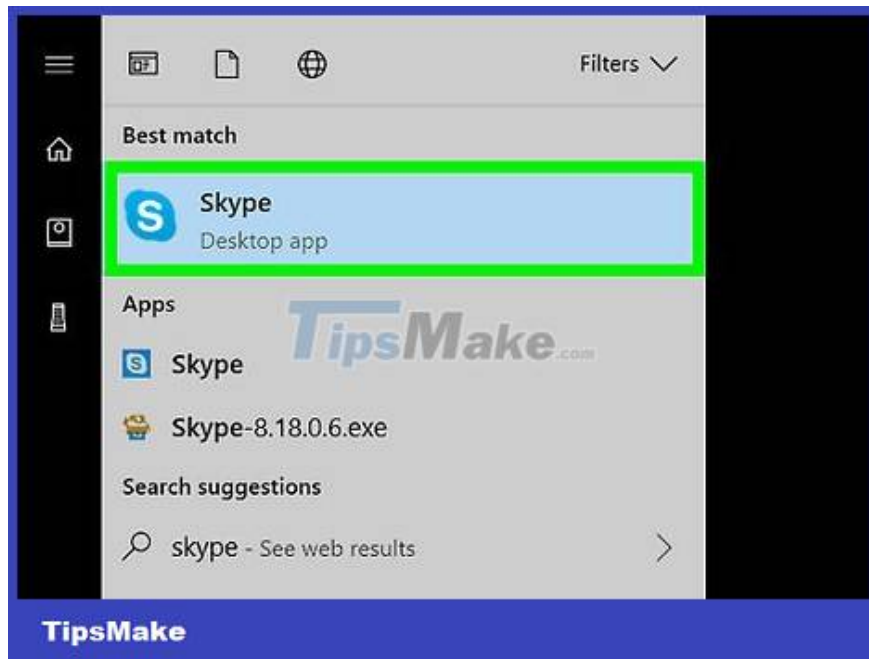


# How to Make Someone an Admin of a Skype Chat Group on PC or Mac

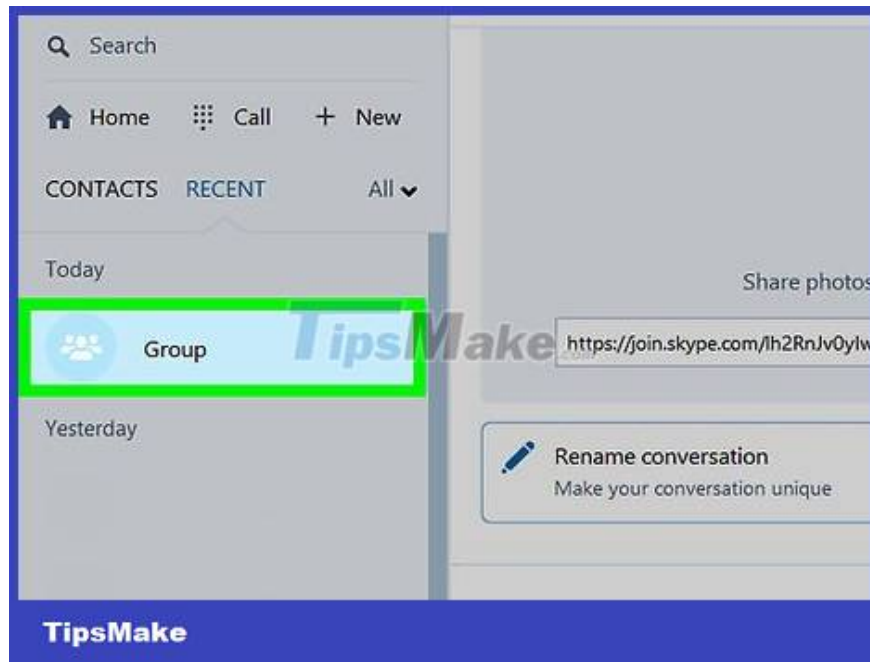
TipsMake today will show you how to make someone an administrator (admin) in a chat group (chat group) on Skype. You must be an administrator to give admin rights to other members.

## Skype on Windows 10



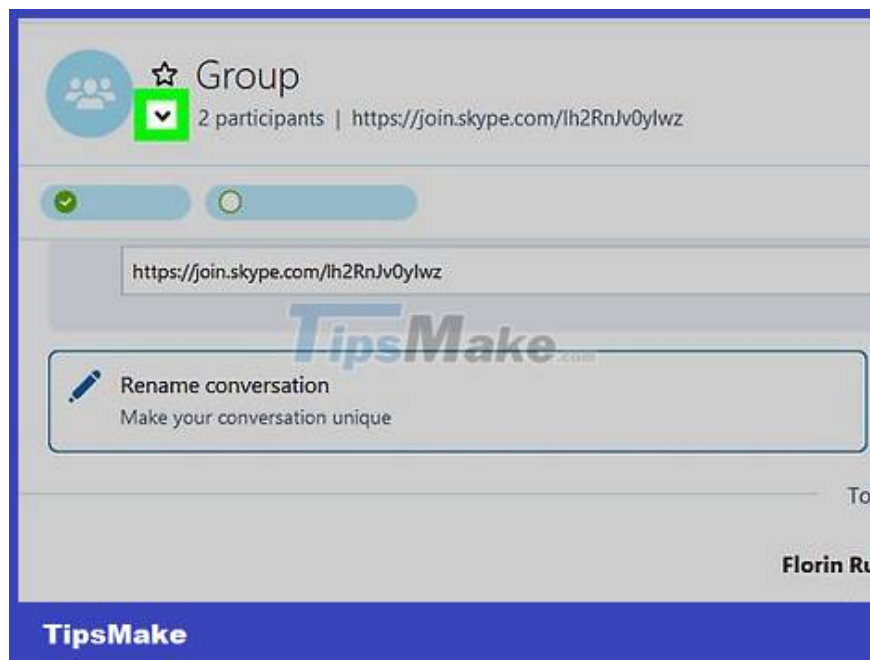
Open Skype. You can do this by double-clicking the Start menu (Windows icon in the lower left corner of the screen) and selecting Skype from the list of applications.

