THE JOURNALIST SURVIVAL GUIDE
A N A N I M A T E D V I D E O G U I D E

Lesson 9
How to Secure Skype: Checklist and Guidelines

Guidelines:
Do I have a secure password for my account?
Is this really my friend/colleague?
Invitation to connect: have them write something only the two of you would know rather than just the generic message

Once connected:
do a quick voice or video call to make sure it's really them behind the account
Will their network of contacts put them in danger?

Chat history
No record of voice or video calls, but you are still listed in their contacts

How to Find and Change Security Settings:
On Windows Under "Tools", select "Options":
Under "Privacy", select "Privacy Settings"
On Mac, select skype from the tope menu tab, then click preferences. Privacy settings can be found amongst the preferences category.

Important settings:
Allow IMs from...:
select "people in my Contact list only" to prevent spam or other potentially harmful IMs being sent to your account

Keep history for:
you can reduce this from "forever" to a shorter time period

Voice over - English: **Andrew Codd**
Sound recording: **Creative Impact**
Music: **"Mining by Moonlight" by Kevin MacLeod**