Live Skype Meetings: Preparatory Steps

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1. If s/he does not have one already, the VLW participant creates an account with Skype® (www.skype.com)

2. Personal contact info (and own Skype name) need be made available to the VLW instructor by means of the corresponding Google Docs® form (to be made available by the VLW instructor)

3. The VLW participant familiarizes him(her)self with the use of the TeamViewer® (http://www.teamviewer.com) software to be used for screen sharing during the Skype® meeting. A big advantage it has is that one may use this software by just running it in the browser, i.e. without having to install it on his/her PC. To use the software, all one needs to do is go to the 'http://go.teamviewer.com' web address. This needs to be done beforehand as there may be a need for installing the most recent version of the Adobe Flash® plugin to the browser. When all goes well, the user is prompted to enter a *session ID* and a *password* (both to be provided by the instructor in the beginning of the meeting), as well as his/her name (e.g. *John Smith*)

4. At the agreed time of the Skype® meeting, the instructor will: (a) invite the VLW participants to a Skype® conference call, and (b) make available the TeamViewer® user credentials password to be used by the VLW participants when initiating a "*View remote PC*" connection

5. The online meeting proceeds with a Skype® (voice) connection, and a sharing of the instructor's PC screen via a TeamViewer® connection, running in parallel to the Skype® conference call session