

User manual for Skype-consultations

How to install Skype

- Access the following link: <https://www.skype.com/da/get-skype/>
- Choose between Windows, MAC OS X or Linus, and Skype will automatically begin installing the program.

You have not installed Skype successfully and can start using the program.

NB: You are not able to install Skype, if you do not have administrative rights for the computer; for instance, if you use a public computer at your place of study or a work computer, which has to go through the IT supplier beforehand.

How to sign in to Skype

- Open Skype
- Enter your Skype-name, e-mail or phone number
- Enter your password

You are now signed in and can start using Skype.

How to sign in to Skype if you do not have a Skype account

- Open Skype
- Click "Sign up"
- Proceed as explained

You have now created a Skype account and can start using Skype.

When will you be contacted by us?

The counsellor will contact you through Skype before the consultation commences. If the counsellor is unable to establish a connection, you will receive a phone call instead. This is why it is important to register your phone number when getting in touch with us.

Before the Skype-call begins, we ask that you acquaint yourself with how we process your personal data. You can read about it [here](#).