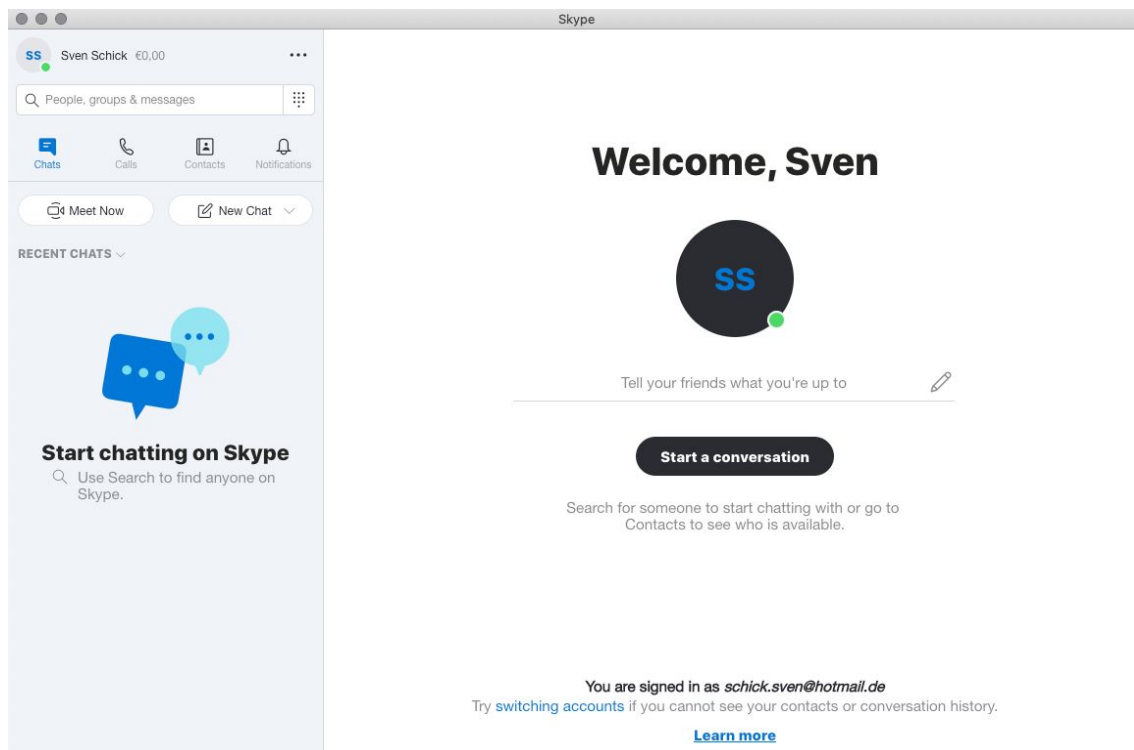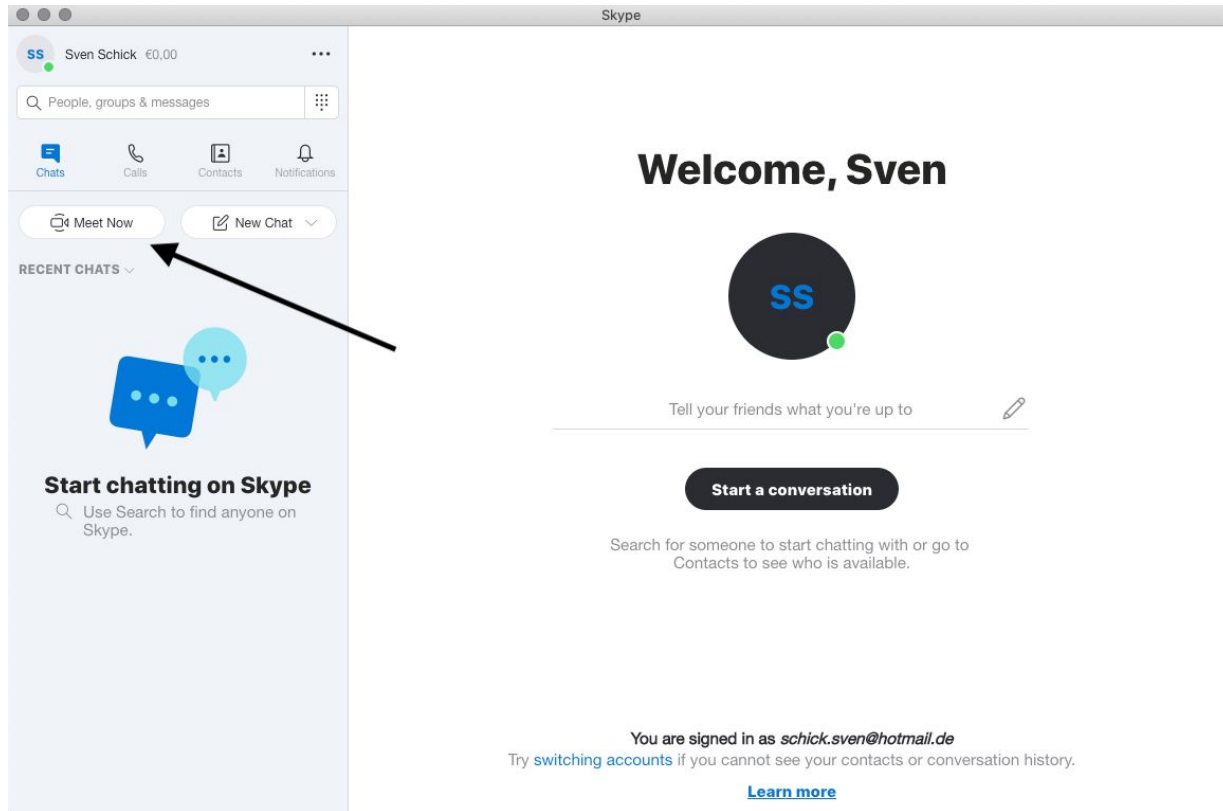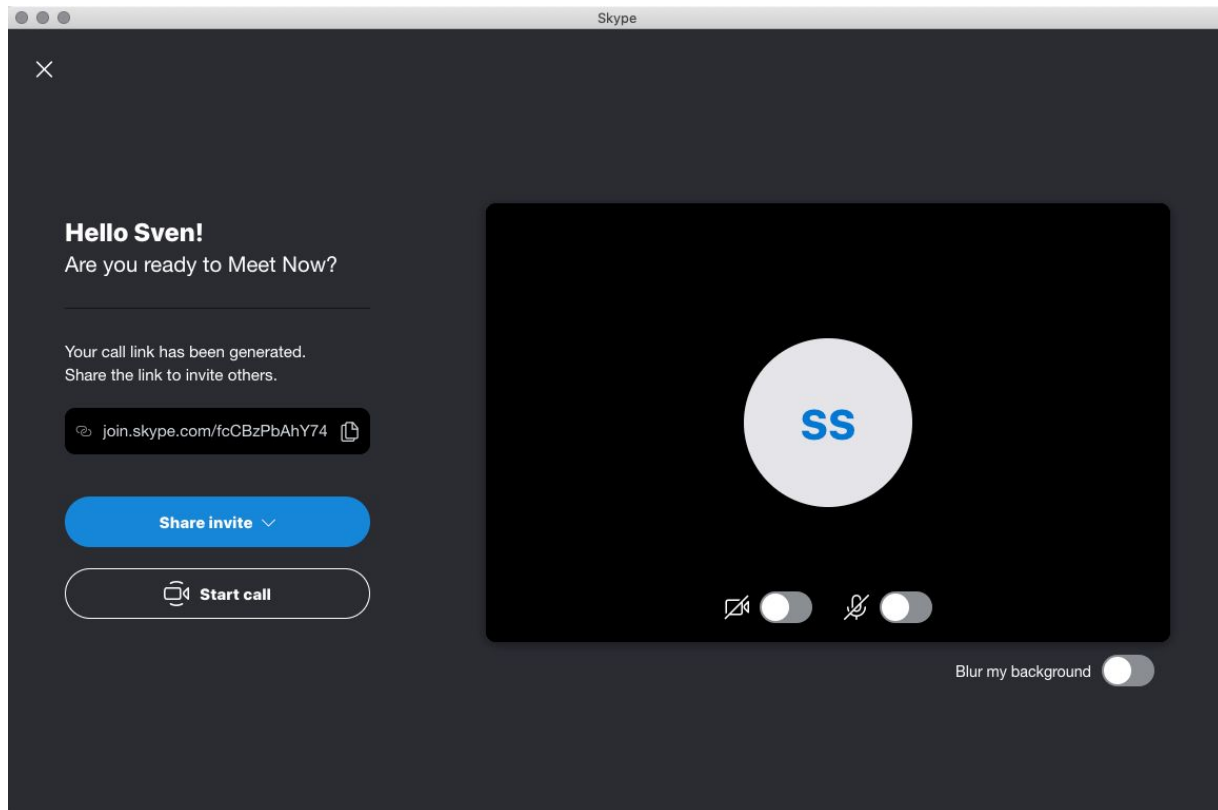# ⫶ITOGRAM PRO

Create a course in Skype

1. To use Skype, you need it's desktop application. Go to the Skype page and click on "**Download Skype**". After you have successfully installed the Skype application, you can log in with an existing account or simply create a new account. As soon as you have logged in, your interface should look like this:
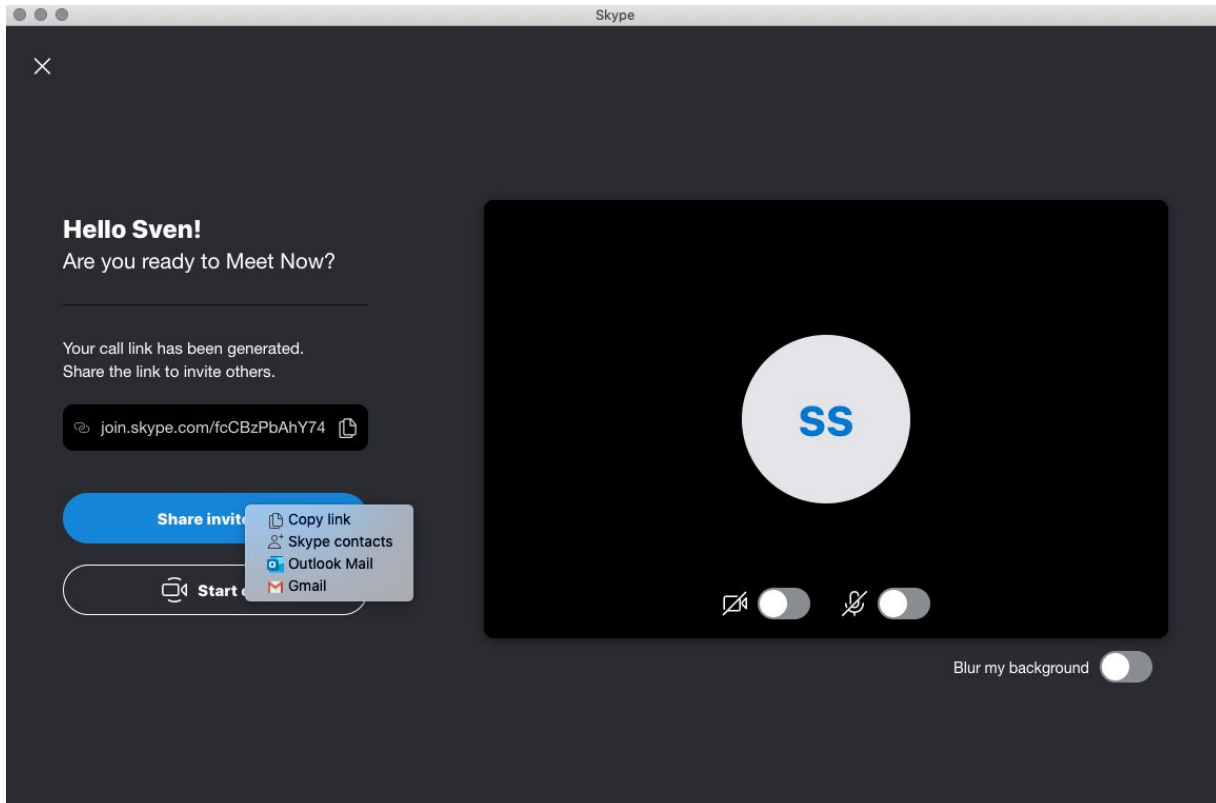
2. To create your virtual "classroom" you first have to click on "**Meet now**". This creates a separate space that only chosen people can access. This way you can be sure that only your customers have access to your online class.