If you're not signed in, enter your Skype account information and click Sign In.

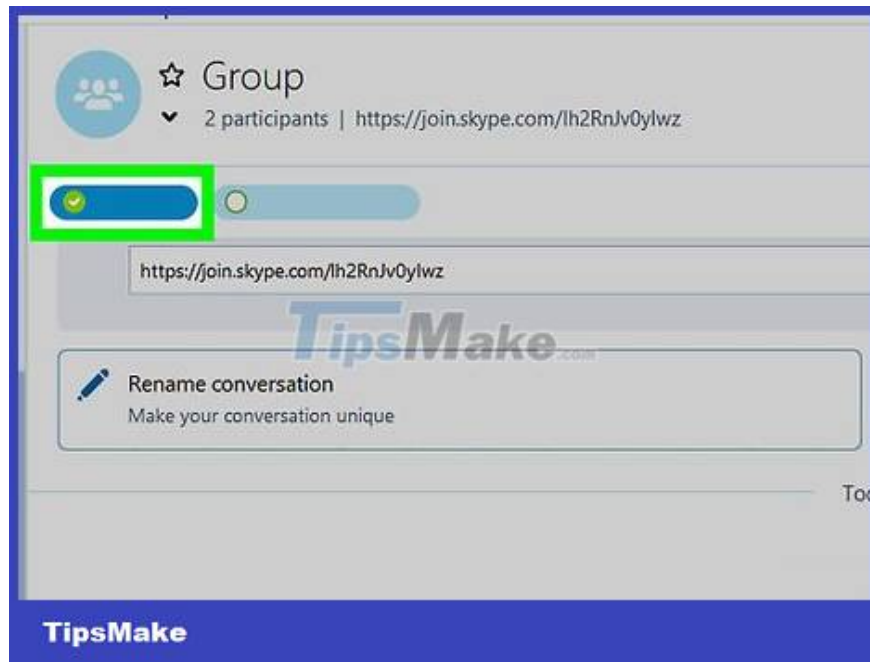


Select the chat group below the 'Recent Conversations' heading on the left pane of Skype.

If there are no groups in this area, you can search in the Search bar at the top of the Skype window.



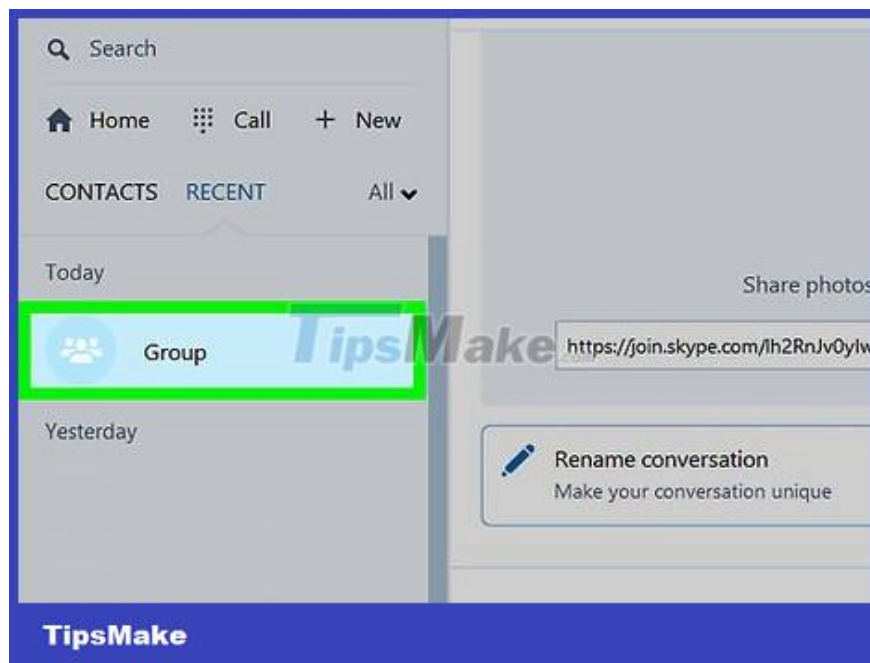
Click the list of recipients at the top of the conversation window. A list of people in the group will appear.



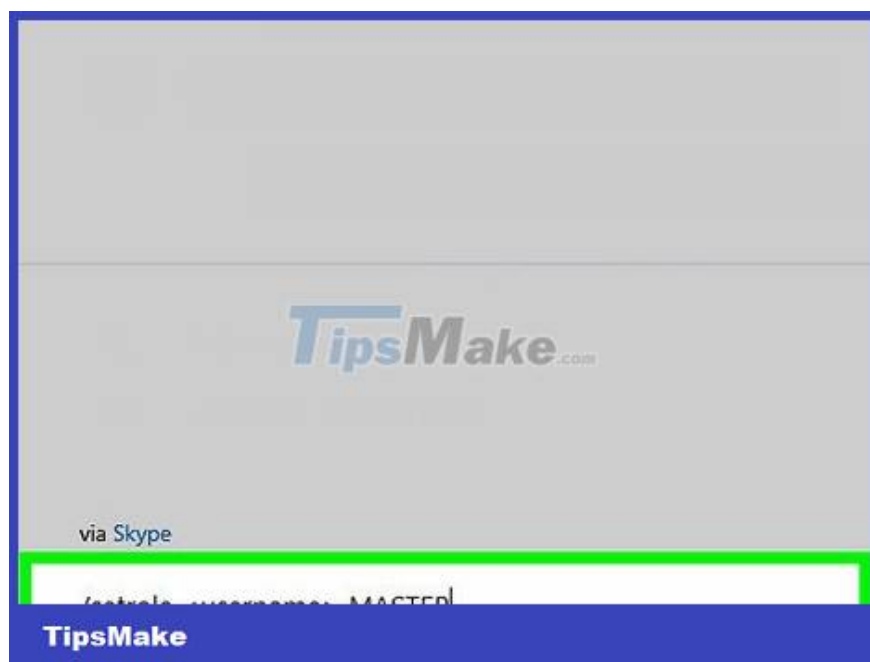
Select the person you want to give admin rights to. The person's profile will open.



