Skype Security and Privacy Settings

Controls & Settings guide

Skype is a video calling software that allows users to make free video and voice one-to-one and group calls, send instant messages and share files with other people. The following steps are highly recommended if your teen (minimum age- 13) is or will use Skype.

What do I need?

A Skype account

Restrictions you can apply

Calls & Texts

Chatting

Downloading file sharing

Location sharing

Privacy

Sharing Data

Sharing location

Social networking

Step by Step instructions

These steps were replicated using an iPhone, however, we have also included the steps for other devices:

Profile visibility

Enable or disable profile settings

Delete contacts from your Profile visibility list

FaceTiming with multiple people

Unwanted calls

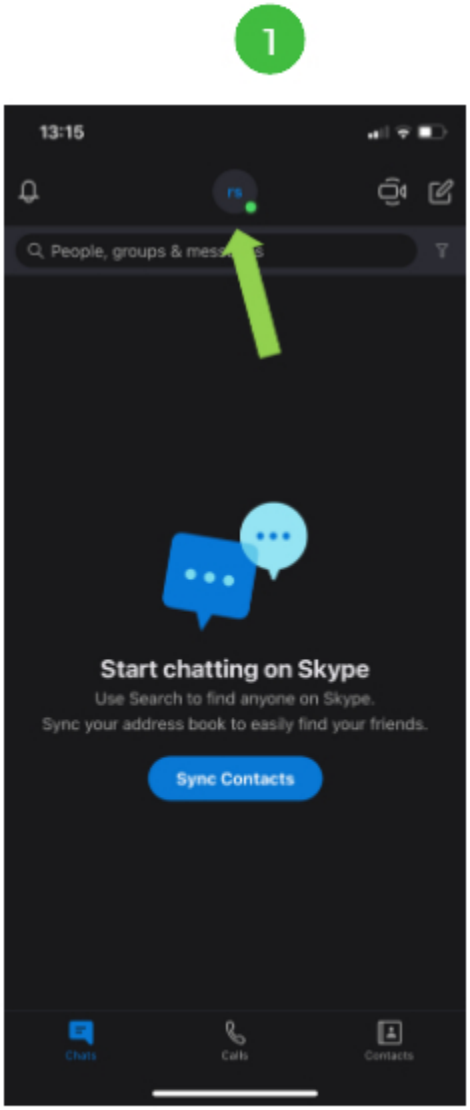
Block and/or report someone on Skype

1. Profile visibility

Some info is visible to everyone such as Skype name, display name, location and profile picture if you have one:

– Select your profile picture
– Select “Settings”
– Select “Account & Profile”
– Select “Profile picture”
– Under Choose who can see your profile picture, select “Public” or “Contacts only”

It’s recommended to select Contacts only for teens.



