day and time to Skype with your loved one

We encourage every possible communication with your loved one as we continue to keep protecting them from exposure to COVID-19 our top priority.

Thank you, friends, family and loved ones for your partnership. We are all members of The **Palm Garden Family**.