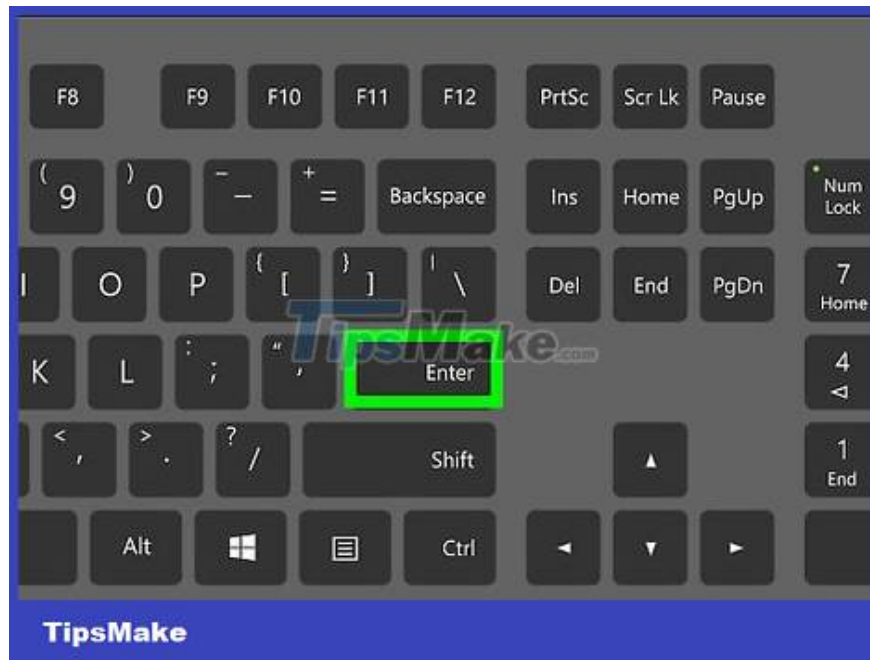
Find the person's Skype username. The username will be below 'Skype' to the right of their profile. You'll need to enter this exact information later, so write it down if the name is hard to remember.



Back to the group chat. You can click the arrow in the upper left corner of the person's profile.



Type /setrole MASTER. Replace " with the new admin's Skype username.



Press ? Enter. The person you choose will become the admin of the group.

You can see the list of admins by clicking on the group name at the top of the conversation.

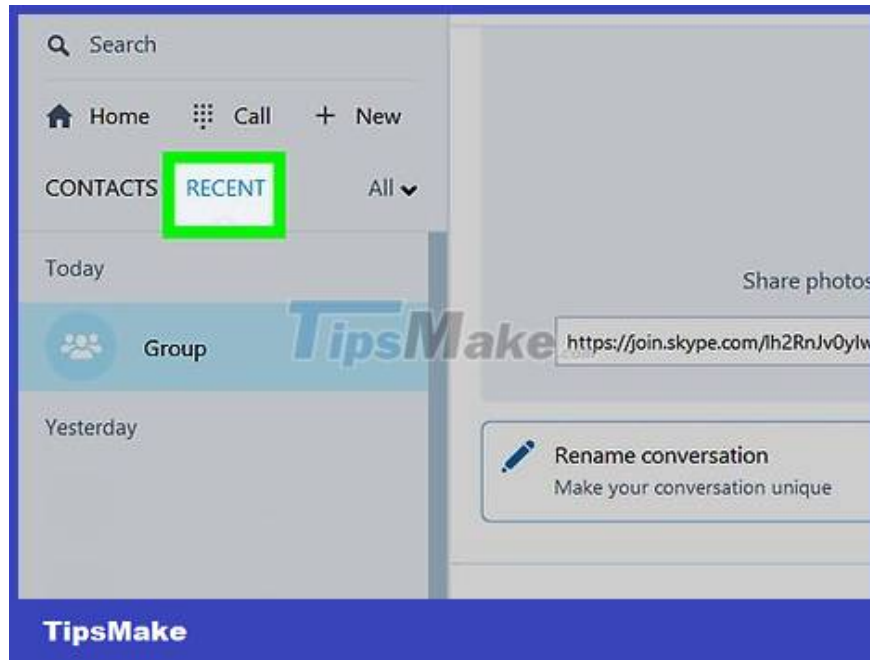
To add another new admin, you need to repeat this process with another team member's Skype name.

### **Classic Skype on macOS and Windows 8.1**

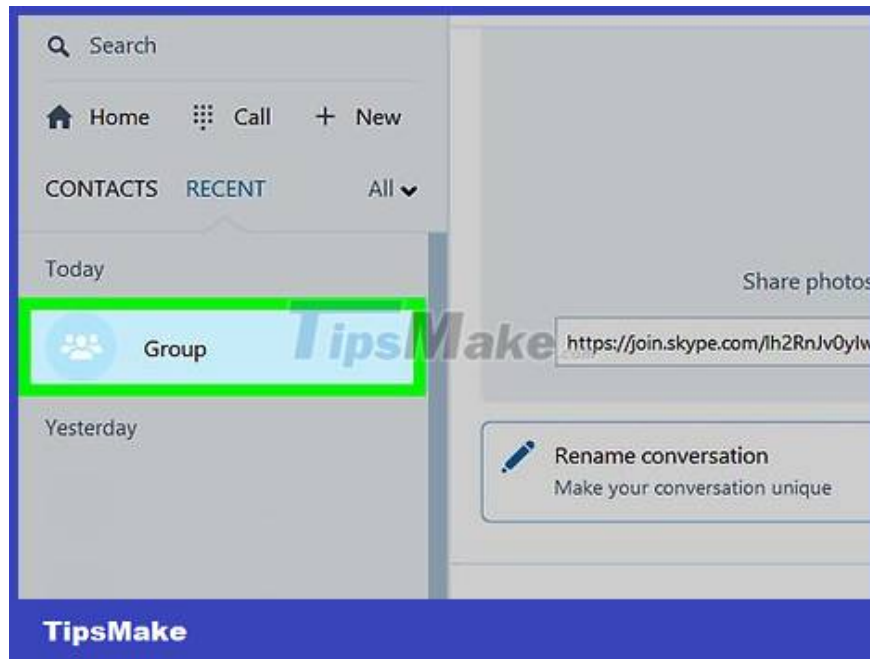


Open Skype. The app is blue with a white 'S'. On Windows, you can find apps in the Start menu. For Mac, look in the Dock (usually at the bottom of the screen) or check in the Applications folder.

