

# How to use Skype IM (Skype Chat)

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Once you've set yourself up to make Skype calls, you won't actually have to use this method of communication to reach your friends. Instead you can use Skype IM – the Skype instant message service – and send text messages straight to their computers.

## You'll need:

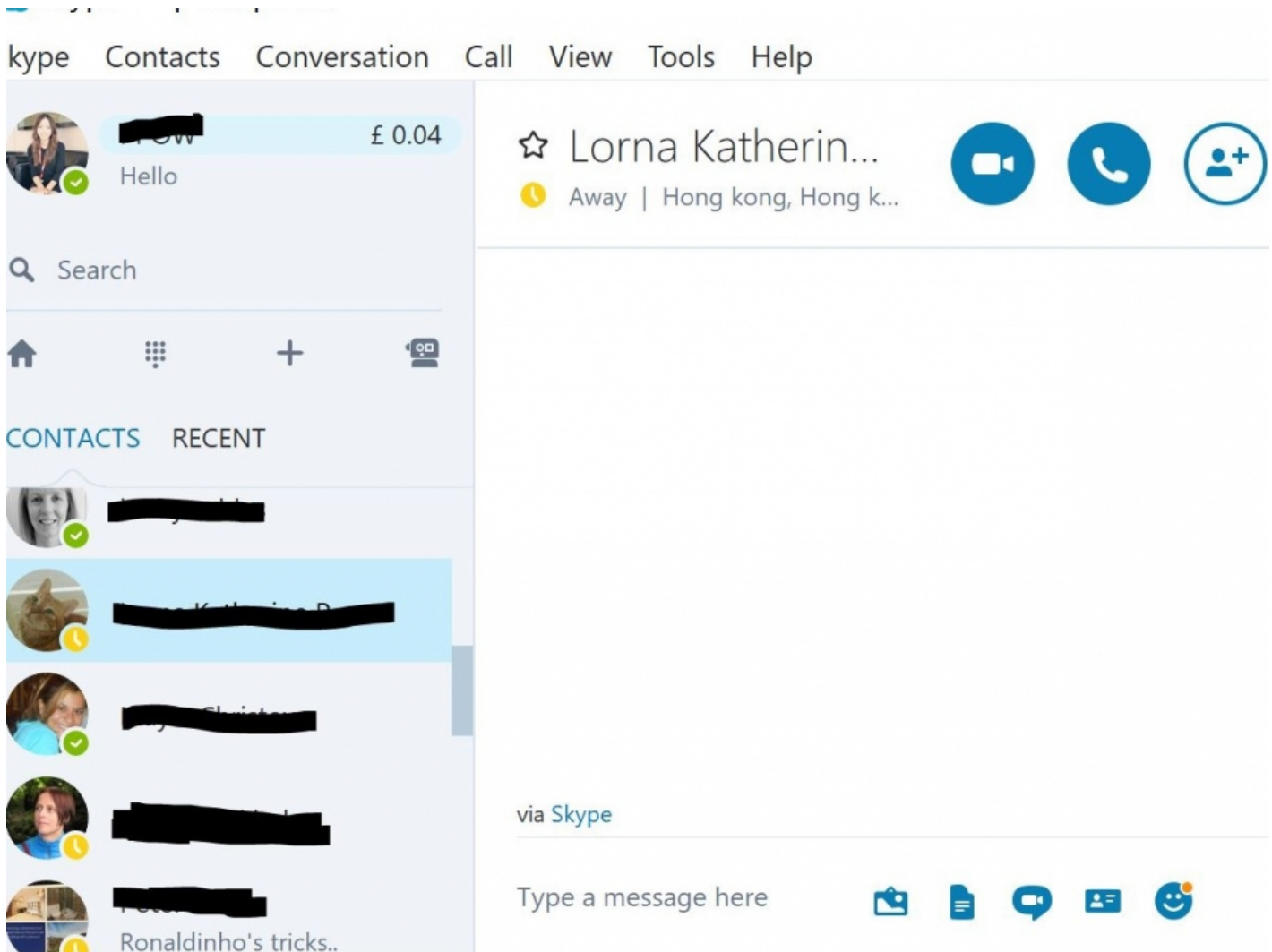
- a Skype account and the Skype program installed on your computer
- at least one Skype contact logged in – after all, you'll need someone to send your message to!