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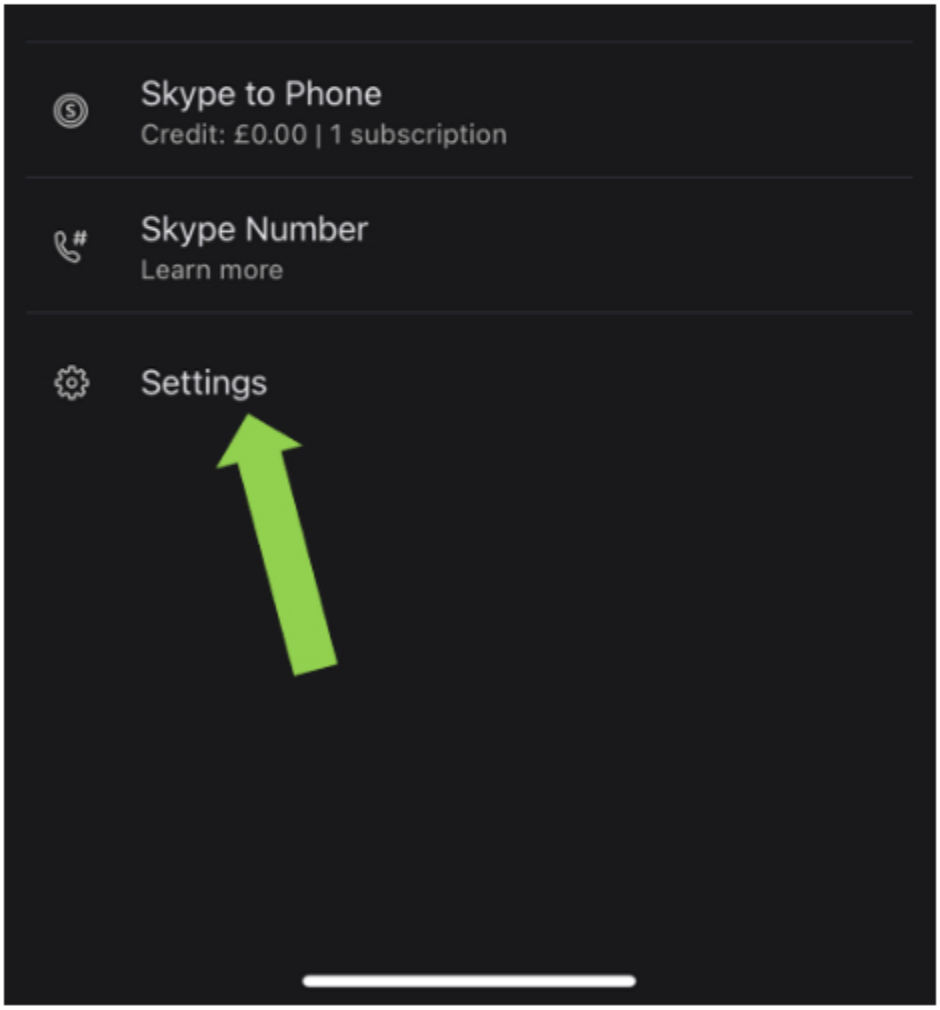
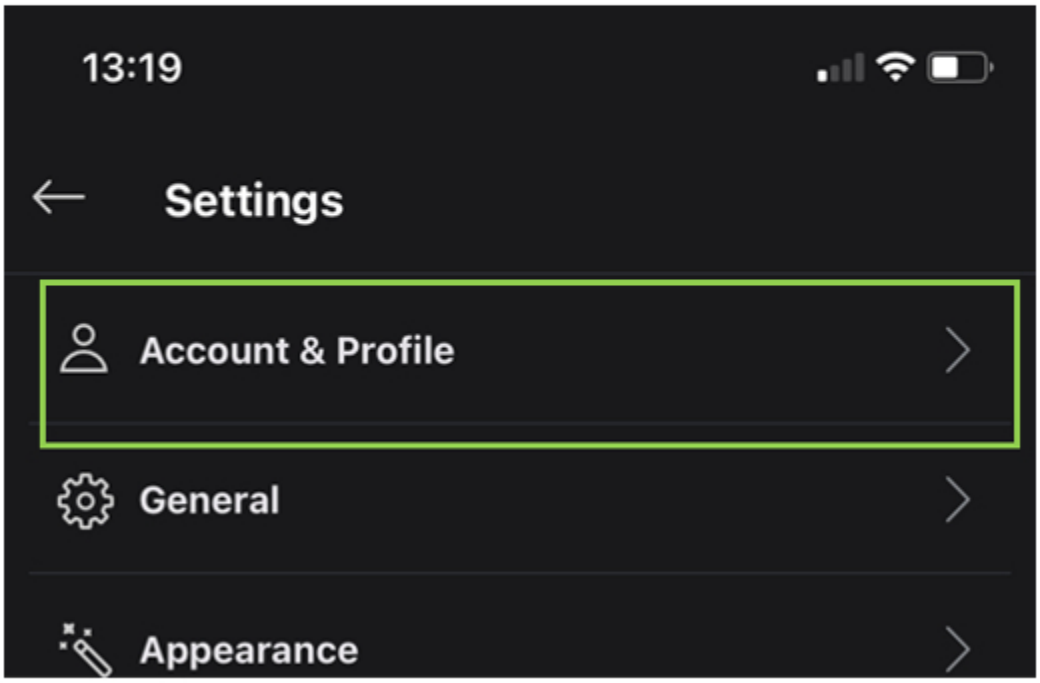
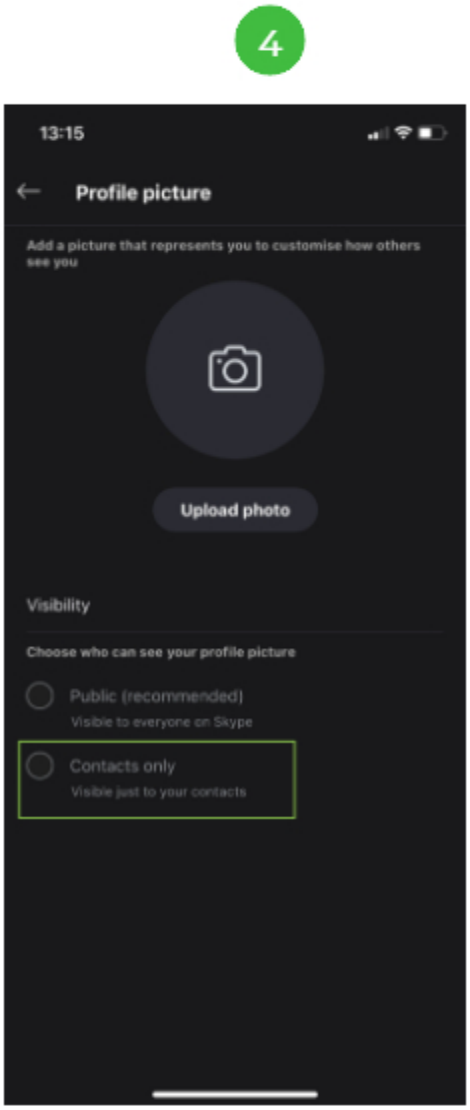

Skype to Phone
Credit: £0.00 | 1 subscription
Skype Number
Learn more
Settings

3





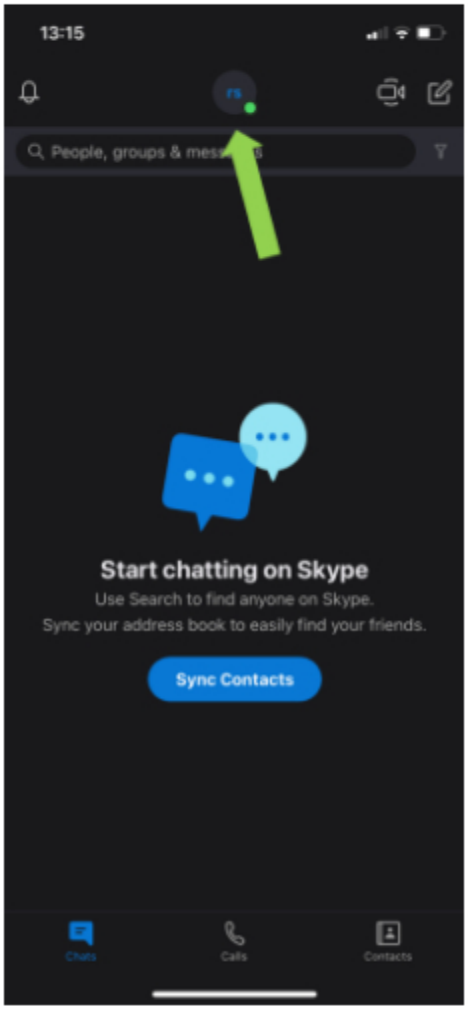
2. Enable or disable profile settings

You can manage how your profile is seen on Skype. If your teen is using Skype, it's recommended that their personal info is hidden so others cannot see this. Most of these fields are not mandatory.

