



## August 2016 Newsletter

# We Want to See You! Let's Skype!

Together, let's embrace technology that helps us connect - to discuss, share and collaborate.

### What is Skype

Skype is a video conferencing software that is widely distributed and easy to use. It has been around for almost twenty years, and recently gained popularity by joining with Microsoft Office. In fact, it's already downloaded and ready to use on almost any new device.

### Why use Skype

The value of face to face communication is beyond measure. By using Skype, we can connect with you and your clients on a more personal level when you need us.

### How to Get Skype

1. Skype.com and click the big blue button.
2. Select your platform (computer, mobile or tablet) and click the next big blue button.
3. Follow the prompts to download
4. The Skype application is now available on your home screen.
5. Open the Skype application and you will be prompted to set up an account.
6. Once you've completed this the application will open and you will be ready to start using skype!

### How to use Skype:

Add your first contact:

- Click the menu at the top left titled "Contact" and scroll down to "Add a contact"
- You'll be prompted to search the Skype directory, you can search by the person's name, skype name, or phone number.

*Search "LesniewskiMooreConsulting" and add me as your first contact!*

### LESNIEWSKI MOORE CONSULTING GROUP FOCUS

Lesniewski Moore Consulting Group is a boutique consulting firm that develops cutting edge solutions that reduces financial risk and achieves security in retirement.



"We offer practical and intelligent consulting solutions."



Now that you have us on your contact list you can see us listed under “Contacts” on the left side menu. From here you have many options. To start, double click our name to open the conversation, from here you can call us directly.

**To Video Skype with us:**

At the top of the conversation there is a video camera, and a phone. Click the option to video chat, and it will begin automatically. Similar to any mobile smart phone, use the red phone icon at the end of the call to hang up and disconnect.

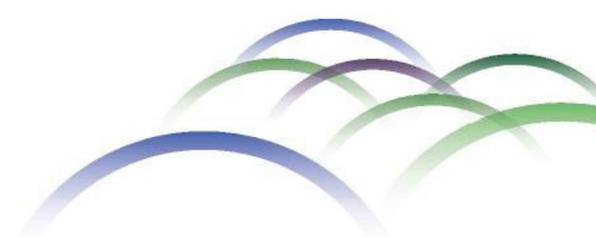
**To Video Skype with additional locations:**

Beside the phone icon in the chat is an image of a person with a plus sign. Clicking this will bring up your contact list. You can add any contact as a third participant in the chat window. This is a great feature for a meeting between clients, yourself, and Lesniewski Moore.

Additional things to be aware of:

1. The mute button is useful feature if you need a quick moment away from the meeting.
2. Once you create a group conversation, it will be saved as a separate contact in your contact list. Be sure to click the right contact to ensure you message the appropriate people when beginning a new conversation.
3. You can also screen share for presentations.

We hope this information will be helpful in getting us connected. We look forward to our first Skype video conversation.



**Earning your trust is our priority**

CALGARY | WINNIPEG | TORONTO