

mcaZoomies How to use FaceTime checklist

What is this?

With the Apple FaceTime app you can connect with family and friends around the world. Make audio and video calls from your iPhone, iPad, and iPod touch or Mac to other iOS devices and Macs and anyone using an Apple device. FaceTime is easy to use and comes pre-installed with your iPhone, iPad or Mac.

Prerequisites

This is an intermediate level workshop course. You should already be comfortable using your iPhone, email and iCloud. To complete the steps in this sheet, you need:

- An iPhone, iPad, iPod Touch or Mac with the latest updates
- A working Apple iCloud account. The addendum has step-by-step instructions on setting up your Apple iCloud account
- To complete most steps here, you need to invite someone else, a friend or family, to join you on a FaceTime call, while you check and adjust your settings.

What's covered here?

This checklist covers the following tasks:

1. What FaceTime needs to work
2. How to turn on FaceTime
3. How to make a FaceTime call
4. How to answer a FaceTime audio call with call waiting
5. How to mute audio and turn off video
6. How to become a Memoji in FaceTime
7. How to take Live Photos in FaceTime
8. How to use Group FaceTime and call multiple people
9. Addendum: How to set up iCloud on your iPhone, iPad, or iPod touch

What FaceTime needs to work

FaceTime is preinstalled on iPhones, iPads and Macs

To use FaceTime, you need a working Apple iCloud account that is logged in. For help setting up an iCloud account, see the Addendum for step-by-step instructions.

For details on what devices work with FaceTime, see <https://support.apple.com/en-au/HT204380#>.

How to turn on FaceTime

To open the FaceTime app, locate the green-coloured FaceTime icon on your iPad or iPhone, and tap to start.

You can also use the Spotlight search function to find the app. Drag the screen, either down or to the right. In the search bar at the top, enter, 'facetime', and notice the displayed shortcut below.



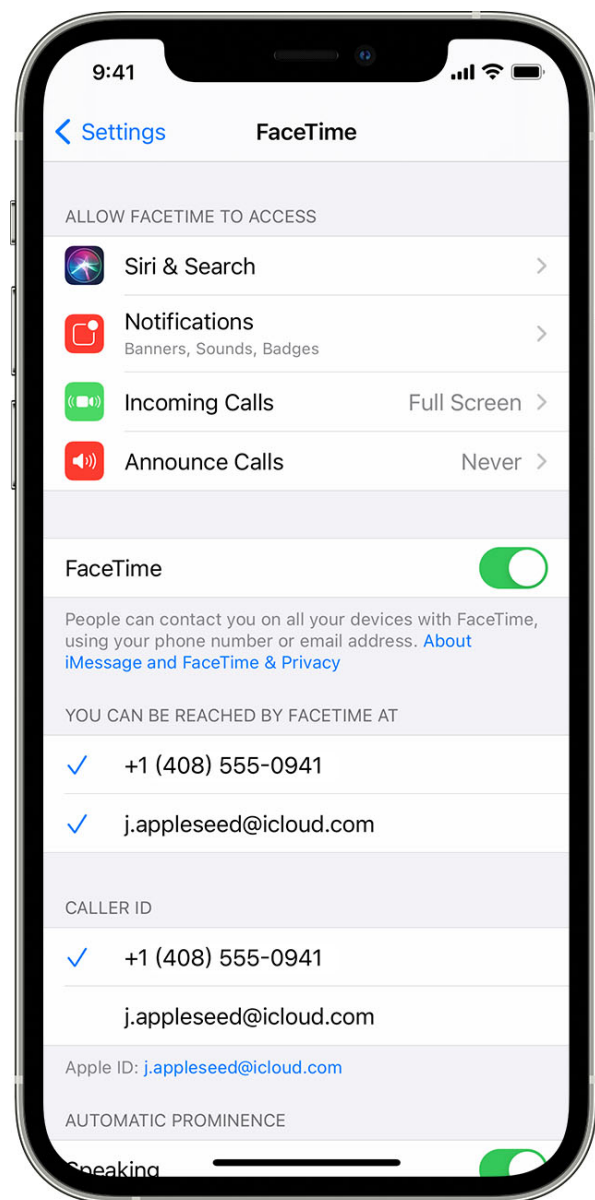
Open the FaceTime app and sign in with your Apple ID.