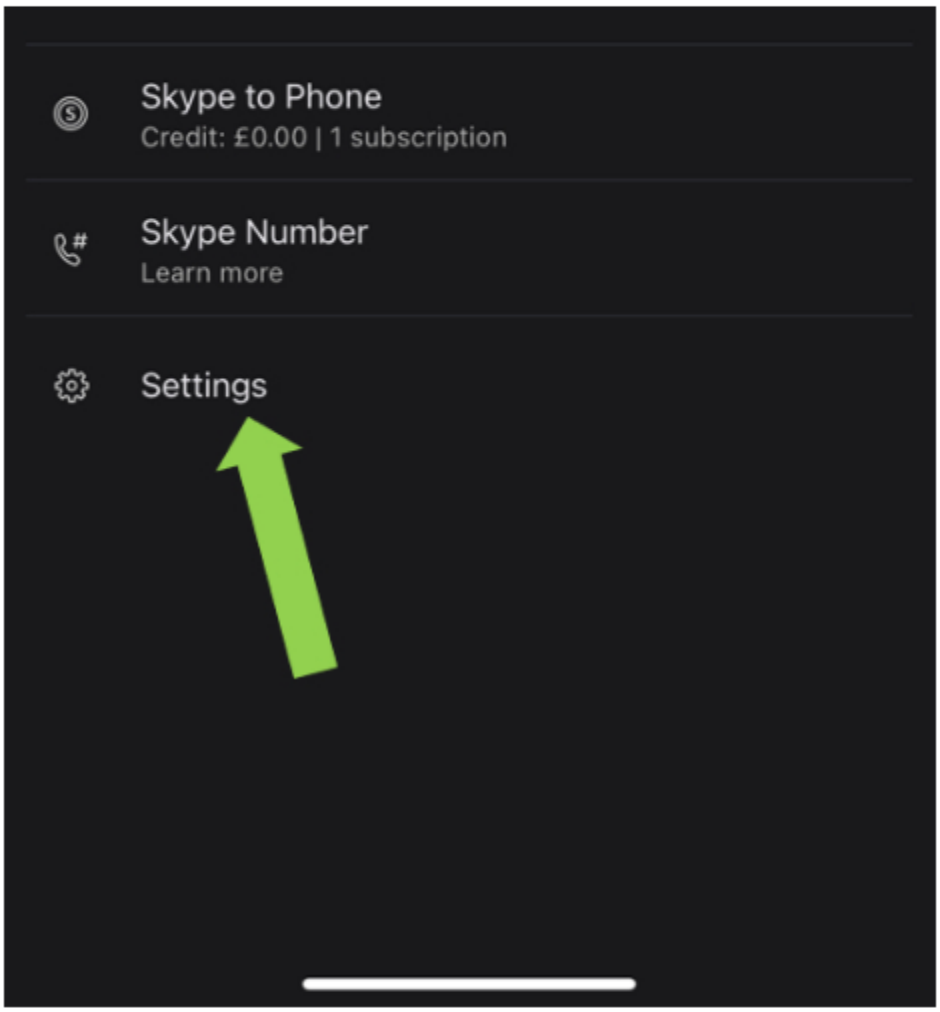
– Select your profile picture
– Select "Settings"
– Select "Account & Profile"
– Select "Your profile" – delete any personal details (if applicable)
– Scroll down to Profile settings and untick "Appear in search results and suggestions"

You can also disable this feature in the Privacy section.

1


13:15
People, groups & mes
Start chatting on Skype
Use Search to find anyone on Skype.
Sync your address book to easily find your friends.
Sync Contacts
Chats
Calls
Contacts

