

# Guide for Tablets for Skype Use (Inmates)

## Overview:

MPRSC has decided due to the crisis of Covid 19 to allow inmates to make personal calls on tablets from an Application called Skype. Skype will allow an inmate to have a video conferenced session with family and or loved ones from outside the facility. While this gives an inmate greater flexibility in communication with the outside world, it is not as simple as making a phone call. This guide will serve you for Skype use. Skype would also need to be installed on the person you are trying to reach PC, Smart Phone, or Tablet. If they don't have it installed on their end this document will serve no purpose.

## Inmate Use of Skype:

In order to use Skype an inmate has to put his or her contact information into Skype. This means a user account of some kind usually the person's email. Each tablet has its own personal email and Skype account setup already. They are usually assigned as mprsc.inmate1-12@gmail.com. You will get 1 tablet for use for 30 minutes. Which Skype account you might be assigned will depend on which tablet you get assigned. What is important that anyone using Skype from the outside world would see you as [mprsc.inmate#@gmail.com](mailto:mprsc.inmate#@gmail.com) where # could be any number 1 thru 12. The person you are trying to contact outside will need to know this information in order for them to have a Skype session with you. They would also have to be present at their device during the time you try and contact them. They will not know the exact inmate# you are until you try and contact them. You in turn will need to know their Skype ID as well. Examples are [Jane.doe@msn.com](mailto:Jane.doe@msn.com) or [johndoe@yahoo.com](mailto:johndoe@yahoo.com). Once an inmate starts Skype he or she should get something that looks like Figure 1 below. This document will now go through steps to you will need to take in order to initiate contact with friends and family who are also users of Skype. If they are not users already it's quick, easy, and free to sign up for it and to download it from the Web.