You can also do this from Settings > FaceTime.

If you're using an iPhone, FaceTime automatically registers your phone number.

To register your email address:

1. Open the Settings app.
2. Tap FaceTime, then tap Use your Apple ID for FaceTime.
3. Sign in with your Apple ID.

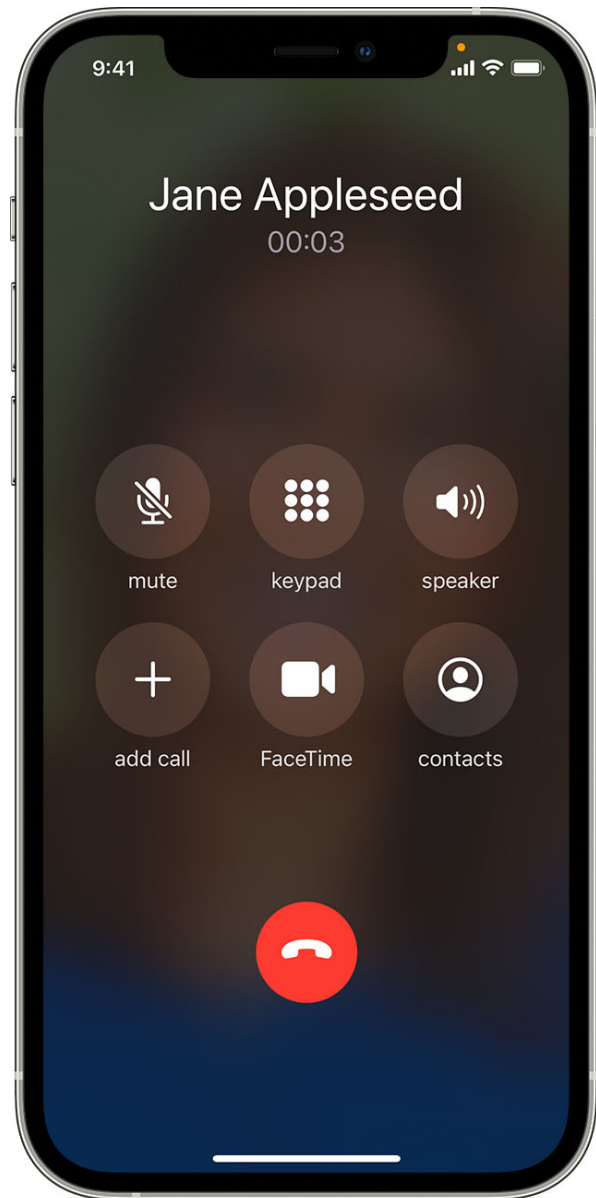


How to make a FaceTime call

To make a FaceTime call, you need the person's phone number or registered email address

There are a few ways to make a FaceTime call:

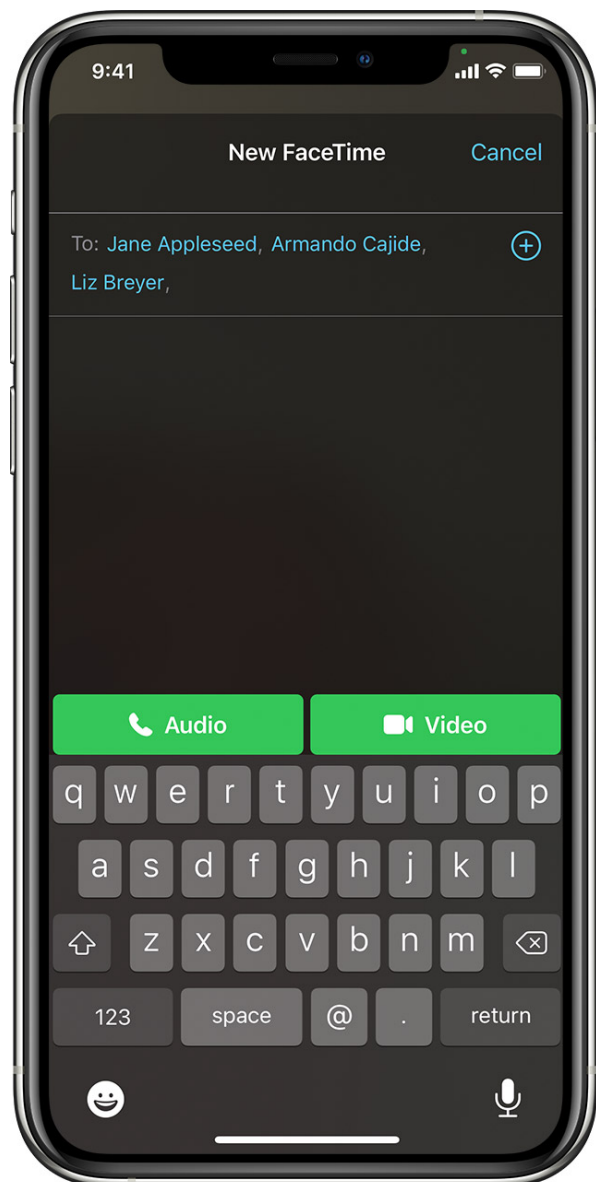
- In the FaceTime app, tap the plus button and type the person's phone number or email address. Tap the number or address, then tap Audio or Video.
- If you have the person's phone number or email address saved in your Contacts, you can start typing their name and tap the name when it appears. Then tap Audio or Video.
- You can also start a FaceTime video call from your iPhone during a phone call. Tap the FaceTime icon in the Phone app to switch to FaceTime.