2


Skype to Phone
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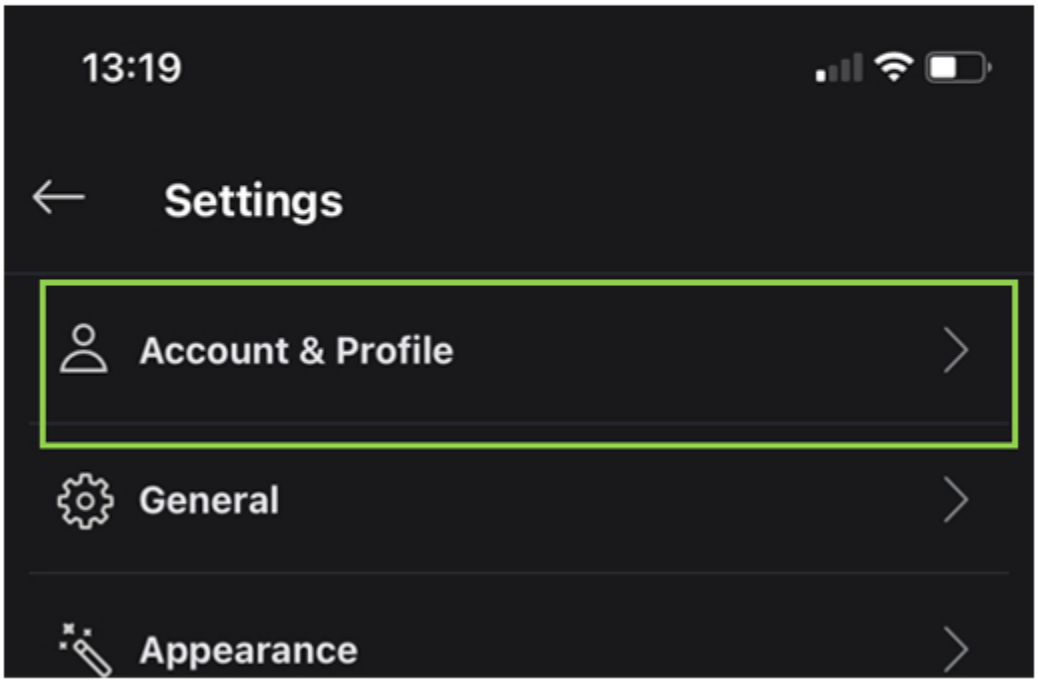
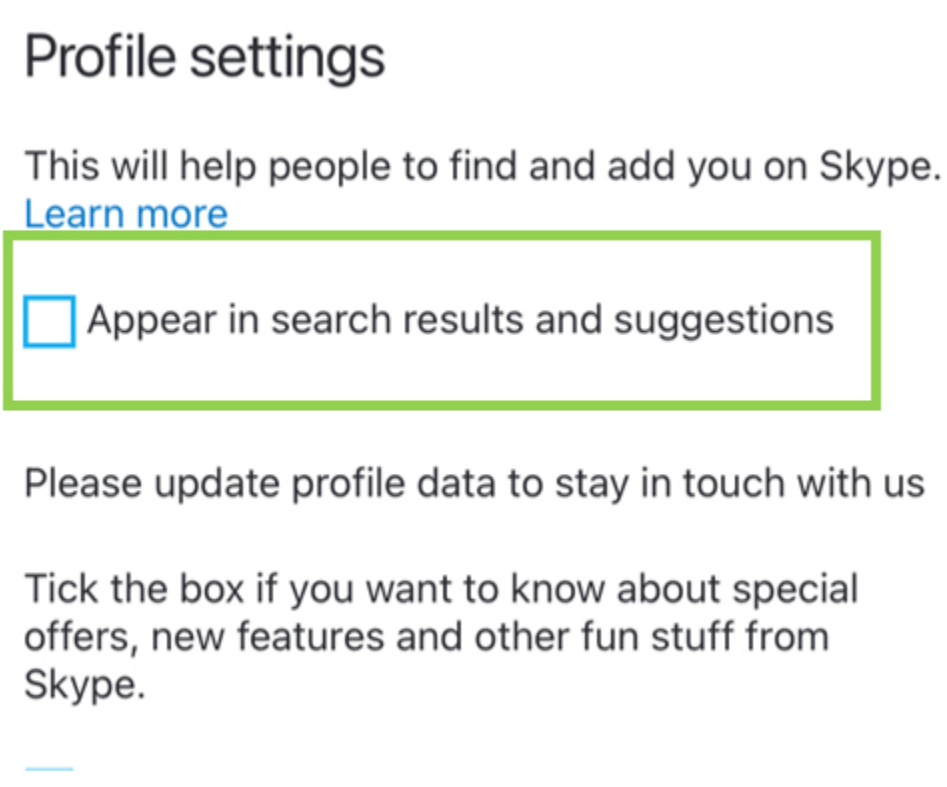
Skype Number
Learn more
Settings

3


13:19
Settings
Account & Profile
General
Appearance

4

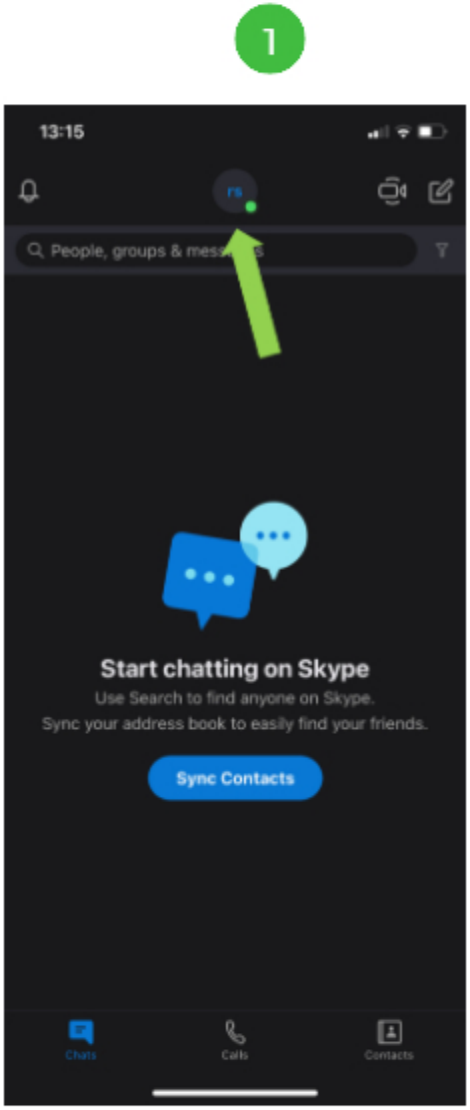

Profile settings
This will help people to find and add you on Skype.
Learn more
Appear in search results and suggestions
Please update profile data to stay in touch with us
Tick the box if you want to know about special offers, new features and other fun stuff from Skype.

3. Delete contacts from your Profile visibility list

All your contacts will be shown in the profile visibility list, not just ones you've removed.