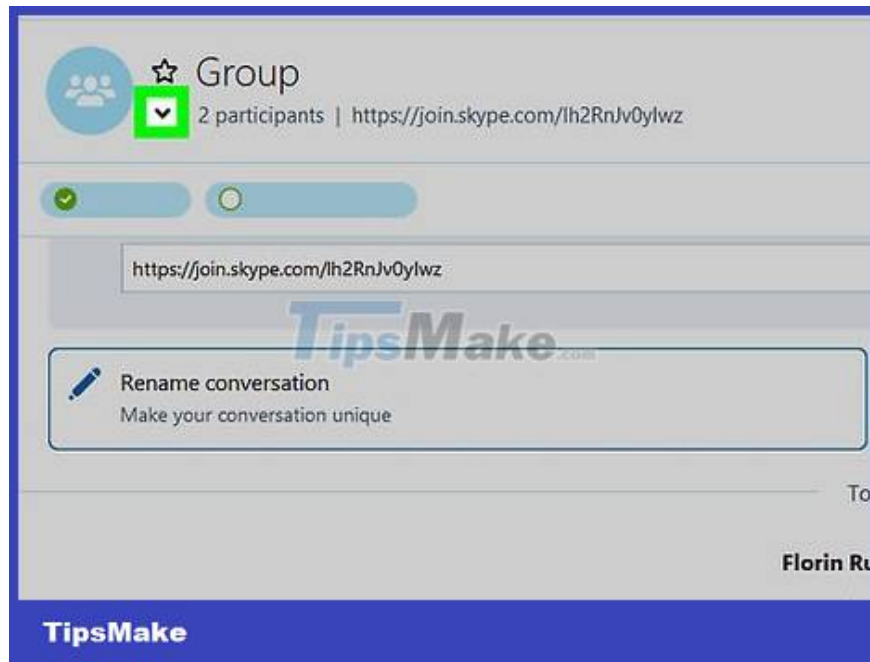
If not signed in, enter your Skype account information and click Sign In.



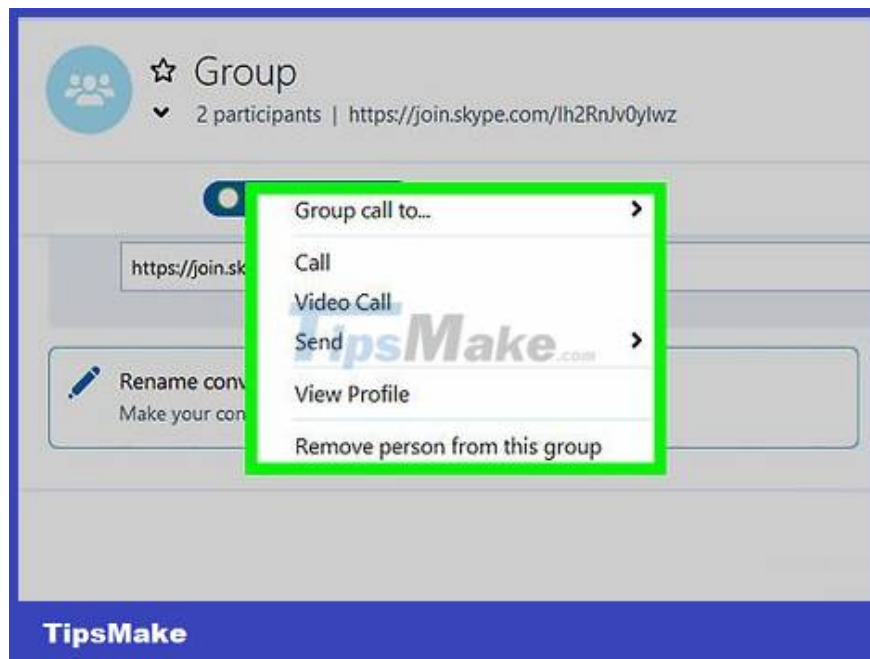
Click Recent located in the left pane.



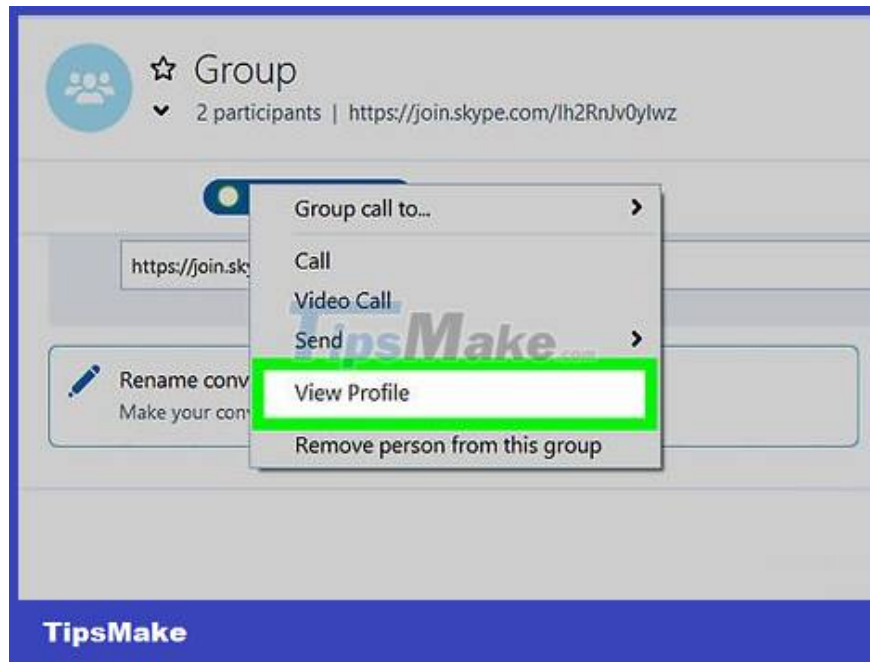
Select group. The list of chat groups will be in the left pane.



