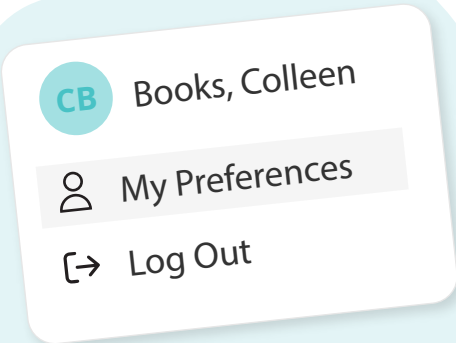


Add Your Skype Username



Click your name in the top right corner, then **“My Preferences”**




Click the edit button in the top right of the student’s profile

A screenshot of a 'Personal Information' form. It has a header 'Personal Information' and a profile icon 'GB'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Birthday', 'Phone', and 'Skype'. Below the fields, there are two checkboxes under the heading 'Reminders': 'Receive automated email reminders' and 'Receive automated SMS reminders', both of which are checked. At the bottom right, there are 'Cancel' and 'Save' buttons.

Fill in the **“Skype”** field



Click **“Save”** to confirm your changes

 **More questions?** Click the question mark in the top right corner to open the in-app Help Center