*This guide is specifically for Windows computers, but Skype is also available for Apple Macs.*

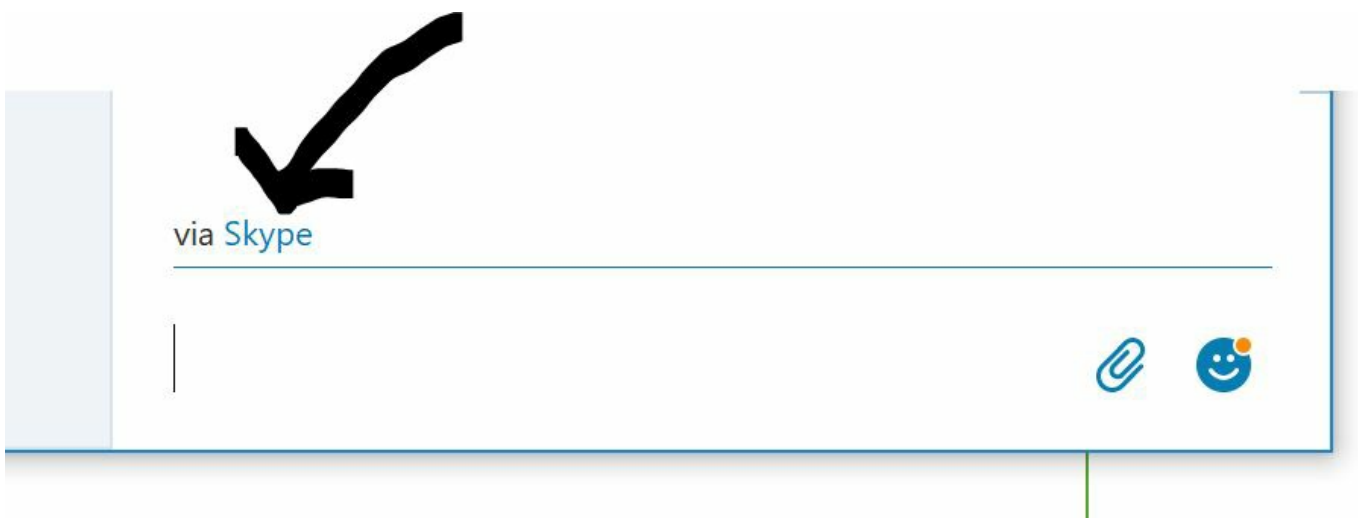
## Follow these step-by-step instructions to use Skype IM

**Step 1:** Make sure you're logged into Skype and that the main window is open.

**Step 2:** In the list of contacts, double click the name of the friend you want to send a message to.



**Step 3:** Your friend's profile now appears in a new window. At the bottom of this window, there's a text box. Type your message in this box and press enter to send it – for free. The default method of sending the instant message is via Skype.



