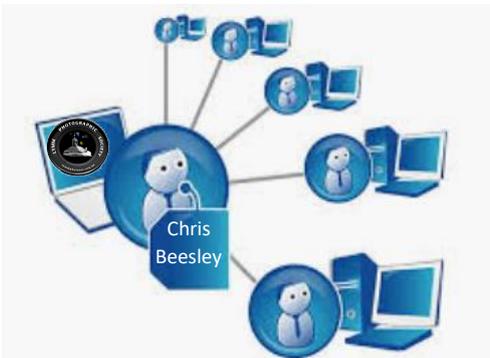


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## 1. Introduction

During the COVID-19 Coronavirus pandemic, whilst LPS face to face activities are suspended, the Society plans to continue some activities remotely using Skype as a tool to support this. This enables us to join LPS video/web meetings from the comfort of our own homes.



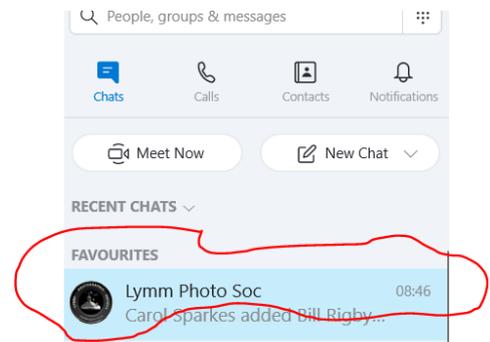
Whilst some members might not wish to join virtual activities, hopefully most will, and so will be prepared to install Skype. We know there are other conferencing options out there but have settled on Skype at least initially. In these difficult times we are trying to do something, being creative and supporting those of us now more isolated. We really would appreciate your support if at all possible.

## 2. Essential Information

Once you have Skype up and running (see below), you will be joining the LPS Group Chat called “**Lymm Photo Soc**”

The best way to join the Group Chat (**after** installing Skype and having run it to get it set up) is to click on this link to access the Group :

Link for joining : <https://join.skype.com/kA7ilzKjHqLl>



Please send a test message/chat to check that you are properly in the Group – don't worry if you don't get an immediate reply; you'll get an acknowledgement at some point.

Carol Sparkes is the administrator for the Group so you must also advise her once you are on Skype so that she can check you have successfully joined the LPS Group Chat. *Note that Carol works Tuesdays and Wednesdays so won't be available during these times.*

If the link doesn't work for you find either Carol (Skype name **the.haven9**) or the Group on Skype then send a test chat. Don't worry if you don't get a response, your presence on Skype should have been registered so that Carol can add you later.

Once on Skype please also email Carol ([sparkes@thehaven.me.uk](mailto:sparkes@thehaven.me.uk) cc [lymmphotosoc@hotmail.com](mailto:lymmphotosoc@hotmail.com) ).\*

*\*(If you get a delivery failure email [thehaven9@btinternet.com](mailto:thehaven9@btinternet.com) instead)*

### 3. [What to expect](#)

Do not expect TV quality pictures! We had some issues of jumpy images on a photographic society video test calls last night Carol has had similar issues using her company web conferencing from home BUT things do seem to have got better over the last week or so as service providers make adjustments.

When you join don't expect to see everyone. The screen usually splits in to 4 quadrants and you see 4 random people but you can change who you see – advice will be provided. You can also change the view to see the person who is talking and again that will be explained.

The first part of the first call will inevitably be us sorting ourselves out - it will be a learning curve

### 4. [Tips for improving bandwidth](#)

To make the internet (which is somewhat stressed at this time) work better, Ofcom have issued some suggestions about what you can do to help video calls run more smoothly :

<https://www.bbc.co.uk/news/business-52027348>



**Skpe(e)tiquette** – Please switch on Skype and join the Group Chat 10 minutes before the start time (to allow for any unexpected technical difficulties to be sorted out). Please ensure your microphone and webcam are working (if you have them) and mute your microphone if asked. Thank you.

