

## Mike Tech Show's Collection of Skype Tips

Website: <http://miketechshow.com> Email: miketechshow@gmail.com Skype: miketechshow

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For Skype Help - <https://support.skype.com/>

### Improve Skype Performance

- Port Forwarding
  - ✓ First determine the port that Skype is using. You can find the port that is being used by Skype in **Tools>Options>Advanced>Connection**
  - ✓ Login to your router and forward this port to the IP address of your workstation.
- To improve your sound quality, use a headset with a built-in microphone.
- You should also check to see if updates to your sound card drivers are available and be sure to download them if possible. This will ensure you have the best quality sound.
- If you don't have a microphone, you can use a pair of headphones as a temporary solution by connecting these to the microphone jack of your sound card.

### Record Skype Calls

Pamela Systems makes a Skype recorder for Windows. Mac users can use Audio Hijack Pro or WireTap. Linux users can use Gnome's Sound Recorder or you can manually start Audacity on any platform.

### Skype Extras

If you want to expand and enhance your Skype service try some of these plug-ins that add additional functionality to the software. <https://extras.skype.com/>

### Use Skype as a home security system

Open two new Skype accounts.

On the first account, add the second account as your only contact.

Re-log into account number one and set it as follow:

Go to tools->options->advanced->(tick) automatically answer Incoming calls->

Then go to Tools->options->Video->(tick) start video automatically and Only People in My contacts->save.

Leave this account on-line.

Log in as account 2 from another PC.

Account number one should be on your computer that you wish to use for monitoring.

Calling account 1 from account 2 completes the process.

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Account 1 will answer automatically and start the web cam and you can start monitoring from wherever you are.

This trick is very easy to set up, and implement in a variety of ways.

### **Dragging and dropping**

Drag-and-drop works well in Skype chat. You can drag and drop people between your contact list and chats, or between chats. Want to add someone from your contact list to a chat? Just drag him/her from the contact list to an existing chat. Want to move people between chats? Drag them over to the other chat. The user objects in the chat participants list are large and easy to grab.

If you have an ongoing team chat and want to distribute a file to several people at the same time, there's no need to do separate File Transfers to everyone — just drag and drop a file onto the chat window and it's sent to everyone in the chat (they have to accept it, of course).

### **Disabling Pop-ups**

Preferences differ. If you're not the busy type, you surely enjoy a window popping up every time someone wants to say hi. But if you're busy and engage in conversations with tens of people during the day, which is often the case if you use Skype at work, there's nothing more annoying than all those windows and notifications popping up. So do yourself a favor, go study the Options where you can turn things on and off as you like.

See the "Notifications" section that lets you enable or disable various types of event notifications — those small windows appearing and disappearing when someone comes online, starts a chat/call with you or does any of the other things you can do in Skype.

### **Editing Skype sounds**

The default sounds in Skype is easily editable, here's what to do:

- press alt+T for the Tools menu
- Select "Options"
- Move your cursor down to the "Sounds" menu
- You can now edit the various sounds by going through the tabs.

Try experimenting with the various settings available. There is even an option to download more neat custom tones.

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### Call Forwarding

People can still phone you even when you're not at your desk. With the Call Forwarding option you can have any incoming calls transferred up to 3 phones of your choice (your caller will be charged at the standard SkypeOut rate). All the phones that is set up will ring simultaneously until one is answered. To turn this feature on go to Tools, Options, Calls, Call Forwarding.

### Send text messages

You can use Skype to send SMS texts to any mobile phone. Just right click contact and pick "Send SMS Message". Texts aren't free and your caller will receive them from a truncated version of your Skype name, meaning they won't be able to reply. However, you can change this by entering and verifying your mobile number. Do this under Tools, Options, IM & SMS, SMS Settings.

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### Links for software and sites mentioned above:

Pamela Systems	<a href="http://www.pamela.biz/en/">http://www.pamela.biz/en/</a>
Audio Hijack Pro	<a href="http://www.rogueamoeba.com/audiohijackpro/">http://www.rogueamoeba.com/audiohijackpro/</a>
WireTap	<a href="http://www.ambrosiasw.com/utilities/wiretap/">http://www.ambrosiasw.com/utilities/wiretap/</a>
Sound Recorder	<a href="http://porpoisehead.net/hi/?q=node/23">http://porpoisehead.net/hi/?q=node/23</a>
Audacity	<a href="http://audacity.sourceforge.net/">http://audacity.sourceforge.net/</a>