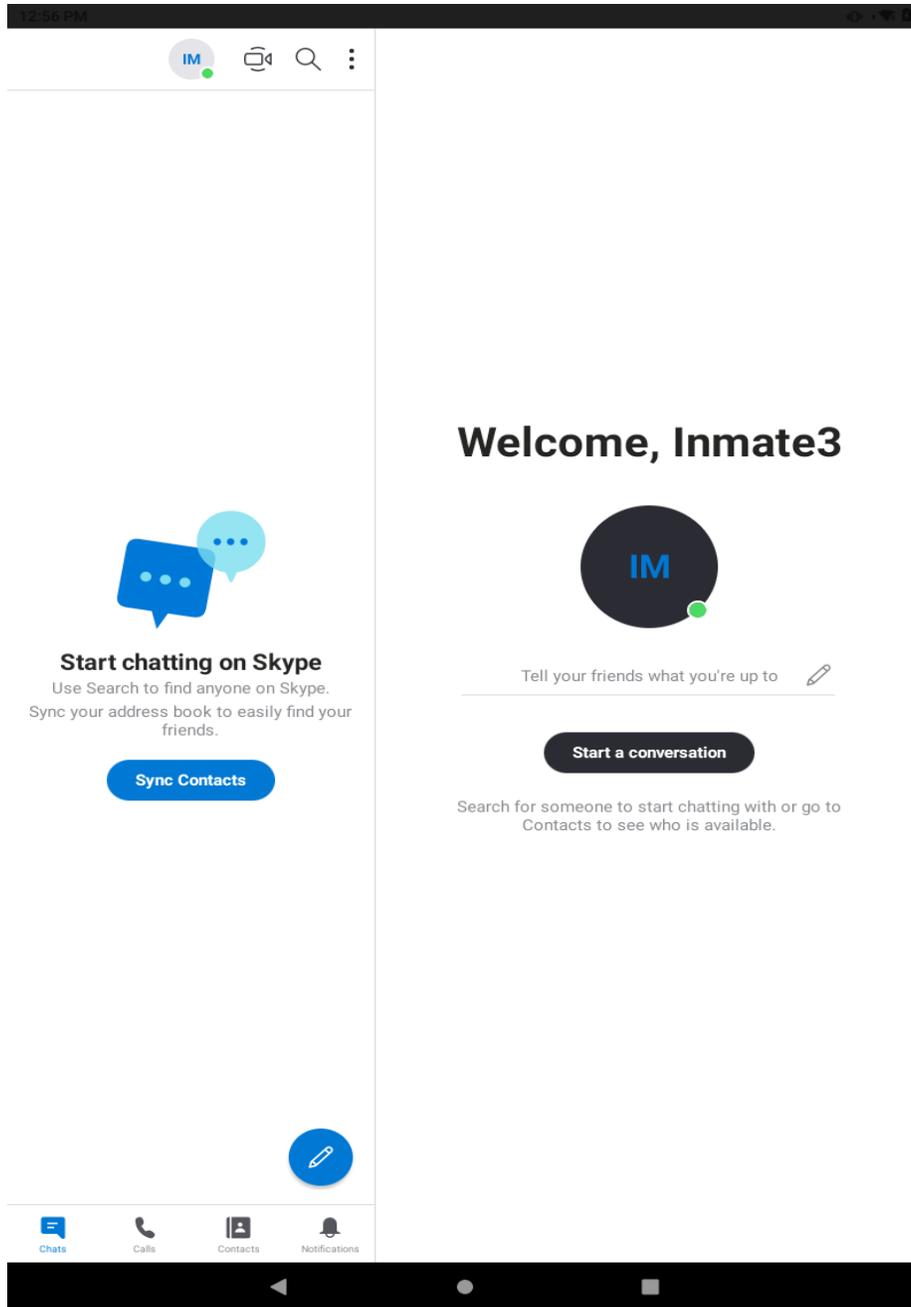


Figure 1

**Step 1:** Click on the Start a Conversation on the main screen. Enter the email address of the person registered in Skype you wish to talk to. From there they on the other end must accept your call. Once they accept you by saying hello back and clicking you should see their name at the top of the screen. As in figure 2.

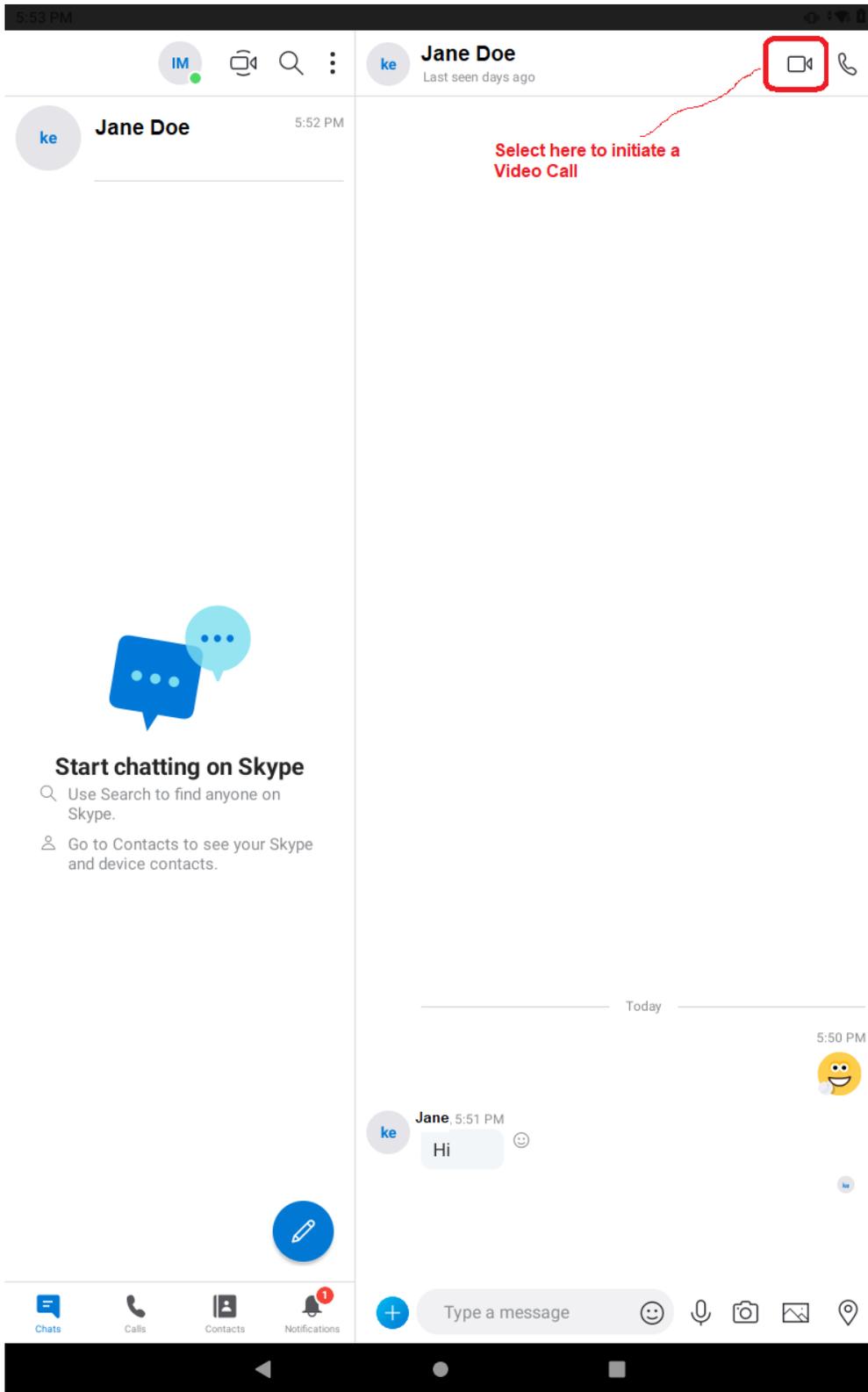


Figure 2

**Step 2:** You can now start the conference call in Figure 2. Once they accept and they have a camera you will be able to see each other face to face. You have 30 minutes for each session. Use your time wisely and remember the tablets also have a limited power life cycle.

**Step 3:** Once the session is complete be sure to have them remove you from their contact list. The reason for this is that other inmates will be using the tablet you are now using. You will not want someone else to contact your friends or family.