After entering the person's name to call, notice the buttons below the name, labelled 'Audio' and 'Video'.

Whichever method is available for contacting the person will be coloured green. Tap the green Video button to begin a video call, or the green Audio button to begin an Audio-only call.

Greyed out buttons indicate that method can't be used to contact this person, probably because they don't have a suitable Apple device.



SUMMARY

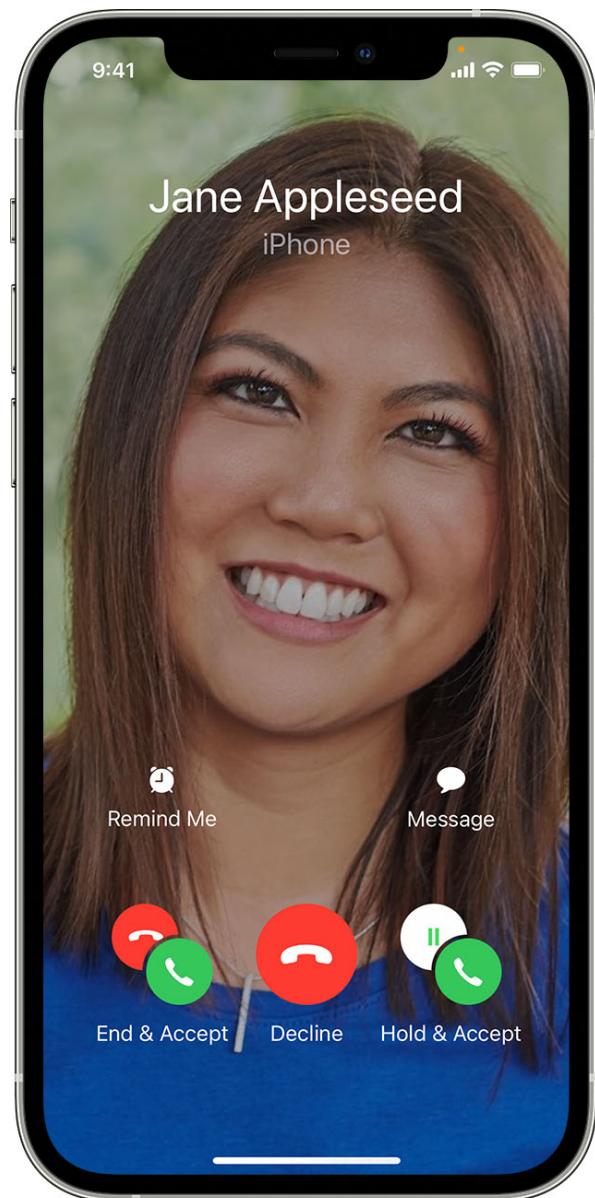
Making a FaceTime call requires we search for or enter a person's name, email address or telephone number. We can do this from our Contacts app, From the Messages app, and directly from the FaceTime app. Depending on their available devices, we may be presented with choices for an Audio-only or Video call.