To delete a contact from your profile visibility list:

– Select your profile picture
– Select "Settings"
– Select "Contacts"
– Select "Privacy", then select "View list"
– In the Profile visibility list, next to the person you want, select "More", then "Delete contact"



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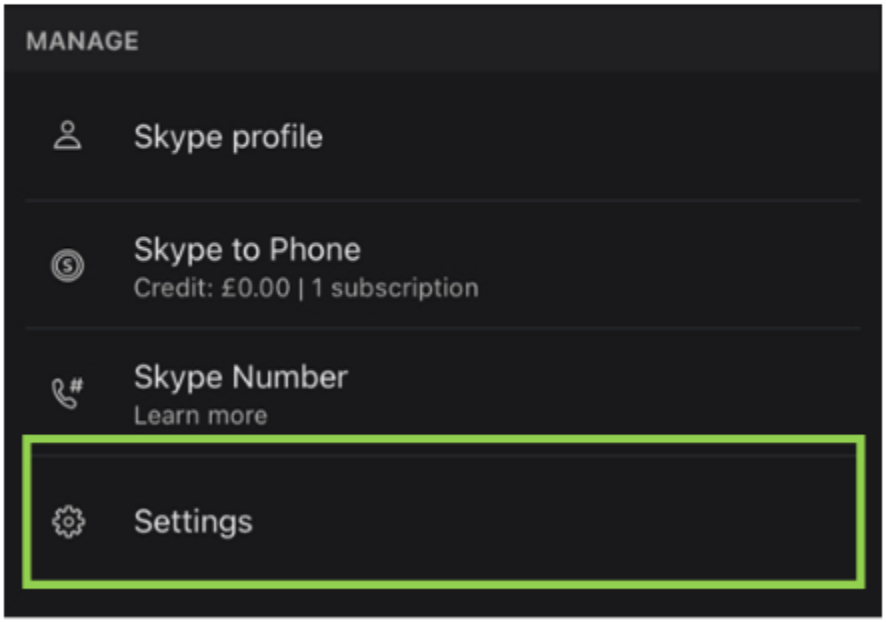
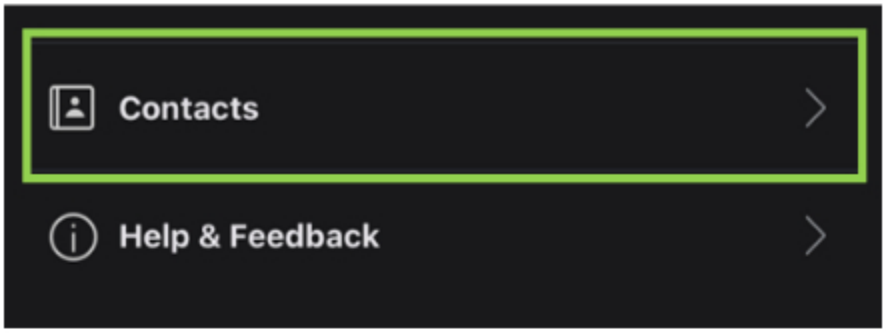
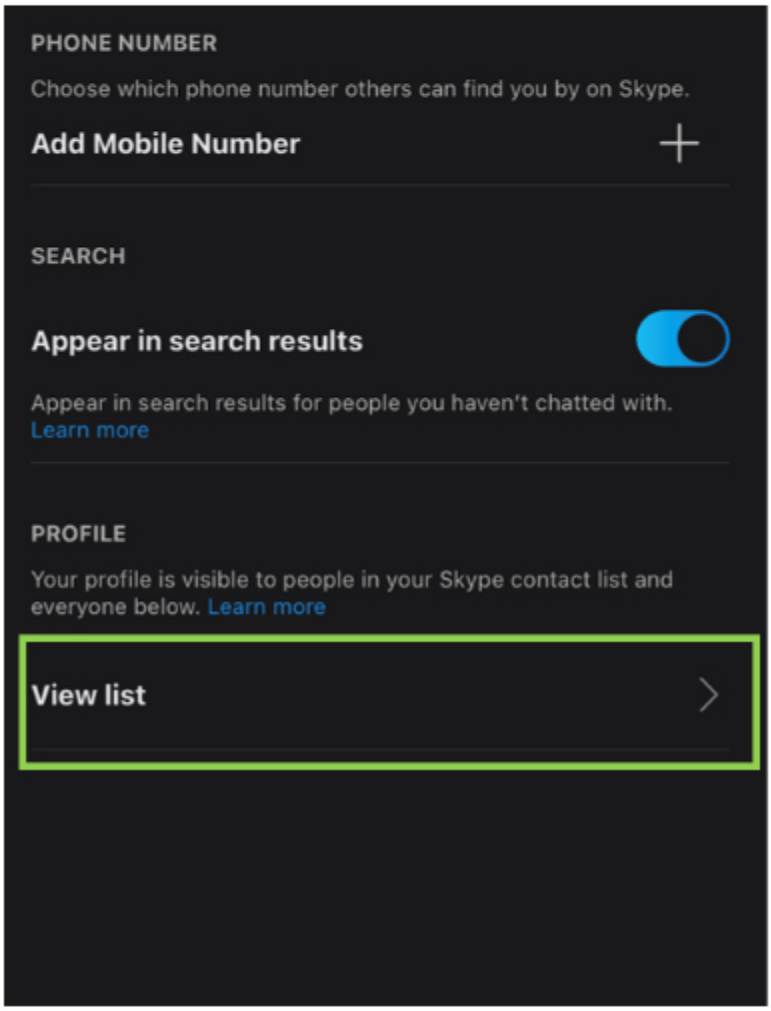
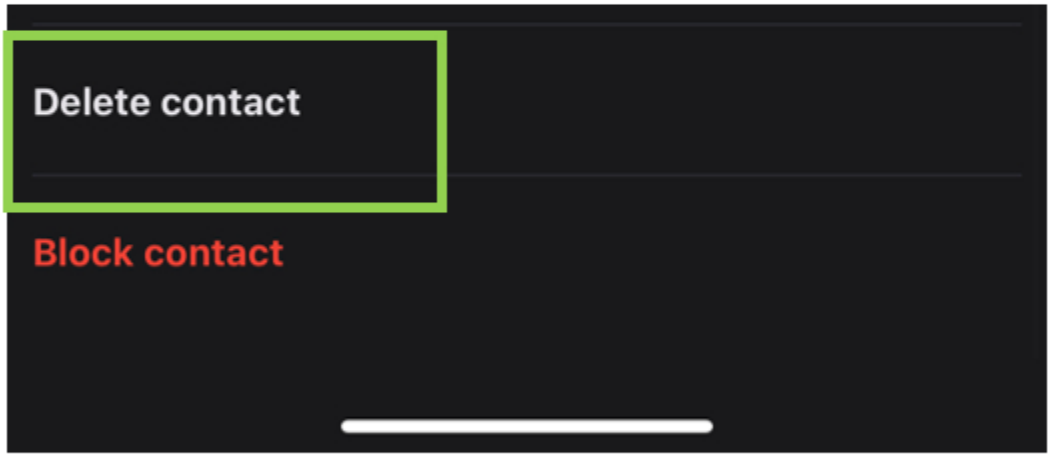