Click on the list of recipients. This option is at the top of the conversation, just below the group name and number of members. A list of all group members will appear.



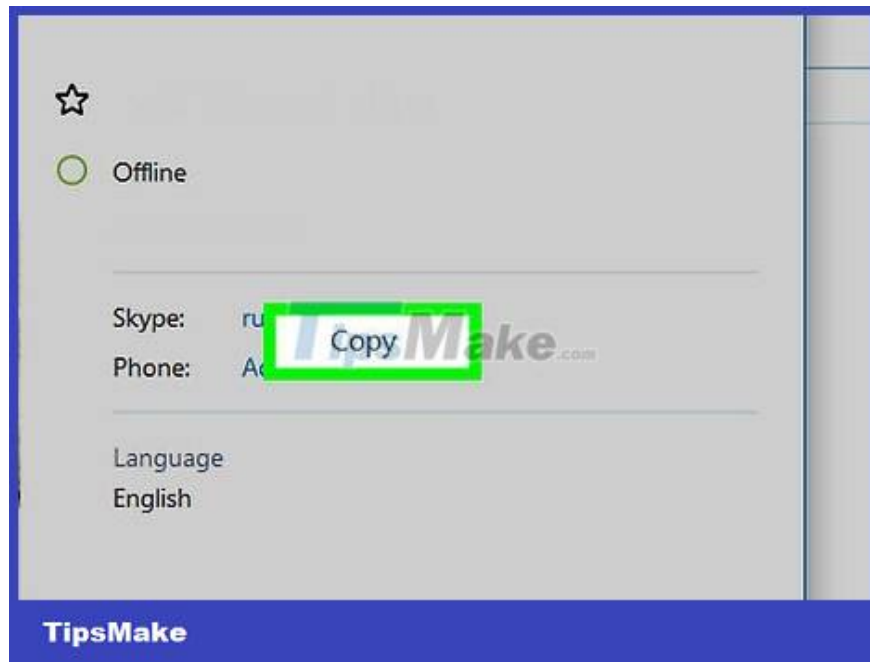
Right click on the person you want to choose as admin. If your computer doesn't have a right mouse button, hold down the Ctrl key while clicking the left mouse button.



Click View Profile .



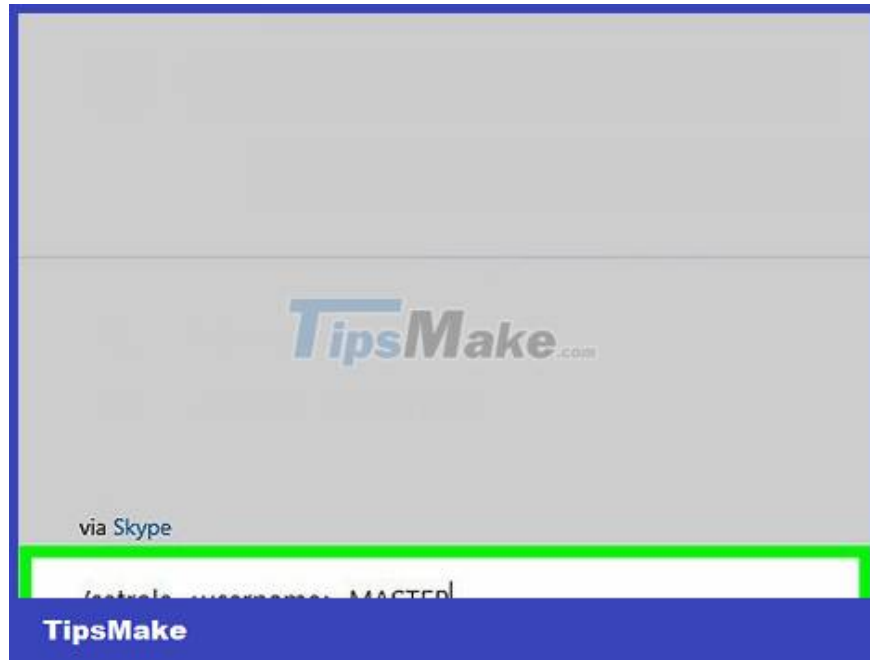
Right-click the person's Skype name. This name will be next to the word 'Skype' on the profile.



Click Copy . This person's username has been copied to the clipboard.



Close the profile window. Please click the X in the upper right corner of the profile to return to the chat group.

