**To organize a Skype conference call**

1. Click the ‘contacts’ icon on the top left corner. This opens the people that have accepted contact.

2. Double click on the picture (not on any other place) of the icon for the person to be added to the conference.

3. On the top right corner of the monitor, find the icon labeled “add contact”.

4. Click the ‘add contact’ icon. This will add this person to the conference call.

5. Repeat the about steps, adding one person at a time.

6. To drop a person from the conference call. Click on the icon for the person. Below the person’s or identification, a tiny triangular shaped icon will show up.

7. Click on this icon using the right mouse button.

8. Select the item disconnect and click it. This drops the person from conference call.