

IPS MMU ON SKYPE:
ips-mmum@outlook.com

OPERATIONAL HOURS:

MONDAY – FRIDAY (EXCLUDING PUBLIC HOLIDAYS)

9.00 AM – 5.00 PM (LUNCH BREAK: 1 – 2 PM)

HOW TO CONTACT US VIA SKYPE

Step 1:

Download and install Skype:

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

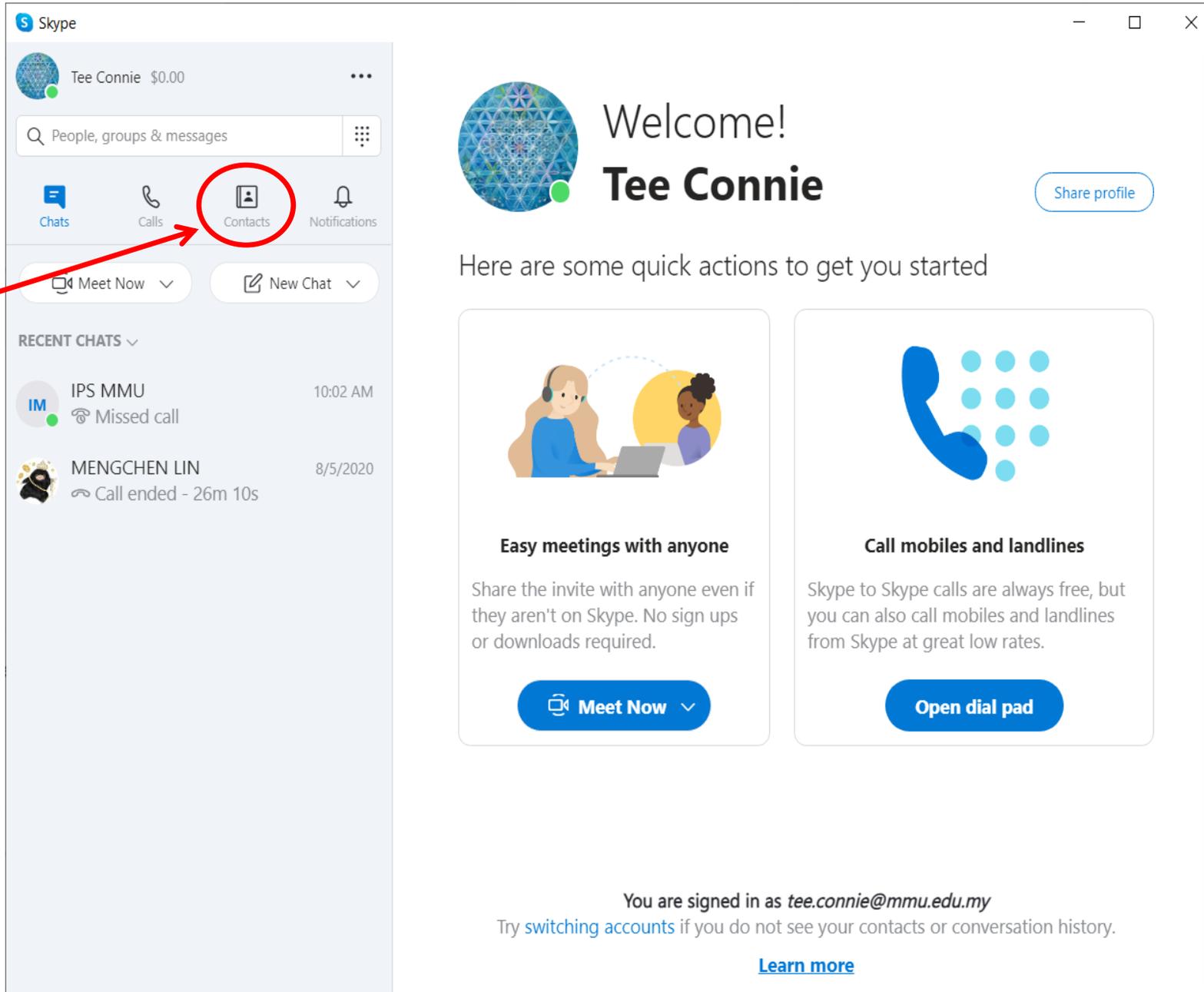
Step 2:

Create a new account or log-in using your existing account.