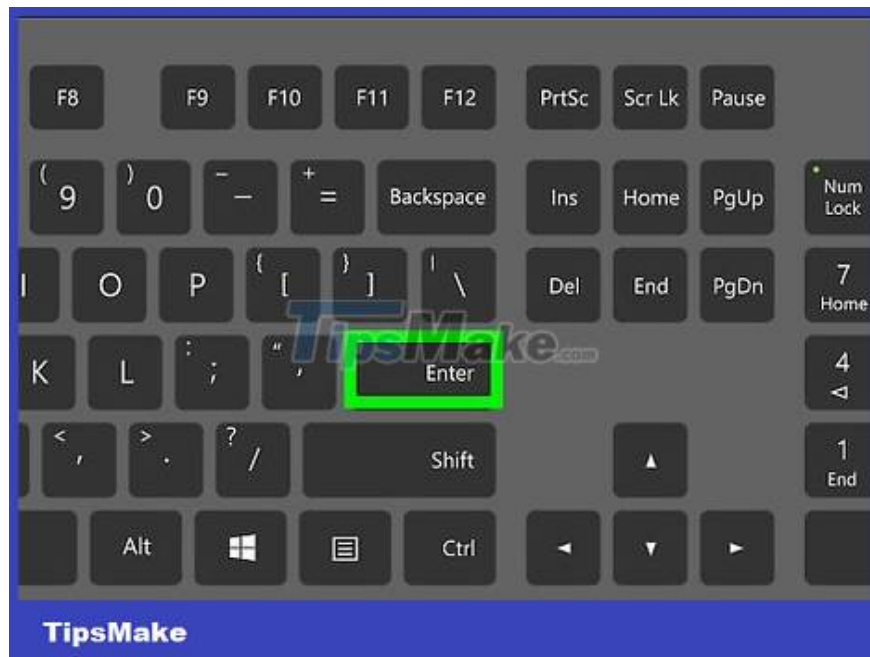


Type /setrole MASTER. Replace " with the new admin's Skype username. Here's how to do it:

Type /setrole and press the space.

Press Ctrl+V (Windows) or ? Cmd+V (macOS) to paste the username, then press space.

Enter MASTER.

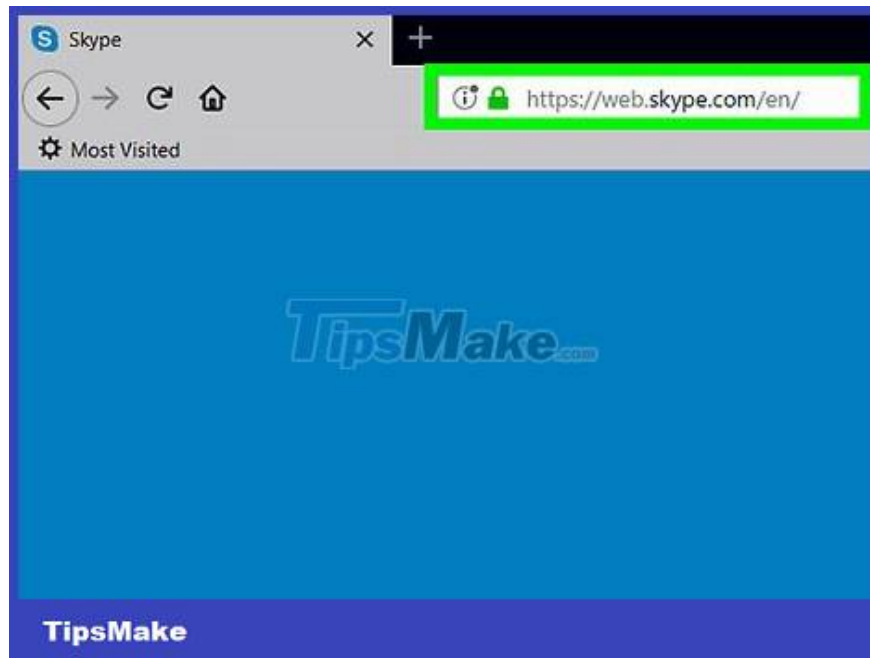


Press ? Enter (Windows) or ? Return (macOS). The user you select will become the admin of the group.

Click the group name at the top of the conversation to see a list of all admins.

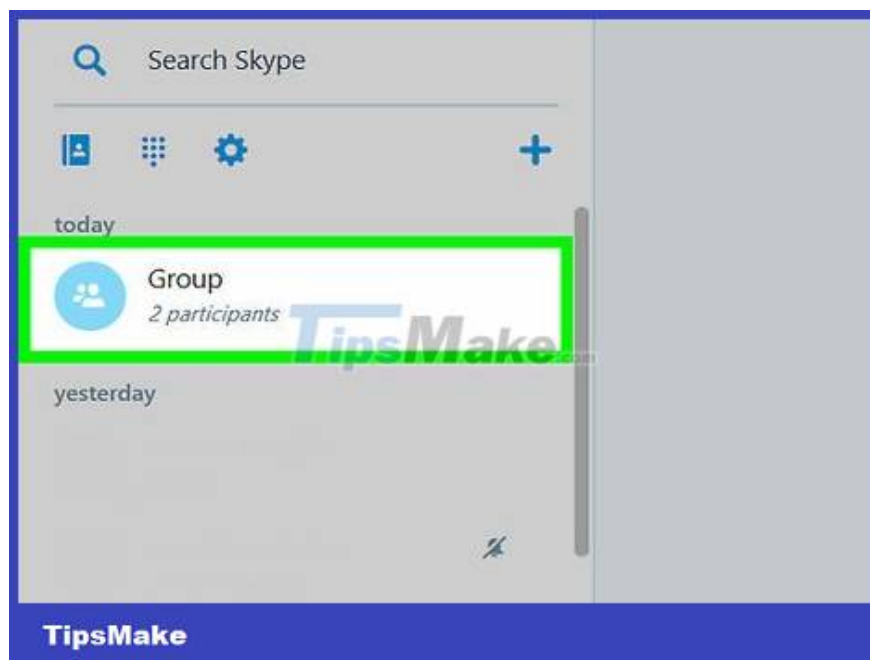
To add another new admin, you need to repeat this process with another team member's Skype name.

