

Instructions for changing personal information on Skype

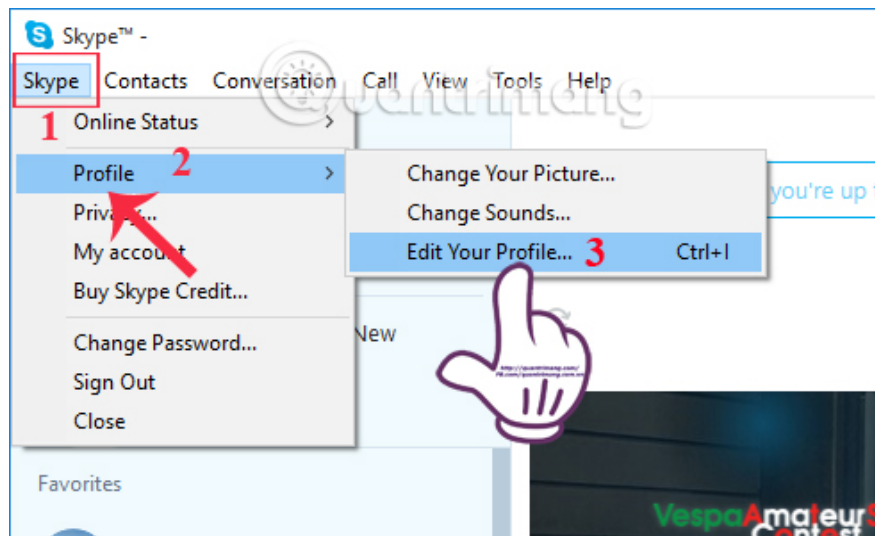
When you add an email address as well as a phone number, your Skype account will be more secure, avoid hacked cases or easily retrieve your account when you lose your password.

Currently, the issue of security of chat, texting or social networking accounts has become a concern of many people. Therefore, adding the phone number in the personal information section will ensure a secure part for your account. And those who use Skype should also change their account information for Skype to improve security.

Email addresses and phone numbers are two information that we should include in your Skype account. It will also help us to easily retrieve an account, when you accidentally forget or lose your password. And how to change account information is simple, will be guided by Network Administrator in the article below.

Step 1:

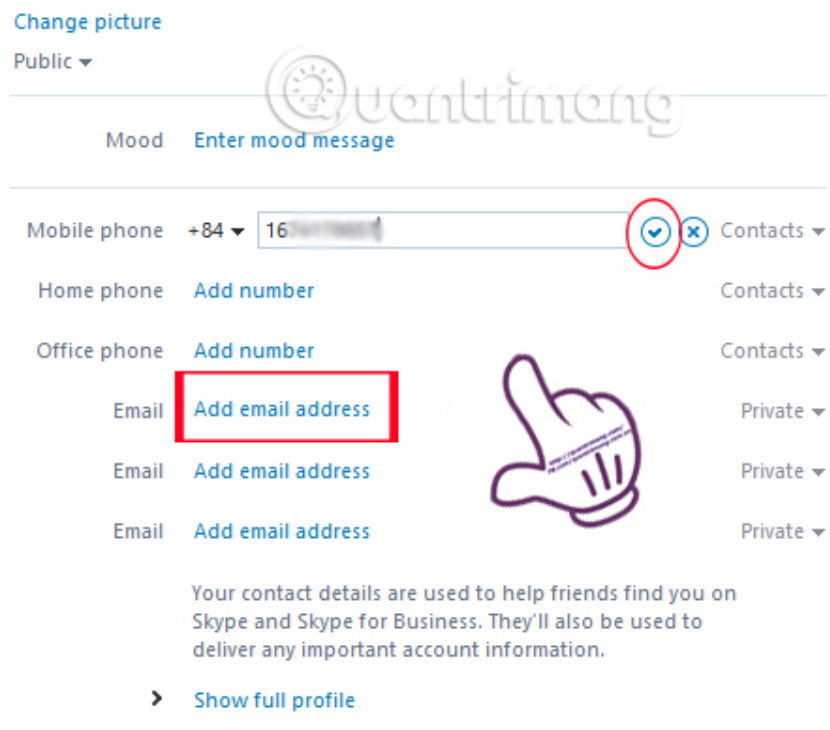
First of all, you need to login to your Skype account on your computer. At the main interface, click on the **word Skype** and select **Profile** . Then select Next **Edit Your Profile** . Or we can press Ctrl + I.



Step 2:

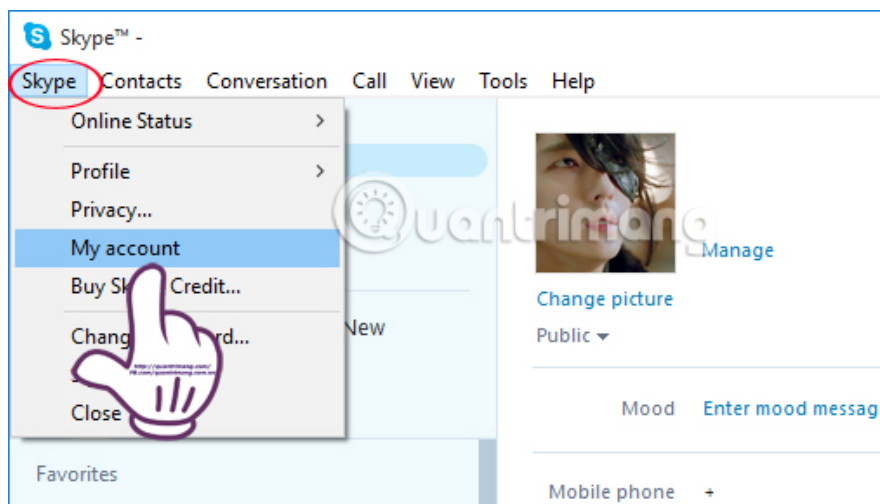
In the personal account information view on the right, you will enter what information you want to change. Click **Add email address** to add an email account.