How to answer a FaceTime audio call with call waiting

Sometimes on a video FaceTime call, someone else may try to contact you

When another call comes in, either a phone call or another FaceTime audio call, choose from one of these options:

- **End & Accept:** End the current call and accept the incoming call.
- **Hold & Accept:** Accept the incoming call and put the current call on hold.
- **Decline:** Decline the incoming call.



What about if someone calls you first on FaceTime?

When someone tries to call you on FaceTime, your iPhone or iPad will ring, just as if you are receiving a normal telephone call. Tap the green answer button to accept the call.



When you're ready to end your FaceTime call, just tap the red end call button, the same as for ending a normal telephone call.



SUMMARY

Making and receiving FaceTime Audio and Video calls is not very different than making normal telephone calls. And, even when in the middle of another call, you can accept or reject incoming calls, choosing to place the current call on hold.

How to mute audio and turn off video

Sometimes it's necessary to mute the microphone during a FaceTime call

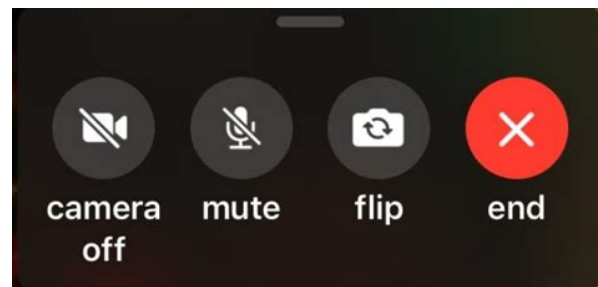
During a FaceTime call you may need to mute your microphone, either to block background noise, or because you need privacy to speak to someone off camera at your place.

Remember, when only your microphone is muted, you and the other party will still see each other, and they can still speak to you.



Your voice and background noise are muted by tapping the mute button with the microphone icon. When muted, the button shows with a diagonal slash.

Tapping the mute button again unmutes your microphone and you can be heard.



Sometimes during a FaceTime call you need to check another app

Press the home button, and your FaceTime video is paused, while you check information. Double-clicking the home button again reactivates your FaceTime app and video.

Alternatively, tapping the small green oval bar in the screen top left corner also reactivates your FaceTime call.

Remember, turning off or pausing your video does not end your call, the other party may still hear you when your microphone is not muted.

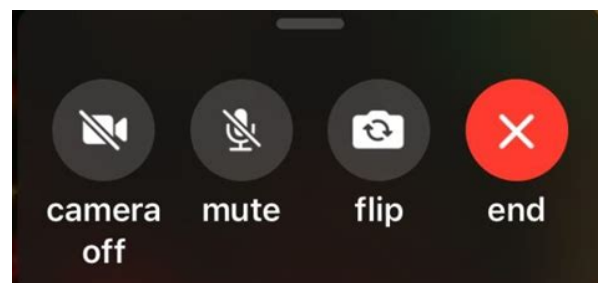


Sometimes it's necessary to turn off video during a FaceTime call

To momentarily turn the camera off during a FaceTime call, tap the 'camera off' button. When the camera is off, the button shows with a diagonal slash and video is paused.

Tapping the 'camera off' button again turns your camera back on.

Remember, even with the camera off, the other party can still hear your side of the call, and you will also hear them.



SUMMARY

While making FaceTime calls, it's sometimes necessary to mute the microphone or turn off the video for privacy or some other reason. The FaceTime call will continue while muted, or while the camera is turned off, and the other party will still see or hear your side, depending on what you chose to mute or turn off.

How to become a Memoji in FaceTime

‘Emoji’, an anglicised Japanese word meaning ‘picture character’

Memoji, or Animoji are Apple’s version of a personalised Emoji, characters you choose and decorate. Your Memoji can be just like you, with whatever skin and hair colour you want, and whatever accessories you choose. Memoji reflect your personality or mood.

Emoji and Memoji aren’t used in business settings, except by accident. But younger grandkids will love this.

On iOS devices with Face ID, you can create a Memoji to match your personality and mood, and use the Memoji during FaceTime video calls:

1. Open the FaceTime app and make a call.
4. When the call starts, tap the effects button.
5. Tap the Memoji that you want to use.
6. Continue your FaceTime call with your customised Memoji, or tap the X button to continue without a Memoji or go back to the FaceTime menu.