Step 3:

Add IPS MMU as a Contact

1. Click
"Contacts"



The image shows a screenshot of the Skype application interface. On the left side, there is a sidebar with navigation options: Chats, Calls, Contacts, and Notifications. The 'Contacts' icon, which shows a person's profile, is circled in red. A red arrow points from the text '1. Click "Contacts"' to this icon. Below the navigation bar, there are buttons for 'Meet Now' and 'New Chat'. The main area of the application displays a welcome message for 'Tee Connie' with a profile picture and a 'Share profile' button. Below the welcome message, there are two quick action cards. The first card is titled 'Easy meetings with anyone' and features an illustration of two people on a video call. The second card is titled 'Call mobiles and landlines' and features an illustration of a telephone handset. At the bottom of the application, there is a status bar indicating the user is signed in as 'tee.connie@mmu.edu.my' and a 'Learn more' link.

Skype

Tee Connie \$0.00

People, groups & messages

Chats Calls **Contacts** Notifications

Meet Now New Chat

RECENT CHATS

IPS MMU 10:02 AM
Missed call

MENGCHEN LIN 8/5/2020
Call ended - 26m 10s

Welcome!
Tee Connie

Share profile

Here are some quick actions to get you started

Easy meetings with anyone
Share the invite with anyone even if they aren't on Skype. No sign ups or downloads required.
Meet Now

Call mobiles and landlines
Skype to Skype calls are always free, but you can also call mobiles and landlines from Skype at great low rates.
Open dial pad

You are signed in as *tee.connie@mmu.edu.my*
Try [switching accounts](#) if you do not see your contacts or conversation history.
[Learn more](#)

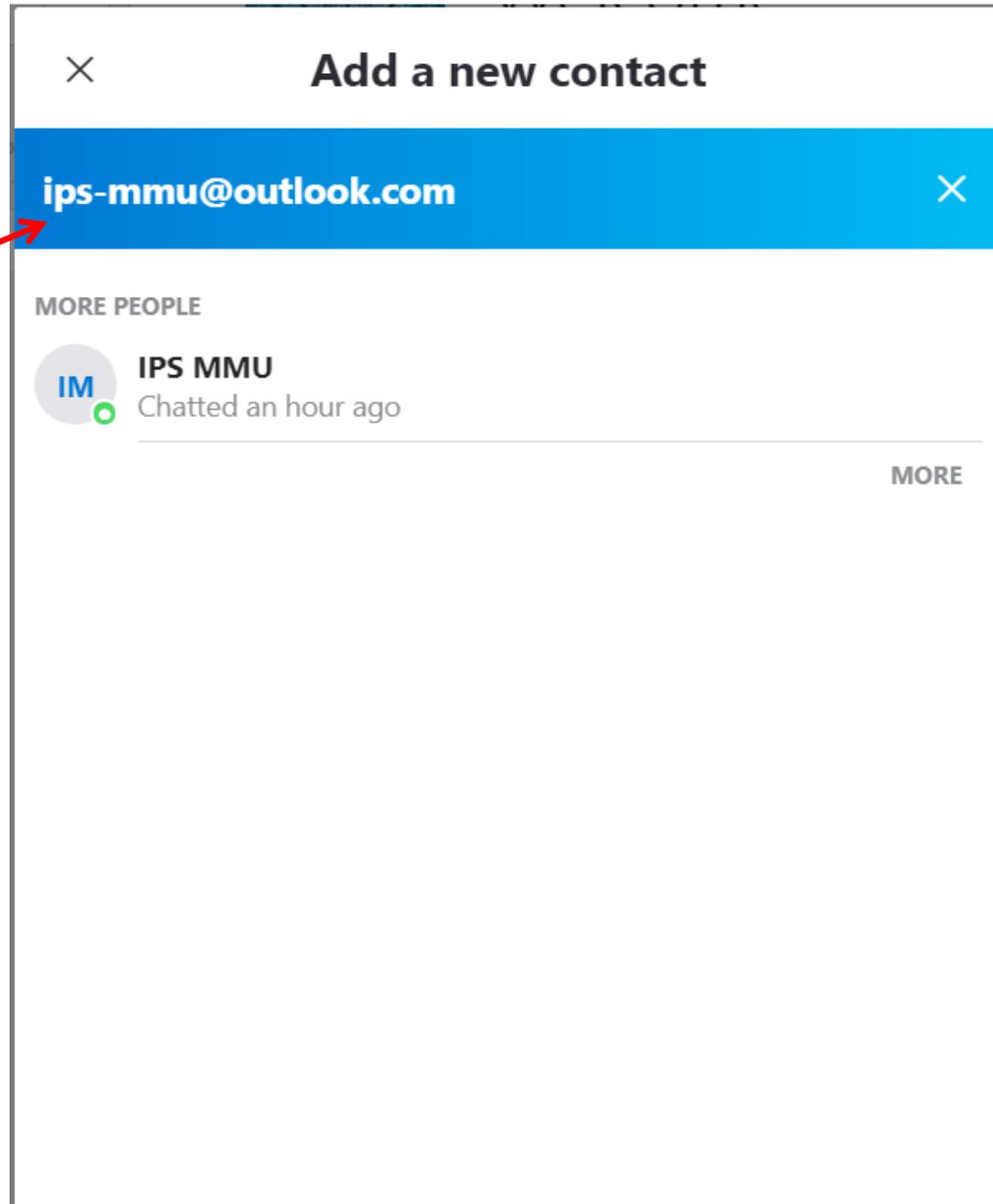
2. Click "New Contact"