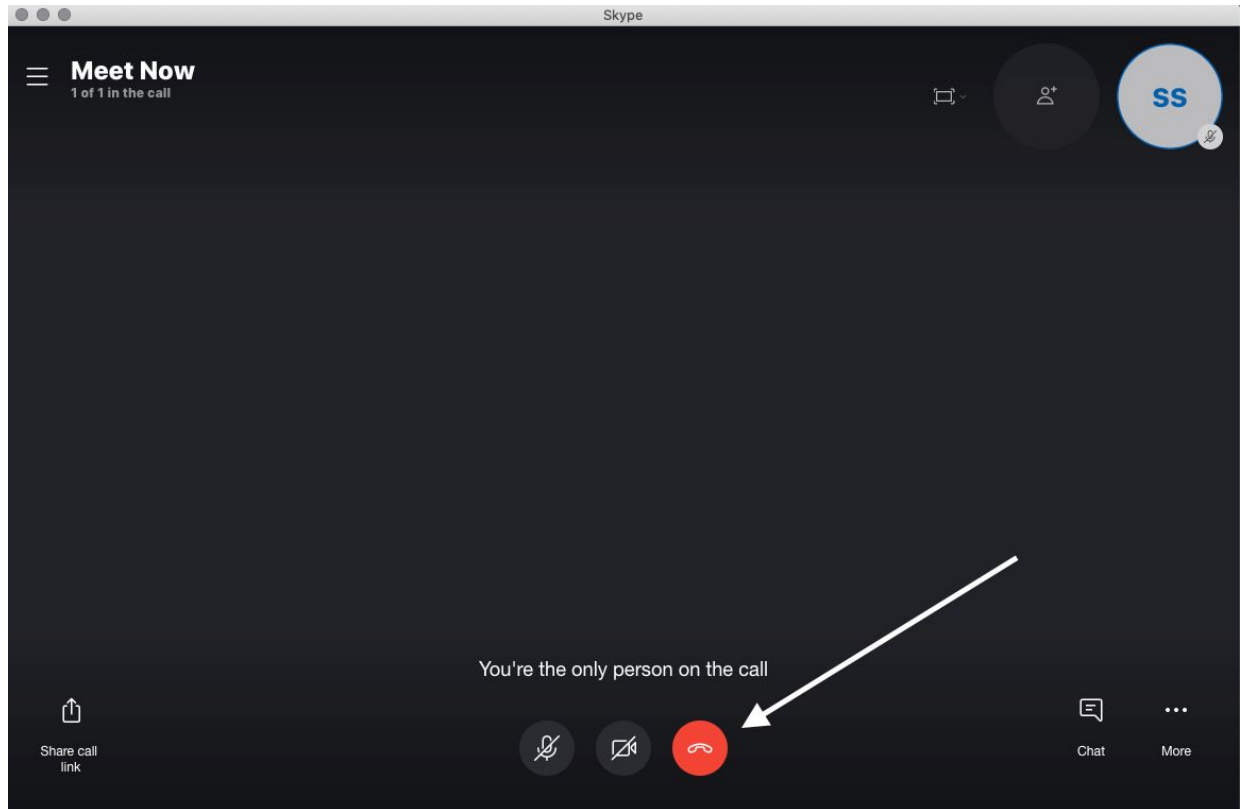
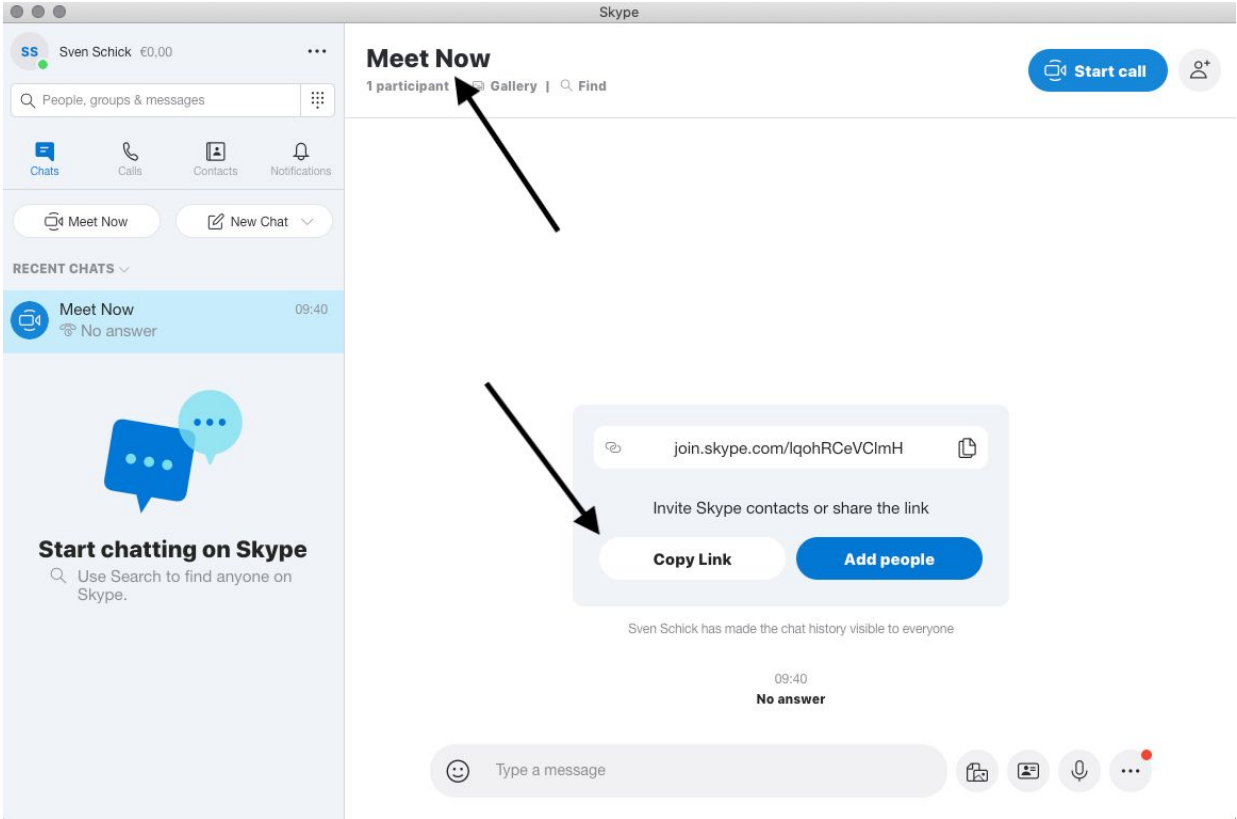3. After clicking on Meet Now, you will be able to test your camera and microphone.

4. In this interface, you have the choice to copy the unique Skype link or to start the call. You also have an option to directly invite Skype contacts or to send invitations by email. We would recommend that you **start the call first** and create the "room". You can still invite your customers afterwards.

5. As soon as you have started the "call" you are alone in the "meeting". Click on the red phone to end the meeting. After that, you will have created the room and will still be able to invite your customers. You can also give the room an individual name, such as the course name.

6. After you have finished the "meeting", you can click on "**Meet Now**" and change the name of your room by clicking on the small pen icon. You can also copy the link for the room to send it to your customers. You can do it via email (remember your list of emails that we have created in 3rd point?) or facebook messenger - whatever works best for you.

7. After changing your name and inviting all your customers, you can prepare for your course. Then the time comes, click on '**Start call**' and do what you can do best - run your course. We recommend to start the call a few minutes earlier, so you have time to adjust your sound and camera or resolve other technical issues and it is best to start your course a few minutes earlier in order to be able to resolve any technical complications in good time.