

# 7 SKYPE TIPS & TRICKS YOU DIDN'T KNOW

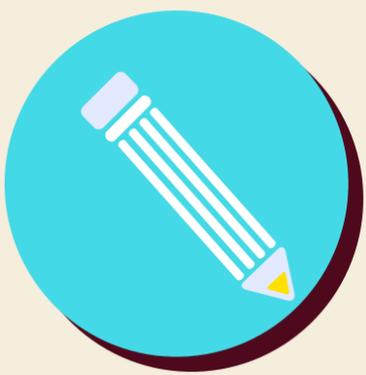
You think you already know all about Skype? Well, there might still be some features that will surprise you! Check out the 7 Skype tips and tricks in this post to see what they are!

## #1 MAKE CALLS FROM CONTACT LIST



1. Click Tools >> Options >> General Settings
2. Check the box: When I double-click on a contact start a call

## #2 HIDE/SHOW THE MOVING PENCIL



1. Click Tools >> Options >> IM & SMS >> IM Settings >> Show Advanced Options
2. Uncheck the box: Show when I am typing

## #3 CLEAR HISTORY

1. Click Tools >> Options >> IM & SMS
2. Click IM Settings >> Show Advanced Options >> Clear History

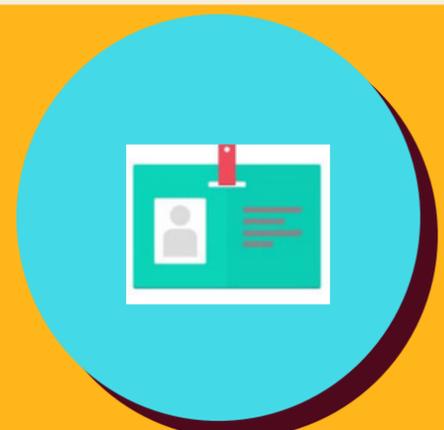


## #4 GET KEYWORD NOTIFICATIONS

1. Click Conversation menu >> Notification Settings
2. Select notify me only if these words are mentioned.
3. Type in the keywords you'd like to receive notifications

## #5 SET UP CALLER ID

1. Click Skype > Account. You will see a web page where you get more call related information
2. Click Caller ID and select Country/Region and type in your Phone number.
3. Click Verify Number.



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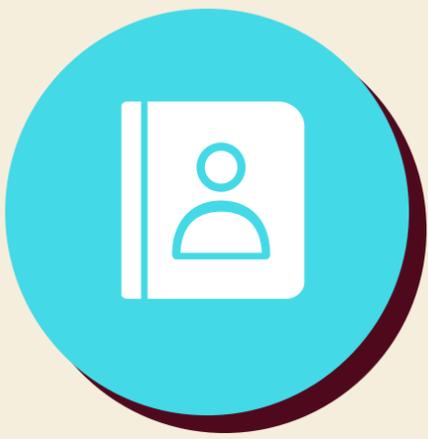
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## #6 EDIT YOUR LAST MESSAGE

Press the Up Arrow Key on your keyboard, Skype will automatically copy the text you sent and put in your chat box where you can correct and re-send.



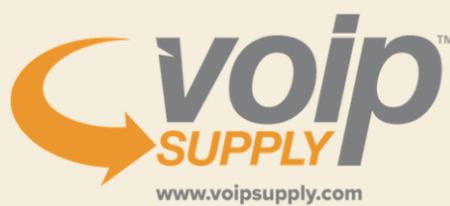
## #7 TRANSFER ACCOUNT CONTACTS



1. Sign in your old account. Click Contacts and go to Advanced and select Backup Contacts to File.
2. Sign in your new account and click Contacts>> Advanced>> Restore Contacts from File

There you have it! Are you using any of the tricks I mentioned?

A [hosted VoIP Service](#) has a lot of useful and more advanced features, be sure to check it out too!



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