**Quick Start Guide – FaceTime**

**What’s the jargon?**

* **Apple ID** – the way you sign in to Apple devices and services. Check your Apple ID by going to Settings and tap on your name at top of the list on LHS. The email address you used to register with Apple is displayed below your name. The password will not be shown; you should have this saved somewhere safe.
* **Call** – speak to someone over the internet using video and/or voice
* **Contact** – a person who has agreed to share their contact details with you

**What do I need?**

* Any Apple device such as an iPhone, iPad or Apple Mac
* The person you want to speak to also needs to use an Apple device
* Your Apple ID and password

**What does it do?**

* FaceTime will allow you to Call or Video Call anyone in your Contacts.
* You can send a message or an email from Facetime although these actions will take you into the Messages or Email apps.

**How do I add a Contact?**

* Look for the **Contacts** app – it looks like a grey address book with blue, orange and green tabs. Tap to open.
* On the left hand side (LHS) of the screen will be a list of all your contacts in alphabetical order – if you have any. At the top of the list to the right there is a +, tap this to start entering new Contact information.
* Tap in each section and type the information needed e.g. First name, Last name etc. Leave fields blank if not needed e.g. Company. Tap green + to add phone number and email address. Tap **Done** in top right corner to save.

**How do I Call or Video Call?**

* On your iPhone, iPad or Mac, look for the green icon with a white video camera inside. Tap to open FaceTime. You will have a section of the screen to the left titled FaceTime and to the right you will probably see yourself as your camera will be on, ready for the call.

*If you have used FaceTime before, skip this step and move on to the next paragraph. If not, you may need to sign in to use FaceTime. Come out of FaceTime and register your email address by tapping Settings > FaceTime > Use your Apple ID for FaceTime, and sign in with your Apple ID.*

* Just to the right and above the word FaceTime there is a +, tap this to add a Contact to your FaceTime. If the Contact has FaceTime, their name will appear in blue and you can tap it. If the Contact does not have FaceTime their name remains grey and you cannot FaceTime them.
* Tap the name of the Contact and then tap one of the green buttons below to start the call: **Audio** (telephone symbol) for voice call or **Video** (camera symbol) for video call.
* Once you press either symbol the call will be started and will be ringing your Contact. They will need to answer for the call to go ahead.
* Once it starts ringing you can alter the type of call from the symbols in the bottom left. If the symbol has a line through it, it’s not working so tap it to make it work. The symbols are: **camera**, **microphone**, **flip** and **end**. Tap video camera to turn the camera on an off; tap microphone to turn the microphone on and off, tap flip (camera with circle in front) to switch between front camera and back camera and tap end to finish the call.
* After the call, the contact will appear in the list under FaceTime. Next time you want to call that Contact just tap on the circle to the left of their name to start a call.