For **Mobile phone** section, when we click on **Add number** , please enter the contact number with the available +84 Vietnam code. After entering, press the **tick** next to save.



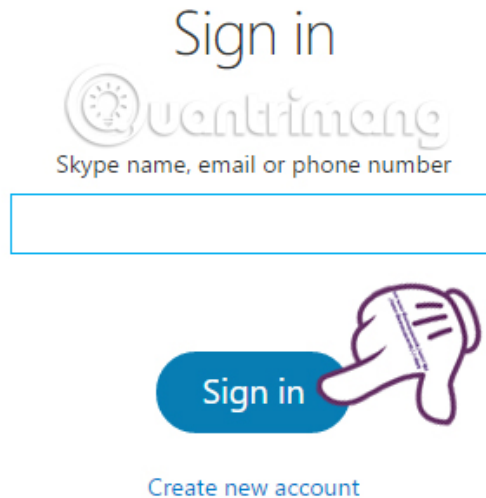
Step 3:

Next, if the user wants to change **the email address information** , click on **the Skype word** and select **My account** .



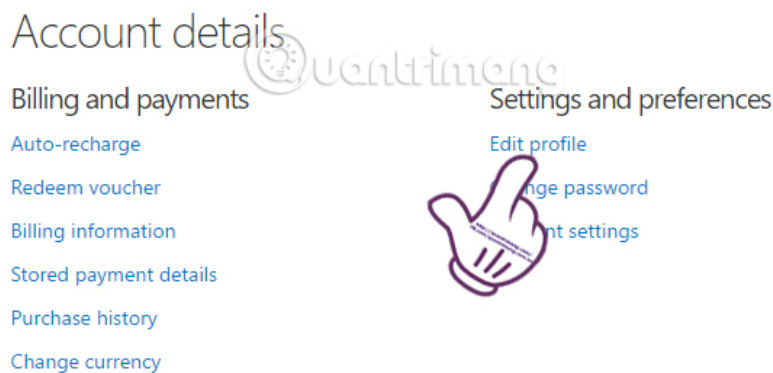
Step 4:

Soon, you will be redirected to the Skype account login interface on the web browser. Enter your account and click **Sign in** . Continue to enter your password to be able to **login to your Skype account** .




Step 5:

Once successfully logged in, in the new interface we will scroll down to **Account details** section. Here, you will select the **Edit profile** item.



Step 6:

In the **Contact details** section, you will click on the **Edit profile** item.




Contact details

We use your contact details to deliver important information about your account. It also helps friends to find you on Skype and Skype for Business.

[Edit profile](#)

Email address @gmail.com


 Primary email

[Add email address](#)



Step 7:

In the new section of the Contact details section, we can **add email addresses** if we want, **convert the main email** when clicking **Set as primary email**.



Contact details

We use your contact details to deliver important information about your account. It also helps friend find you on Skype and Skype for Business.

Email address @gmail.com Primary email

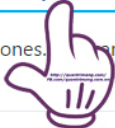
Set as primary email

[Add email address](#)

Step 8:

Right below, we can **add a phone number** if you haven't already, or want to change another phone number. Then, click on **Verify number** to verify the phone number for the account.

Mobile phone [Verify number](#)



Verify your number to display it when you call phones. You can also r your mobile.



Home phone

Office phone



Skype Numbers [Get a Skype Number](#)


Next, we will **enter the verification code** sent to the phone number in the **Please enter the code we sent you box** , then click **Verify** next to it. If the verification code is not received, click Resend code.


Add email address


Mobile phone  +841 

Please enter the code we sent you

 PAL... 

Home phone 



Office phone 



Step 9:


Phone number verification for the account was successful. If the user wants to **display this phone number when making a video call on Skype** , check the **Caller ID** box - **display your number so that friends know it's you calling** . Thus, when making a video call, your phone number will appear on the screen.


If not need to be missed. Finally click **Save** to save the new settings.

 +841 


Caller ID - display your number so that friends know it's you calling.

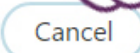

Call forwarding - redirect missed Skype calls to your mobile at our low per minute rates.
You need **Skype Credit** or **Premium** to enable call forwarding.





Get a Skype Number



Choose the language for en

As such, we have completed the operations of changing personal information on Skype, adding an email address and specifically confirming the account via the registered phone number. This will make our account safer, easier to recover when losing Skype password.

Refer to the following articles:

1. Commands used when chatting Skype
1. Instructions for creating chat groups on Skype
1. Guide to chat with lots of Skype nick on the same computer

I wish you all success!

You finished reading the article "**Instructions for changing personal information on Skype**" 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.