## Skype on the web

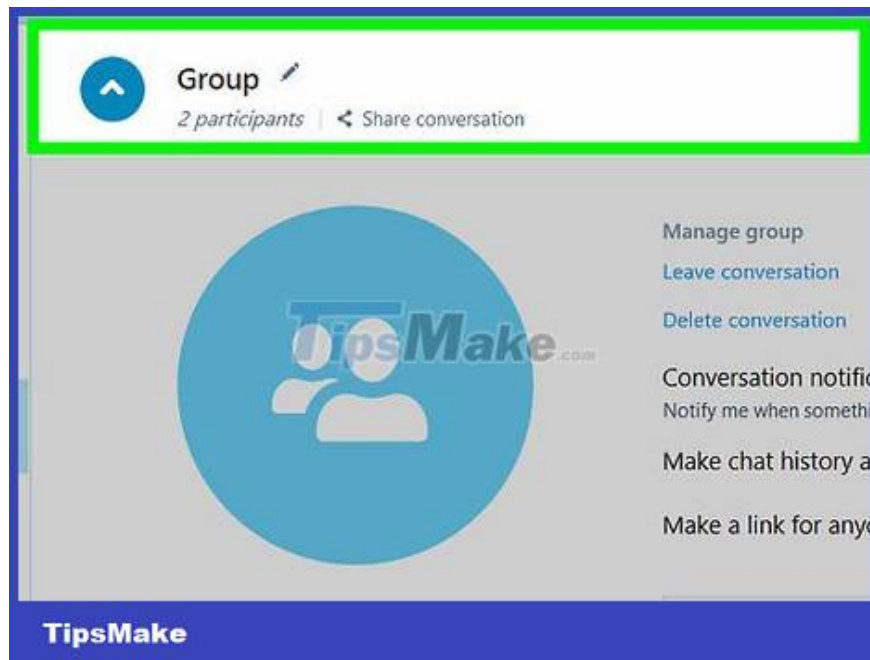


Go to <https://web.skype.com> using a web browser. You can use any advanced web browser to access Skype, for example Safari, Chrome or Firefox.

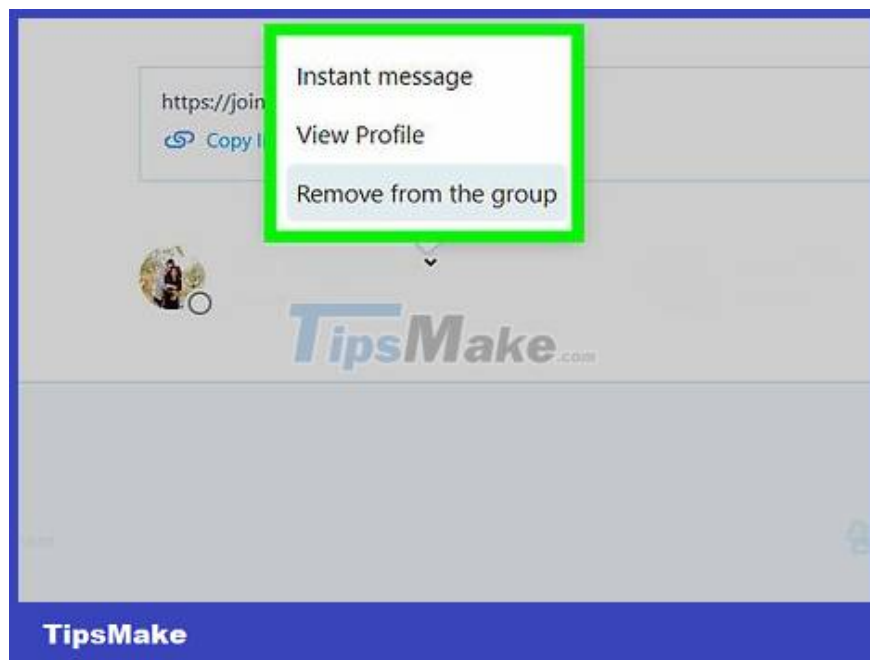
If the Skype login screen appears, you need to proceed to sign in. Enter your Skype username, click Next, and then type your password. Finally, click Sign In.



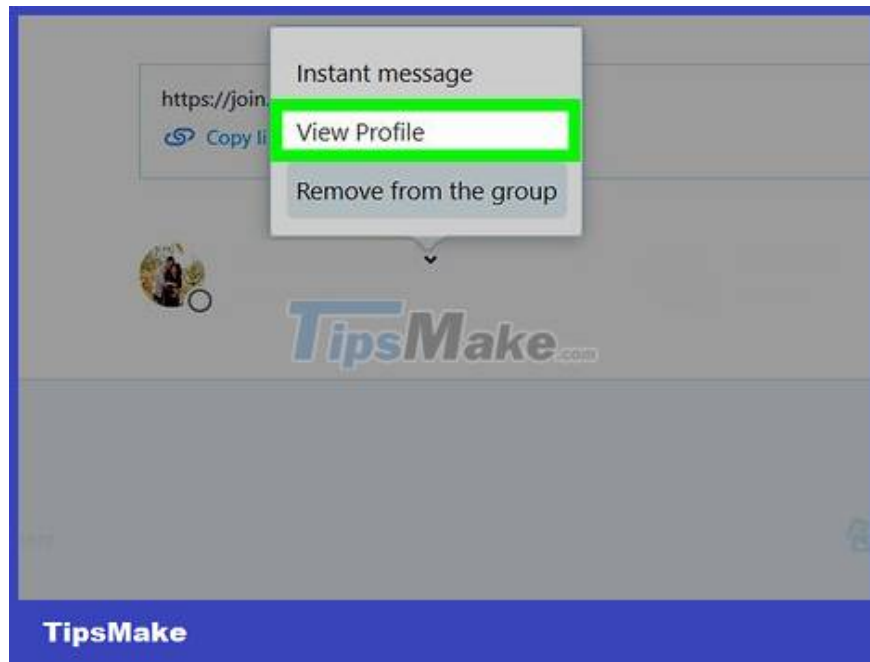
Select group. The group list will be in the left pane of Skype. If the box is empty, click Search Skype and enter the group name. You will then be able to select groups of words in the search results.



