



## Cultural Center For Language Studies

*The Best in Language Training*

---

### How to attend classes via Skype

Signing up for our live classes via Skype is easy. Just follow these steps:

<b>I don't have a Skype account:</b>	<b>I already have Skype:</b>
<ol style="list-style-type: none"><li>1. Download Skype from skype.com, the Apple Store or the Google Play Store.</li><li>2. Create a Skype account or log in with your Microsoft account (Hotmail, Live, Outlook, etc.)</li><li>3. Add our Skype ID to your contact list: <b>CCLS_Skype</b></li><li>4. Contact one of our secretaries to have your Skype ID added to our contact list.</li></ol>	<ol style="list-style-type: none"><li>1. Log into Skype using either your Skype ID or Microsoft account (Hotmail, Live, Outlook, etc.)</li><li>2. Update your Skype to the latest version by going to <b>Help → Check for updates.</b></li><li>3. Add our Skype ID to your contact list: <b>CCLS_Skype</b></li><li>4. Contact one of our secretaries to have your Skype ID added to our contact list.</li></ol>

Now you are all set for your first class via Skype! All you have to do is call us at 973-344-2257 a few minutes before your class and let the secretary know that you would like to attend class via Skype that day. Your teacher will then call you once the class begins.

Here are a few additional tips for a successful class via Skype:

- Find a quiet place where you will not be interrupted or distracted during class.
- Make sure you have a strong Wi-Fi signal and a high speed internet service. A wired connection is preferred.
- Use a headset to minimize any echo, feedback, or noise in the background.
- And last but not least, be punctual.

By following these guidelines, you should feel exactly as if you were in the classroom.