

## Instructions for Live Video Call with Santa Claus

1<sup>st</sup> Make sure you have chosen your video call date and time, paid for the call and filled out the form.

2<sup>nd</sup> We are going to be using SKYPE exclusively for the live video calls. Primarily because there are no membership fees and you can record the call. If you do not have an account, go to [www.skype.com](http://www.skype.com) and set up a new account. Skype can be used on your computer, mobile or tablet.

3<sup>rd</sup> When you use SKYPE you should always test your settings first. This will ensure that whatever device you are using is working properly. To test your settings first open SKYPE, then look on the left side bar – at the top you should see your name and then three dots •••. Click on the 3 dots, then click on settings. This will bring a pop up menu. Click on Audio & Video and test your device.

4<sup>th</sup> If you have not used SKYPE before we highly recommend testing it out with a friend or family member, so you can get familiar with SKYPE before your Santa Video Call.

5<sup>th</sup> **You will need to email us with your User Name so Santa can call you at the assigned date and time. Please email this to [santa@thenorthpolepress.com](mailto:santa@thenorthpolepress.com) prior to your requested day and time.**

6<sup>th</sup> Make sure you are set up and ready at least 5 minutes before your assigned time. Santa will be very busy making calls so it is very important you don't waste your time slot getting ready.

7<sup>th</sup> Please see below for Instructions on how to record your SKYPE call.

### **How do I record my Skype calls? (Copied from SKYPE)**


In Skype you have the ability to record your Skype to Skype calls directly in the app. Skype call recording is completely cloud-based so you don't need to worry about your device's performance or storage space as you record.

Key features of Skype call recording:


- Call recording is currently only available for Skype to Skype calls.
- As soon as you start recording the Skype call, everyone in the call will be notified it's being recorded so there are no surprises.
- If you are recording a video call, Skype will ensure everyone's video stream (including your own) is combined and recorded.

- If someone shares their desktop screen during the call, it will also be included in the recording.
- Once you stop the recording, end the call, or leave the group call, the recording will stop, and the final call recording will be posted on your behalf in the Skype chat in which the call took place.
- The maximum duration for a call recording is 24 hours. Longer calls may be split into multiple files.
- The Skype call recording will be available in your chat for 30 days. You can download and save the recording locally at any time during the 30 days.


## How to Record a Call in Skype

1. During your Skype to Skype call, tap or click **•••** for more options.
2. To record your call:
  - **On desktop:** Click **Start recording**.
  - **On mobile:** Tap  **Start recording**.
3. A banner will appear in your call letting everyone know you've started recording.
4. After the call, the recording will be posted to your chat and will be available for 30 days. You can download and save the recording locally at any time during the 30 days.

## How to Save a Skype Call Recording

1. From your chat:
  - **On desktop:** Click **More options** .
  - **On mobile:** Tap and hold on the call recording.
2. Download and save the recording as an MP4 file.
  - **On desktop:** Select **Save to "Downloads"** to save the file directly to your Downloads folder or select **Save as** to choose where to save it.
  - **On mobile:** Select **Save** to automatically download and save your recording to your device's Camera Roll.

## How to Share a Skype Call Recording

1. From your chat:
  - **On desktop:** Click **More options** .
  - **On mobile:** Tap and hold on the call recording.
2. Select **Forward** to share the Skype call recording to another chat.