MANAGE
Skype profile
Skype to Phone
Credit: £0.00 | 1 subscription
Skype Number
Learn more
Settings


Contacts
Help & Feedback

3


PHONE NUMBER
Choose which phone number others can find you by on Skype.
Add Mobile Number
SEARCH
Appear in search results
Appear in search results for people you haven't chatted with.
Learn more
PROFILE
Your profile is visible to people in your Skype contact list and everyone below. Learn more
View list

4


Delete contact
Block contact

4. Unwanted calls

If you are receiving unwanted calls in Skype, you can change your call settings to only allow calls from your contacts to ring on your device:

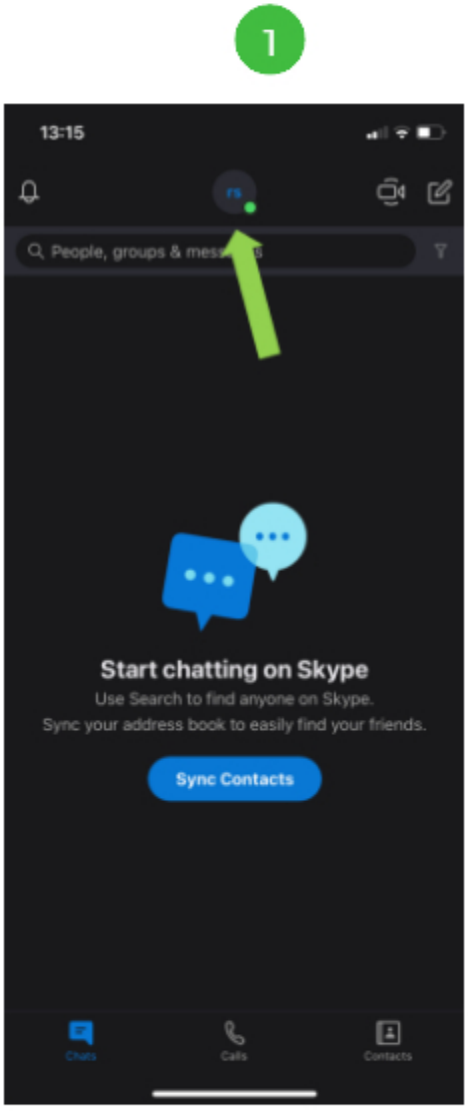
– Select your profile picture

– Select “Settings”

– Select “Calling”

– Toggle “Only allows calls from contacts to ring on this device”. It should turn blue.

If someone who isn’t in your contact list calls you, Skype will show a missed call from them.