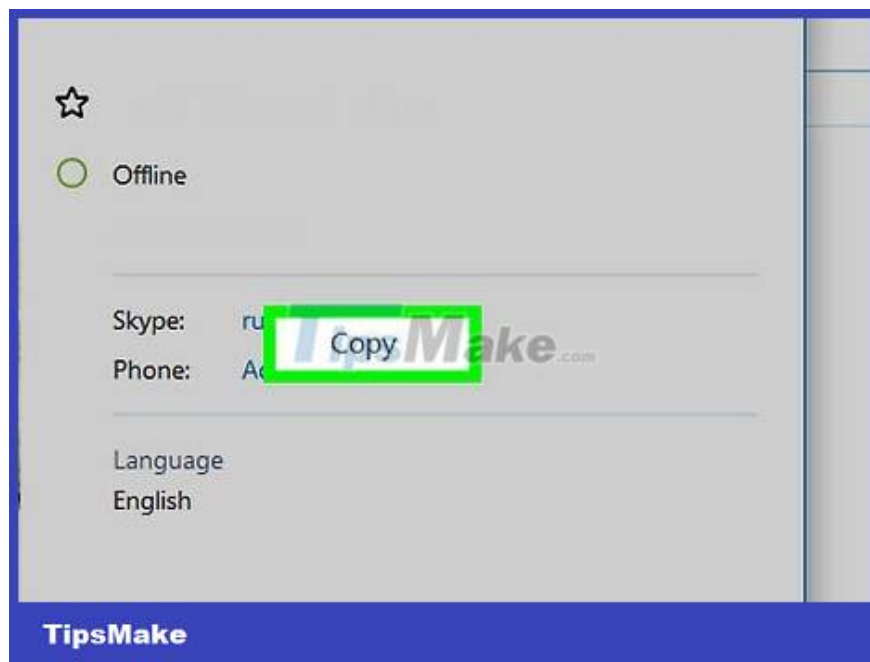
Click the group name at the top. A list of members in the current group will appear.



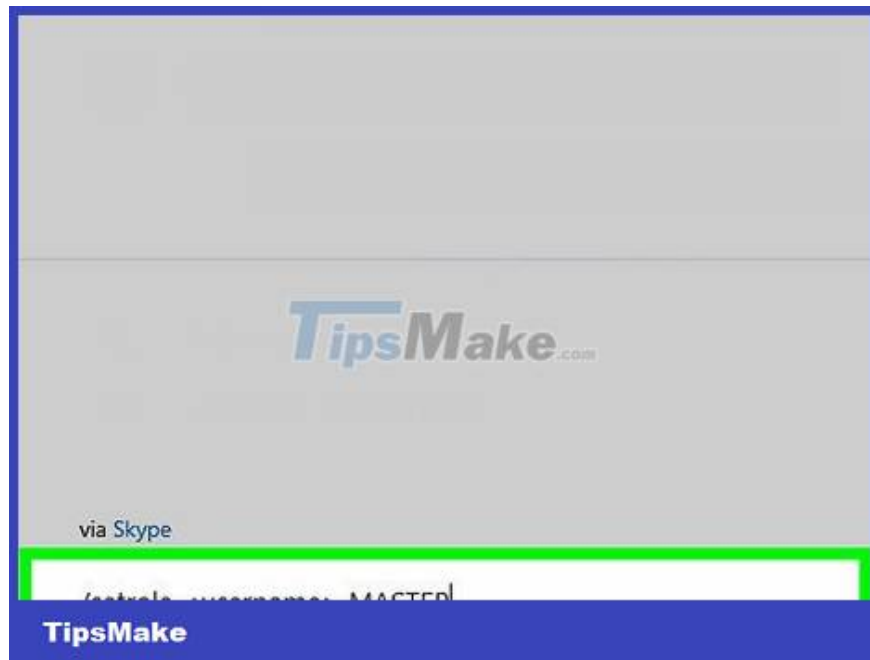
Click the name of the person you want to add. A menu will appear.



Select View Profile .



Copy Skype username. This name appears below the word 'Skype' near the center of the profile. To copy, use your mouse or trackpad to highlight the name, then press Ctrl+C (Windows) or ? Cmd+C (macOS).

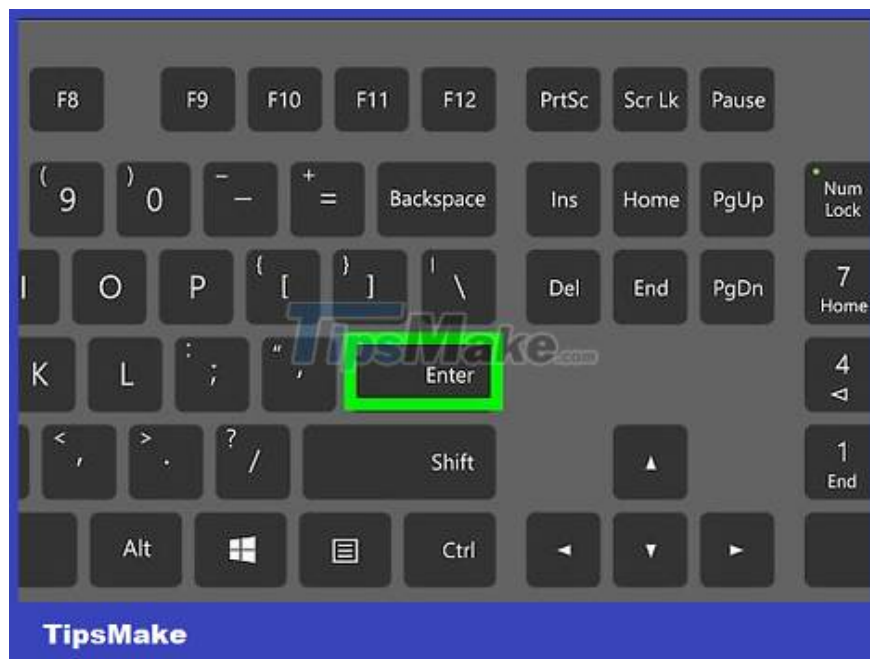


Type /setrole MASTER. Replace " with the new admin's Skype username. Here's how to do it:

Type /setrole then press space.

Press Ctrl+V (Windows) or ? Cmd+V (macOS) to paste the username, then type a space.

Enter MASTER.



Press ? Enter (Windows) or ? Return (macOS). The user you select will become the admin of the group.

Click the group name at the top of the conversation to see a list of all admins.

To add another new admin, you need to repeat this process with another team member's Skype name.

You finished reading the article "**How to Make Someone an Admin of a Skype Chat Group on PC or Mac**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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