### 5. [Installing Skype](#)

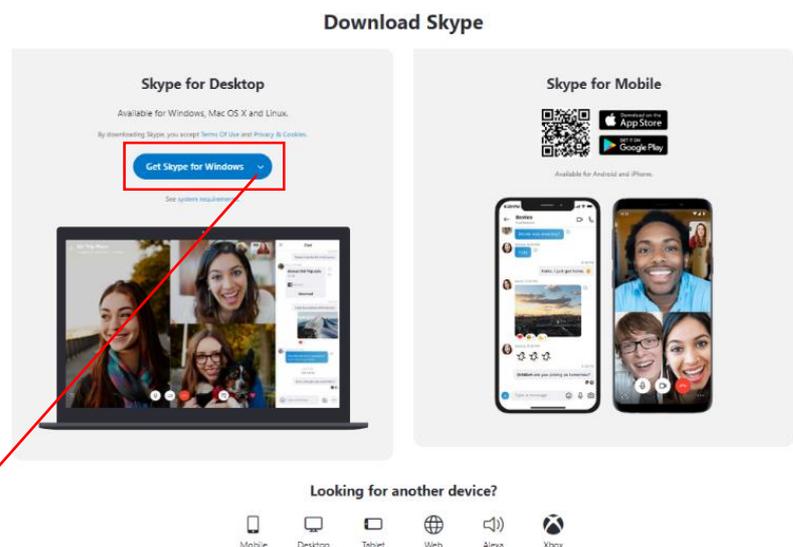
1. If don't already have it installed download and install Skype onto a computer/ device of your choice\* - we are using the free version.

Here's the link to the download page (just select your device's operating system to get the right version)

<https://www.skype.com/en/get-skype/>

This link is for the free version.

If using a Mac, make sure you click on the little white down arrow to get the Mac version of the Skype





\* As a minimum your device must have sound (for LPS purposes to enable you to hear what is being said/discussed).



It would be better (but not essential) if it also had a microphone then you can join in verbally and.....



even better with a webcam .....but anyone without a microphone or webcam will still be able to watch and listen

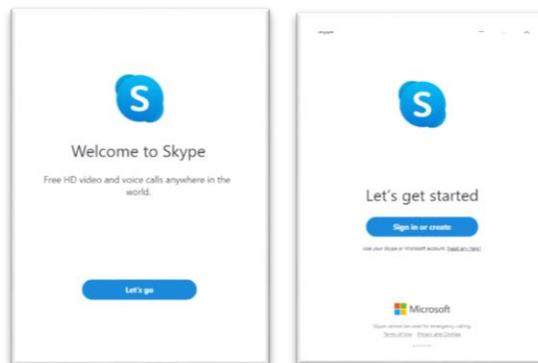


\* As the Society's ultimate aim is to show and discuss photographs, the bigger the screen you have the better (so if it's a choice between installing on a phone or a PC/laptop/Mac

the bigger the better)

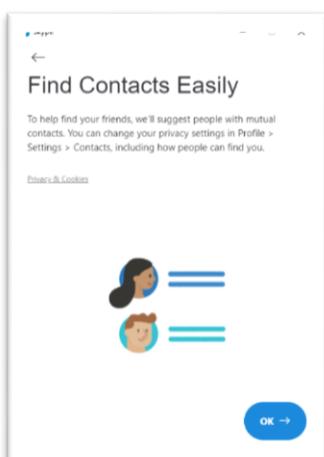
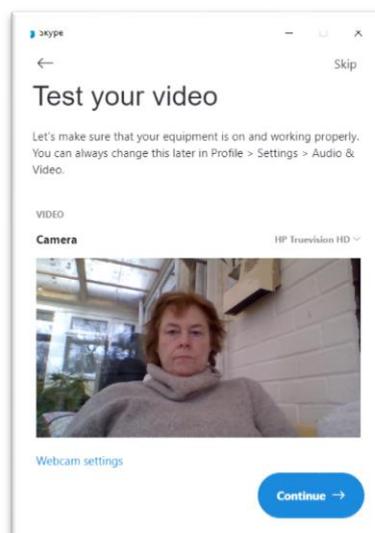
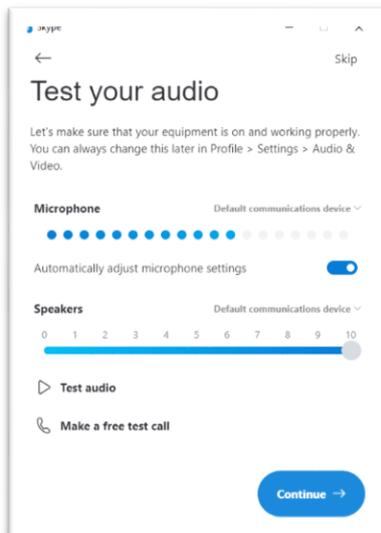
*Please note that the way Skype looks/works varies a little from device to device so please regard what follows as just general instructions which you might have to vary a little.*