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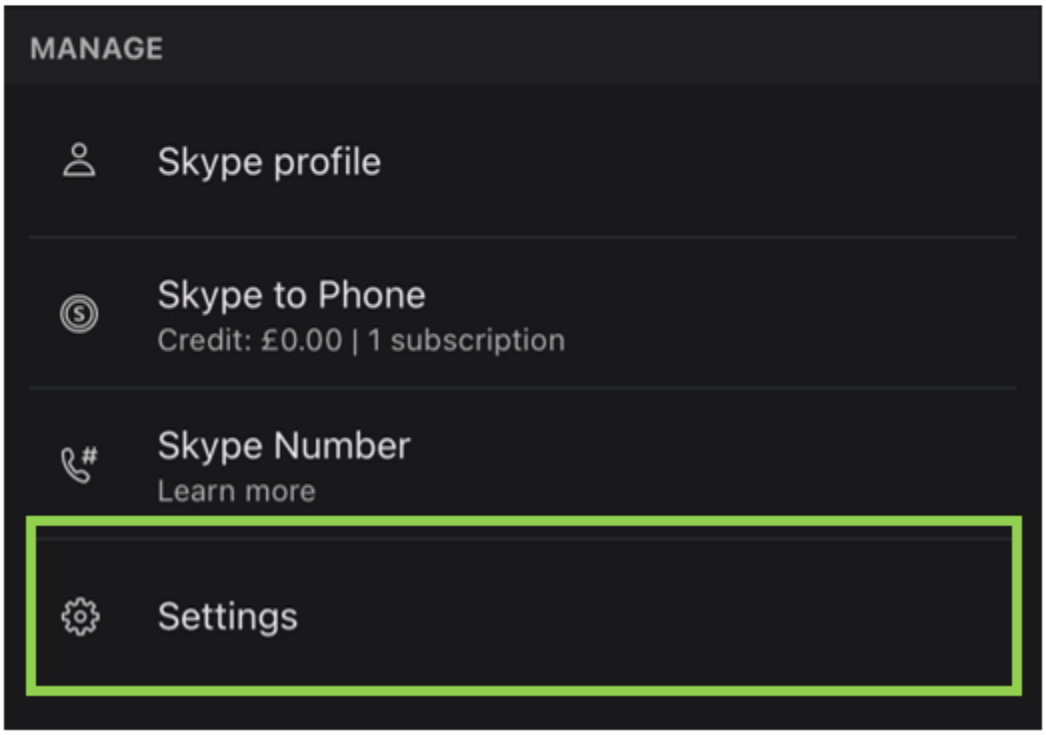
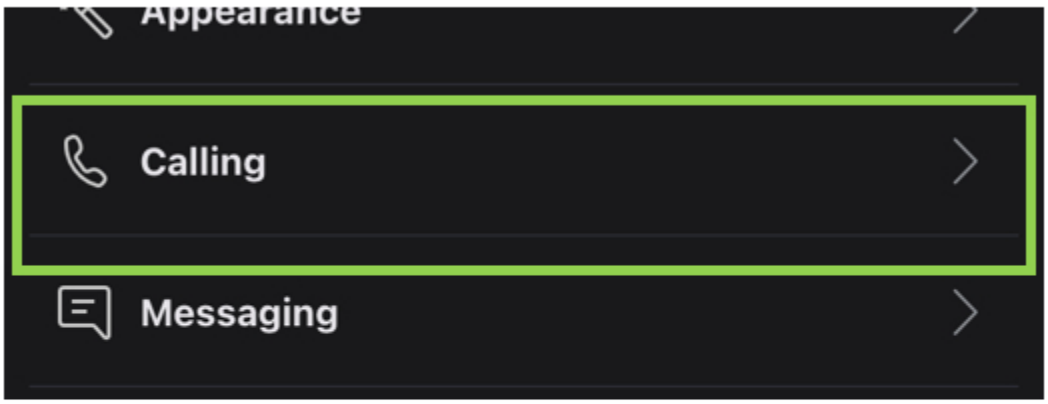
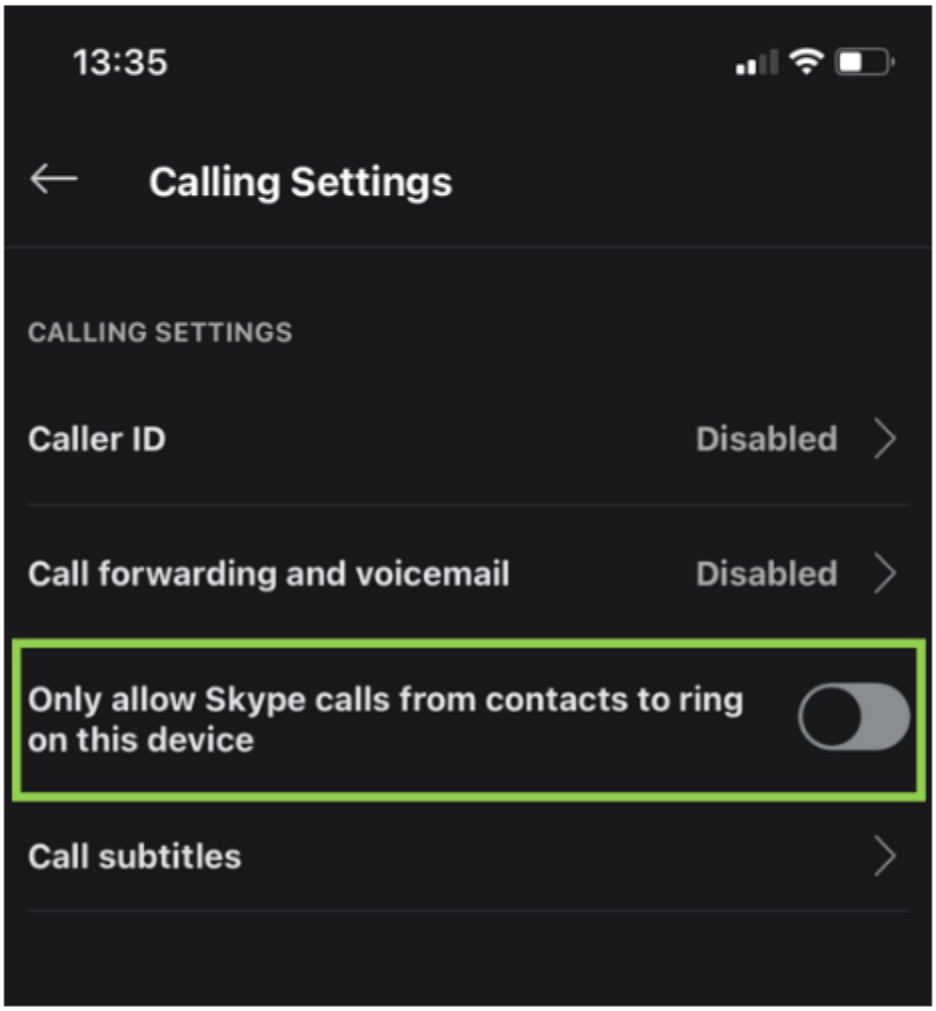

MANAGE
Skype profile
Skype to Phone
Credit: £0.00 | 1 subscription
Skype Number
Learn more
Settings

3


Appearance
Calling
Messaging

4


13:35
Calling Settings
CALLING SETTINGS
Caller ID
Disabled
Call forwarding and voicemail
Disabled
Only allow Skype calls from contacts to ring on this device
Call subtitles

5. Block and/or report someone on Skype

You can block a contact to prevent them from calling you, sending you instant messages and seeing your state in Skype:

