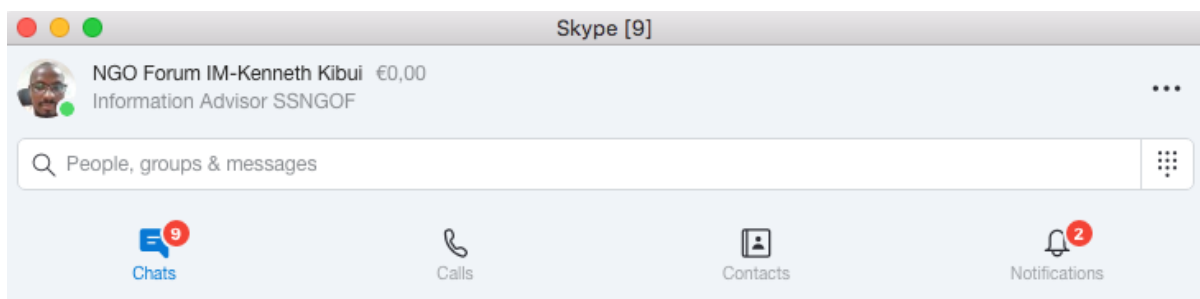# NGO Forum Skype Protocol

The NGO Forum has a set of protocols on our various Skype groups. We require all members of the group to change their **profile name** to an agreed protocol, for easier identification within the respective groups.
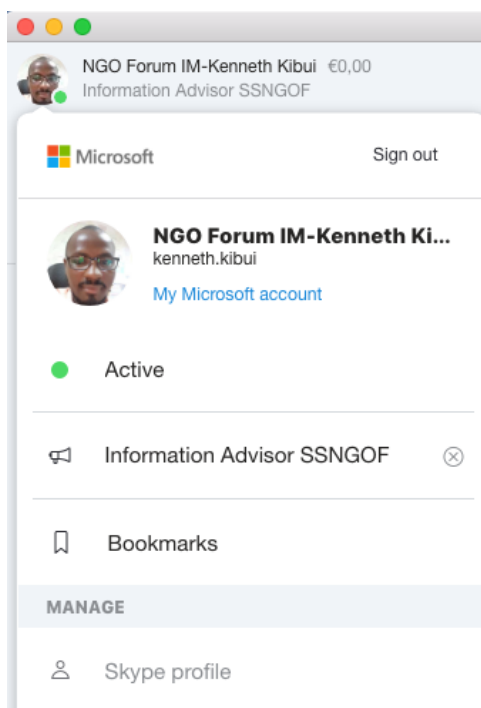
The protocol is **Your NGO, Your Role - Your Name**. Example (**NGO Forum IA - Kenneth Kibui**). To change your Skype profile name, please see the instructions below..

How To Change Your Skype Profile Name

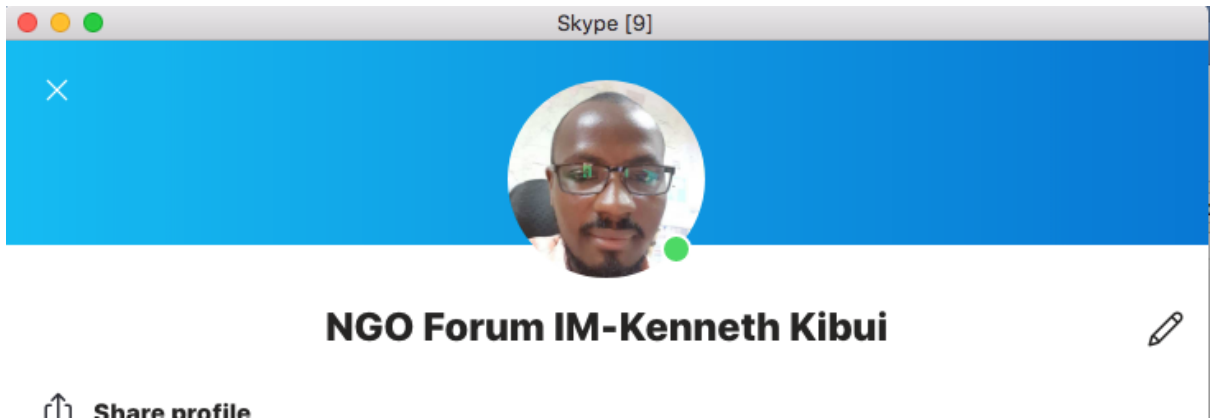1. Click on your profile photo on the top left-hand corner on Skype

2. Click on **Skype Profile** link under **Manage**

NGO Forum Skype Protocol

South Sudan NGO Forum

3. Click on the **pencil** icon to the right-hand side of your name

4. Type in your (**Your NGO, Your Role - Your Name**)