The image shows a screenshot of the Skype application interface. On the left side, there is a sidebar with a search bar labeled "People, groups & messages" and navigation icons for "Chats", "Calls", "Contacts", and "Notifications". Below these is a "New Contact" button, which is circled in red and has a red arrow pointing to it from the text "2. Click 'New Contact'". Underneath is a section titled "MY CONTACTS" with a dropdown arrow, containing a notification to check contact settings and a list of contacts: "Echo / Sound Test Service .", "IPS MMU", and "MENGCHEN LIN".

The main area of the application displays a welcome message for "Tee Connie" with a profile picture and a "Share profile" button. Below the welcome message, it says "Here are some quick actions to get you started" and features two cards:

- Easy meetings with anyone**: Includes an illustration of two people on a video call and a "Meet Now" button with a dropdown arrow.
- Call mobiles and landlines**: Includes an illustration of a blue telephone handset and a grid of dots, with an "Open dial pad" button.

At the bottom of the main area, it states "You are signed in as *tee.connie@mmu.edu.my*" and offers a link to "switching accounts" if the user does not see their contacts or conversation history. A "Learn more" link is also present at the bottom center.



3. Enter
**ips-
mmu@outlook.com**
and add us a your contact.

You're ready to connect with us!

The image shows a screenshot of a Skype chat window. The window title is "Skype" and the contact name is "Tee Connie" with a balance of "\$0.00". The chat header shows "IPS MMU" with a status of "Last seen 4m ago" and options for "Gallery" and "Find".

Annotations in red text and circles highlight specific features:

- "Video Call" points to the video call icon (a camera) in the top right corner.
- "Audio Call" points to the audio call icon (a telephone handset) in the top right corner.
- "Text Messaging" points to the "Type a message" input field at the bottom of the chat window.

The chat history shows a missed call from "IPS MMU" at 10:02 AM. The chat content includes a "Shushing" emoji at 2:21 PM, a "No answer" status at 2:22 PM, a "Testing" message at 2:24 PM, and another "No answer" status at 2:28 PM. A "Call 8s" notification is shown at 2:29 PM. At the bottom, a "Missed call from IPS" notification is visible at 10:02 AM.