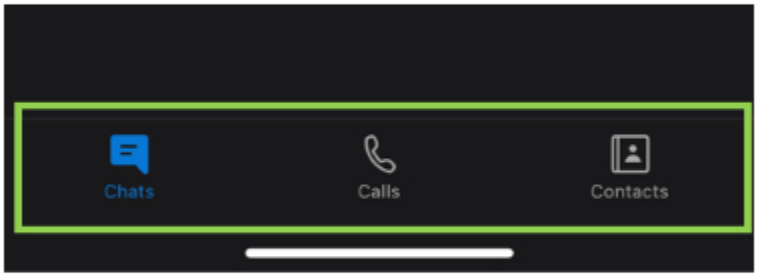
– From the Chats or Contacts tab, right-click or tap and hold on the contact you want to block and select “View profile”
– Scroll to the bottom of their profile window and select “Block contact”
– Tap “Block”

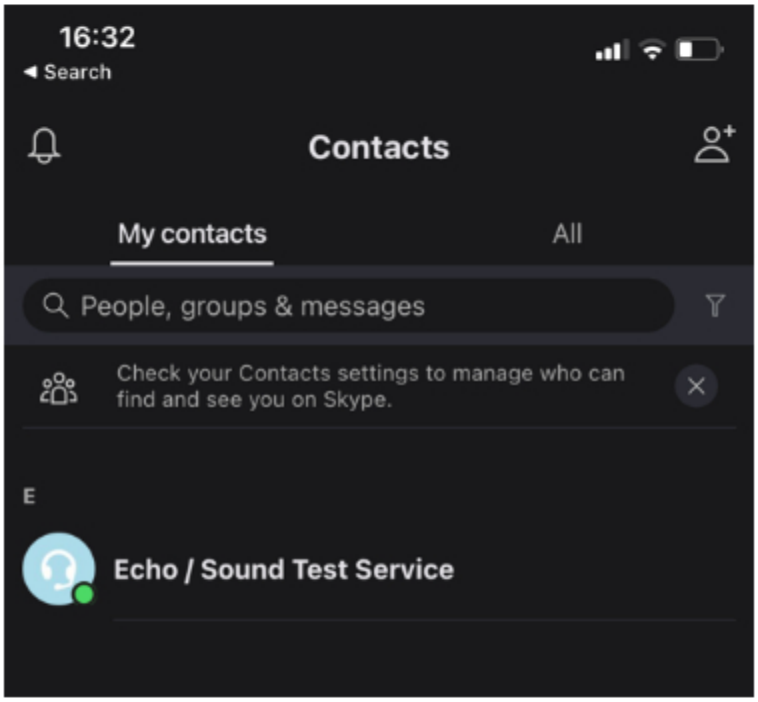
Note: On desktop, you can also select the Edit button then select Block contact

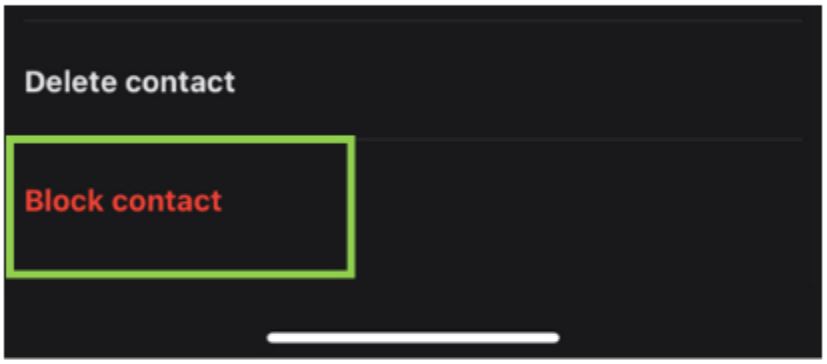
Report contact.

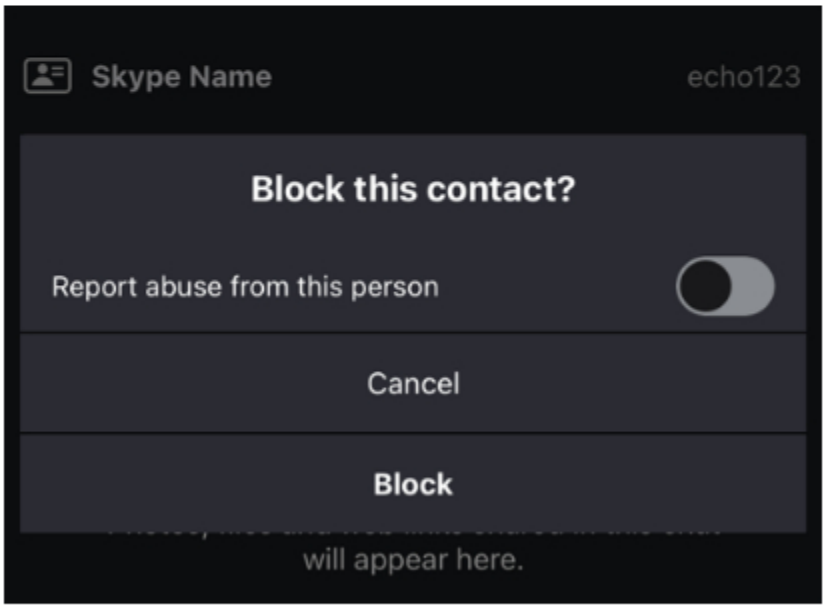
From the Block this contact? window, you can report abuse and then block the contact:
– Toggle “Report abuse from this person” to on, select a reason, and then select “Block”
– Block someone without reporting abuse: Select “Block”
Once the contact is blocked, they will be removed from your chats and contact list.

You can unblock someone from your “Blocked contacts” list.


Chats
Calls
Contacts


16:32
Search
Contacts
My contacts
All
People, groups & messages
Check your Contacts settings to manage who can find and see you on Skype.
E
Echo / Sound Test Service


Delete contact
Block contact


Skype Name
echo123
Block this contact?
Report abuse from this person
Cancel
Block
will appear here.