To change your Animoji or Memoji, or to remove it during a FaceTime call, repeat steps 2–4.

SUMMARY

Emoji and Memoji are fun cartoon-like characters used to represent our mood and personality. Using these during FaceTime calls replaces and hides your face.

How to take Live Photos in FaceTime

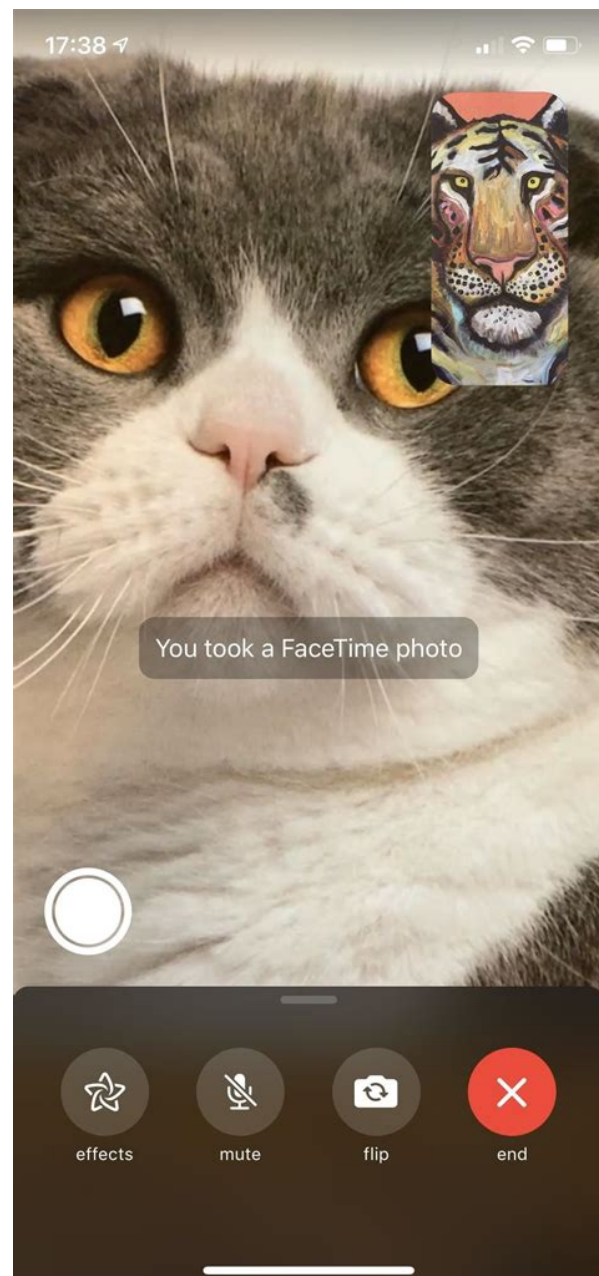
Live Photos are special picture moments with movement and sound that come alive when you touch them

You can edit Live Pictures and add special effects. When you capture a Live Photo, your iPhone records what happens 1.5 seconds before and after you take the picture.

With iOS 12.1.4 and later, and iPadOS, you can capture moments with your friends and family using Live Photos during FaceTime video calls. Here's how:

1. Start a FaceTime video call.
2. Tap the screen to display the controls.
3. Tap the onscreen white circular shutter button to take a Live Photo.
4. A notification message displays on screen.
5. Go to your Photos app to find the photos you saved.

Sometimes you may want to flip the camera to show something in your space. Tap the 'flip' camera button, and



the back camera will activate. Now you can show your garden or the cat.

Tapping the 'flip' camera button again re-activates the front camera again, showing your face on the call.

SUMMARY

Live Photos are a great feature to capture special moments during a FaceTime call. Each picture is like a three second mini-video and includes sound and movement from the moment just before and just after you pressed the on-screen button.

How to use Group FaceTime and call multiple people

Want to catch up for a whole family talk-fest? Group FaceTime is video (or audio) chat with up to 32 people

Group FaceTime shows participants in overlapping tiled video thumbnails. When a person speaks their tile automatically grows larger, giving them focus, until the next person speaks.