2. During the installation you will see screens such as



You may be asked to set up or update a profile photo – that isn't necessary but will help us see who is who when we are all on the video meeting, especially if you haven't got a webcam.

You will be asked to share/give access to functions on your device such as your microphone, (web)camera etc. Say yes to all of these if you have them. Skype will probably also want to test your microphone, audio and webcam.

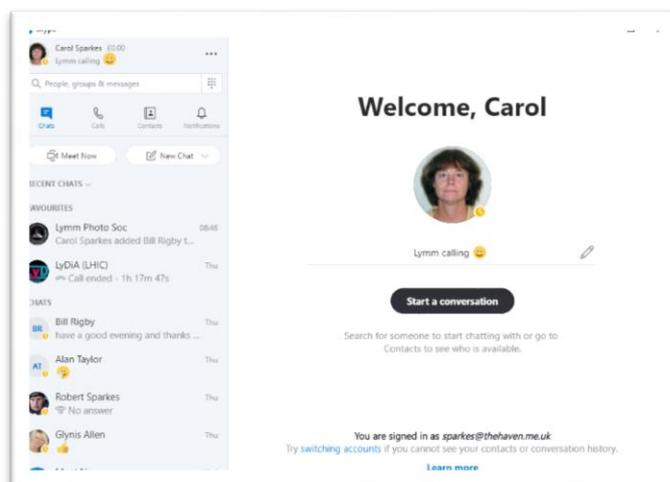


If asked, you do not need to give Skype access to your contact list for purely LPS purposes, but there is no harm in doing so especially if you think you might want to use Skype to talk/video with others outside the club.

3. You will be asked to login. If you already have a Microsoft Account use those details. If you do not have a Microsoft Account, select the option to create one. It's free and Microsoft is very secure.

4. Once you've gone through the set up successfully you should be able to access the Skype desktop. It will look something like this Welcome Screen.

Once you are up and running and have joined (or been joined to) the LPS Group Chat (see Essential Information on page 1) then there should be nothing for you to do other than watch and listen. If we want you to participate the meeting leader from the Committee will advise on what to do. You can mute your microphone and we might ask you to do that.



## 6. Using Skype

There are some simple instructions to get you started here:

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

...but don't get bogged down in anything too detailed. It's quite simple to use and the interface is quite nice and user friendly and once joined to the Group Chat we'll tell you how to do things.

The basic controls are (depending on your device) :

Grid view ✓  
Speaker view  
Window  
Float ✓

mute/unmute      video on/off      hang up

chat      share      emoji      other screen

Start recording  
Turn subtitles on  
Blur my background  
Turn off incoming video  
Hold call  
Audio and video settings

There are a couple of simple videos you can watch here:

<https://www.youtube.com/watch?v=NRcb3uB3Jac>

<https://www.youtube.com/watch?v=S38e-t6rhKA>

[This link](#) may assist Apple users.

In tests amongst LPS Committee members we discovered that none of us are experts in Skype but it's quite easy to navigate around with a bit of trial and error – practice makes perfect and we will get better and help each other make this work.

*Carol Sparkes*

*LPS Committee March 2020*

