HOW TO USE FACETIME ON AN APPLE DEVICE

TECHCOACHES TOOLBOX
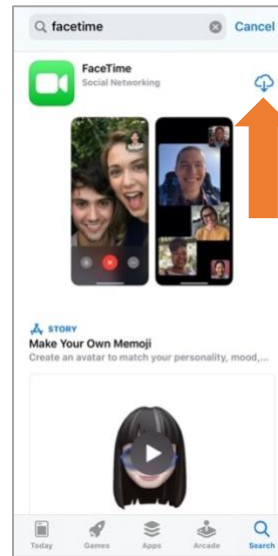
Launching a Video call from the FaceTime App

STEP 1

On a Mac, Find Facetime in the Launchpad

Open the Facetime Application on home screens of your iPhone or iPad. The Facetime App is a built-in app so if you cannot find it on one of your home screens, it is possible it has been deleted from your device. Proceed with step 2. If you found the app skip to step 3.

STEP 2

To reinstall the FaceTime App open the **App Store**.

Search for FaceTime.

Tap ☁

Tap **Open**.

STEP 3

If FaceTime was turned off tap **Continue** to proceed entering your Appl ID information.
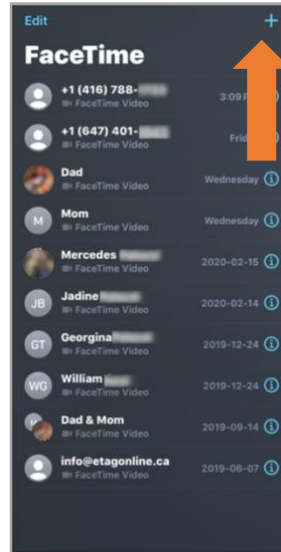
STEP 4

Enter your Apple ID information.
Note this account would have already been created upon your device setup.
If you have **not** created an Apple ID tap **Create New Apple ID** and follow the process to create an account. When complete return to step 3.
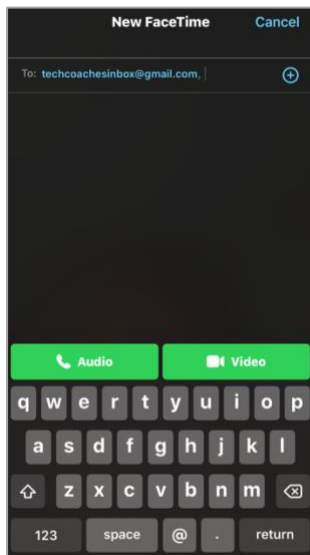
STEP 5

Once signed in, you may see a list of recent FaceTime Calls. Some may appear as Contact names, phone numbers or even an email address. To reconnect with someone from the list tap on their name contact method. Red contacts are missed calls.

STEP 6

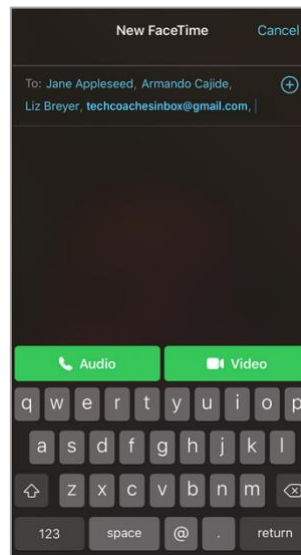If the person you wish to call is not on this list tap + near the upper right corner.

STEP 7

If the person you are connecting with is saved in the Contacts App tap +.
Your Contacts list will appear, tap on the individual you wish to call.
If not in contacts, type their Apple ID or phone number in the TO: field.

Only if the ☎ & ◻️ symbols have turned green/blue they are available through FaceTime.

If the symbols are not colored, the contact information is incorrect or is not associated to an Apple ID.

Facetime not available for contact.

STEP 8

Conduct a Group FaceTime call with up to 32 people by entering the multiple contacts, phone numbers, or emails in the TO: field.

Tap Audio ☎ or Video ◻️ for the call you would like to start the group call.

*Group FaceTime may not be available on older Apple Devices.
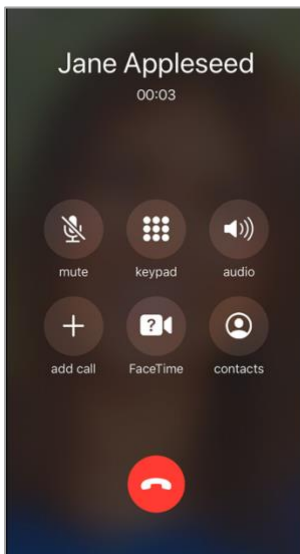
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STEP 9

While on a call, the video and audio settings, call controls, will appear on screen. The call controls disappear quickly, tap the screen to have them reappear. On a Mac move the cursor. Your video will be displayed in a small box usually in in a corner, and the other callers video will take up majority of the screen.

CALL CONTROLS

The availability of controls will vary depending on the Apple device you are using.

Tap to turn your camera off and on.

Flip camera from front to back, tap again to switch back.

Mute and unmute your microphone.

Mute and unmute the speaker sound from the person you are on the call with.

Tap the shutter button once quickly to take a picture of the current screen. The photo will be saved in the Photos App.

End the call.

TIP

From an iPhone You can also start a FaceTime video call during a regular phone call. While on the regular audio call tap the screen once bring up the call controls.

Tap the FaceTime icon in the to switch to FaceTime.

The person on the other end will need to accept the FaceTime call and will only work if the other individual has an iPhone and is signed into FaceTime.