Sometimes you may find all that too much, and would prefer to select Focus View by double-tapping the main participant you want to see.



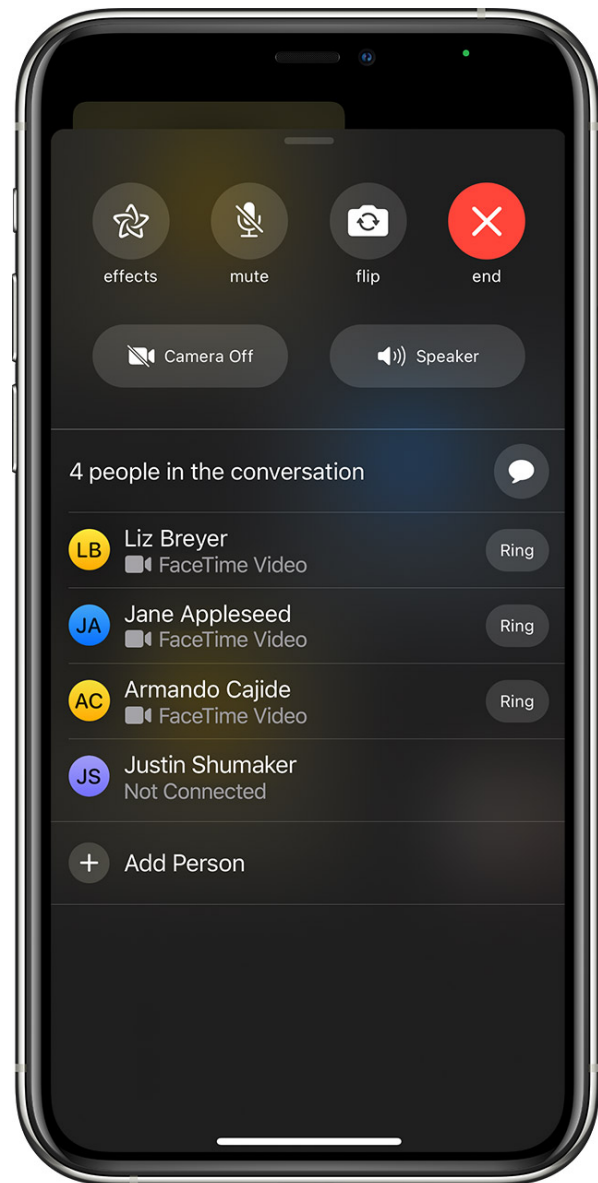
You can start and join Group FaceTime chats in several ways

If you have a family Message group chat going, under the group name, you can tap the FaceTime button to continue the discussion on a Group FaceTime chat.

New people can be added to an existing Group FaceTime chat at any time. Simply tap the Add Person button with the plus symbol.

Each new participant receives a ringless notification, which they can tap to join the call. Group FaceTime calls can be answered on iPhone, iPad, and Mac.

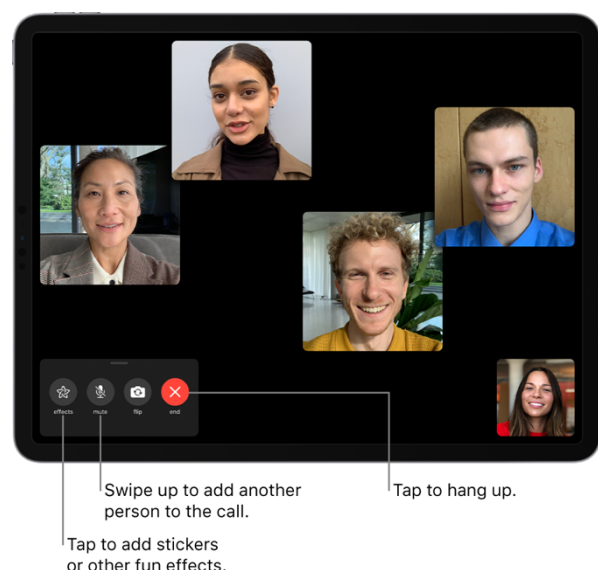
With Apple Watch and HomePod you can only join audio chats, not video, as with some older Apple devices including the iPhone 5s, iPhone 6 and 6 Plus, iPad mini 2 and mini 3, and iPad Air.



