Skype Guidelines

Skype is currently available on a limited basis on campus. The software is designed for one-to-one conferences. We have permanent Polycom videoconference systems installed in BHS 107, CP 331 and MAT 352 for larger scale needs.

For use of Skype for one-to-one conferences, please consider the following (3) options:

1. WG 208 (Innovative Lab) and WG 210 have Skype pre-installed and a USB webcam can be setup for a one-time only event. There is no charge for internal use or setup.
2. A faculty / staff office can be setup, though the requesting department will need to purchase any necessary equipment (including USB webcam, hub, etc). There will also be a charge of $40/hour (standard) per installation.
3. Use Polycom desktop client. We can supply the software for one-time use at no charge. For a permanent installation, the price of the software will be charged to the department (approximately $100).

For use by students, guests or outside clients please consider:

1. Using a Polycom facility from the remote location.
2. If no Polycom system is available, a copy of the Polycom client can be authorized for a one-time use. There will be no charge, unless a permanent installation is necessary.

For larger videoconference requests:

1. Please use our Videoconference Request Form to schedule in the appropriate room.
2. Additional information can be found on the facilities via the Video conferencing page.
3. Available rooms are BHS 107 (internal + external), CP 331 (internal only) and MAT 352 (internal only).