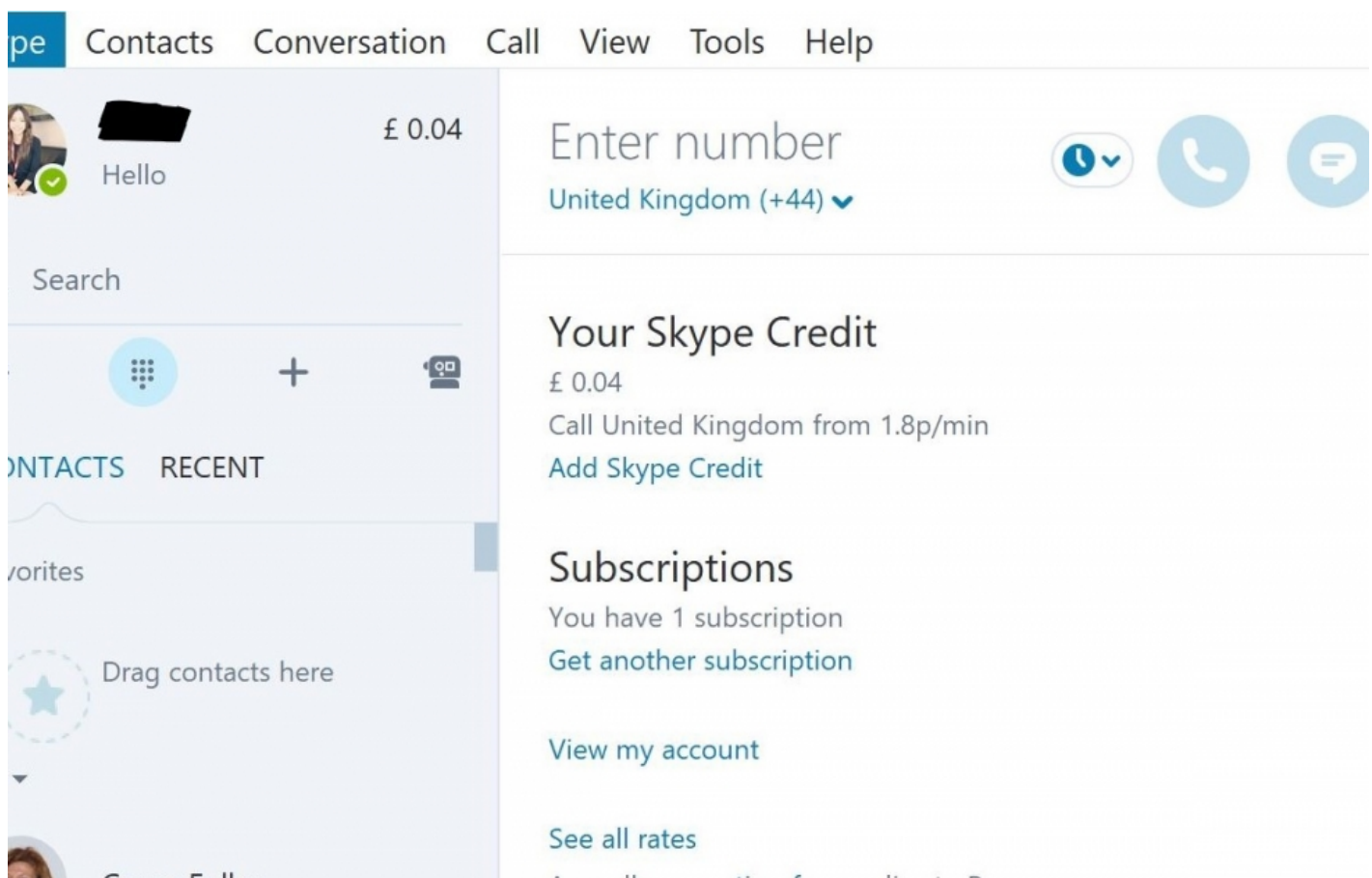
However, your friend doesn't have to be online for you to send them a message – any they've been sent will be waiting for them when they next log in to Skype.



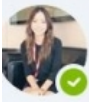
In Skype, you can send a picture, document, video message and send contacts.

**Step 4:** If your friend picks up your message while you're still online, they can immediately respond to you, so you can carry out a written conversation.

**Step 5:** To send a text message click on the dial pad icon and enter a mobile number you want to send a text message to.



Once you enter a mobile number and country code you will now be able to send a text message to that number.





£ 0.04

Hello

United Kingdom (+44) ▼

✕







Write S...

Search

Home




+



CONTACTS


RECENT

Favorites



Drag contacts here

All ▼



Caron Fuller

Your Skype Credit

£ 0.04

Call United Kingdom from 1.8p/min

Add Skype Credit

Subscriptions

You have 1 subscription


Get another subscription


View my account


See all rates


A small connection fee applies to Pay


You will also have the option to add this mobile number to your contacts.














+  is not in your Contacts

Add to Contacts

via SMS Receive replies on your mobile

0c





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## **Done!**

We recommend having a look at our other Skype guides in the Next Steps links below.

***Alex Duin is a freelance writer specialising in technology.***

### **Next steps**

-  [How to download Skype](#)
-  [How to make a Skype call](#)
-  [How to find Skype contacts](#)
-  [How to buy Skype credit](#)
-  [How to Skype a landline](#)

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