During a Group FaceTime call, anyone can add another person at any time

1. During your FaceTime call, tap the screen to open the controls. Now swipe up from the top of the controls, and tap, Add Person.
2. Type the person's name, Apple ID, or phone number. Or to add someone from Contacts, tap the Add button.
3. Finally, tap Add Person to FaceTime.

Each person added receives a ringless notification they can tap to join the call.



SUMMARY

Group FaceTime is a great way for bringing together larger groups for an all-in chat. Group FaceTime chats can originate either from a group Message, or by starting a group call, and adding other participants as needed.

iCloud Addendum

What is iCloud?

You hear about the cloud. What is the cloud? Where is the cloud? The cloud is not a physical entity so much. Rather, the cloud is a term describing a global network of remote and interconnected computer servers and storage, often accessed via the internet. Cloud computing means storing and accessing data and programs over the internet instead of storing locally on your personal device or computer hard drive.

What is iCloud? iCloud is built into every Apple device and works automatically. iCloud securely stores all your content and information like, photos, files, mail, contacts, calendars, notes and reminders, messages, online bookmarks, backups, passwords, and helps sharing music, books and apps with your family. And, best of all, iCloud is always available, wherever you have access to the internet, and keeps all your apps up to date across all your devices. With iCloud, changes you make on one device appear on all your other devices. www.apple.com/icloud/.

Apple ID

To use iCloud, you need an Apple ID. This is your universal access to enjoying Apple services. You need your full name, date of birth, an email address, and phone number. When setting up iCloud for the first time, if you don't have an Apple ID, follow the onscreen instructions to create one. You can also create and manage your Apple ID separately.

You need to set up iCloud on each of your devices and sign in to them with the same Apple ID and password. Once set up, you choose what data you store in iCloud by turning features on or off.

How to set up iCloud on your iPhone, iPad, or iPod touch

Learn how to sign in to iCloud and choose your settings. There are just three simple steps to follow.

For setting up iCloud on a Mac, Apple Watch or Apple TV, see this link, support.apple.com/en-gb/guide/icloud/welcome/icloud for similar instructions.

Step 1: Ensure you're using the latest version of iOS and iPadOS

Make sure your device is running the latest version of iOS or iPadOS. Go to Settings > General > Software Update. Check if there's an update available.



Step 2: Sign in to iCloud

Go to Settings and sign in to your device with your Apple ID. When you sign in, iCloud is turned on automatically.

If you do not have an Apple ID, follow the onscreen instructions to create one.



Step 3: Customise your iCloud settings

Go to Settings, tap [your name], then select iCloud. Choose the apps, like Photos, Contacts, Calendars, and third-party apps, that you want to use with iCloud.

Set up iCloud on your other devices to keep your content up to date everywhere.



Your Apple ID is your account for everything Apple

A single Apple ID and password gives you access to all Apple services. You can also manage your Apple ID online at, appleid.apple.com/.



Conclusion

This concludes our step-by-step 'mcaZoomies How to use FaceTime checklist'. We trust this has been useful in helping you, and hope you will print out and keep as a handy reference while learning how to register and join Zoom meetings.

Our printable step-by-step instruction sheet, 'mcaZoomies Register and Join Zoomies Events checklist', www.mcaconnect.com.au/Zoomies helps you find and register for Zoomies Events.

We're constantly adding new Zoomies Events. Check out what's new and coming on our Zoomies Calendar. Or, if you need help, or want more information on how to find and register for Zoomies events, search for our 'mcaZoomies Register and Join Zoomies Events checklist', www.mcaconnect.com.au/Zoomies

If you've found this checklist useful, or have other feedback and comments, we'd love to hear from you at, www.mcaconnect.com.au/Feedback.

If you need further assistance, please contact MidCoast Assist Technical Support by email techsupport@mcaconnect.com.au, or telephone on 02 7955 7068.

These instructions prepared with reference to, Apple, Inc., <https://support.apple.com/en-us/HT204380>, and Australian Government, eSafety Commissioner Be Connected initiative, <https://beconnected.esafety.gov.au/topic-library/essentials/connecting-to-others/how-to-use-facetime/making-calls-in-facetime>