FaceTime Guide

Introduction

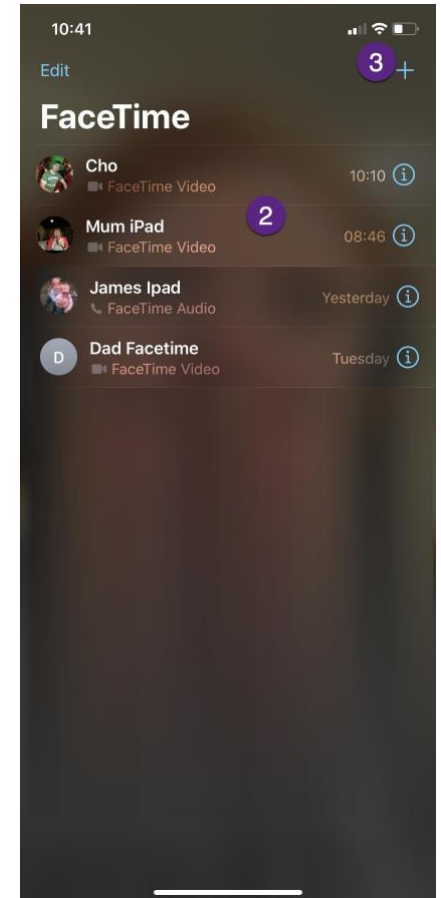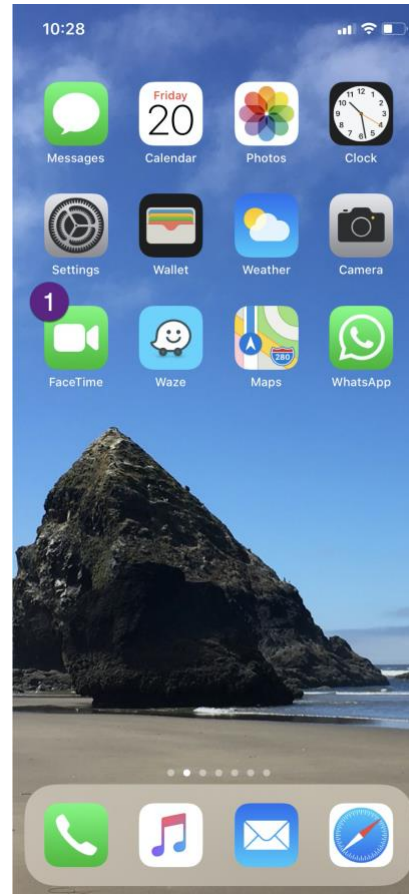This document provides a guide to using the FaceTime feature on an iPhone or iPad.

Before you Start

Things you will need

1. An iPhone or an iPad, the person you are calling will also need an iPhone or an iPad as FaceTime only works between these devices. If you have an Android device WhatsApp can be used instead.

2. Wi-Fi or Data Connection on your iPhone or iPad.

FaceTime Video Call

To make a FaceTime Video Call follow the steps below:

1. Locate the FaceTime icon ① on your iPhone or iPad, then tap it.

2. If FaceTime is already enabled, you will see the second screen on the right (if you do not have FaceTime enabled, you will be prompted to enable it, you should then be able to proceed with the current step).

   - If you have previous calls in your history ② (there are 4 here on this screen), you can tap a previous call and it will call the person back in the same way as you would make a regular phone call.

3. To call someone from your contacts, or by entering a number tap the + button ③ on the top right-hand side of the screen.
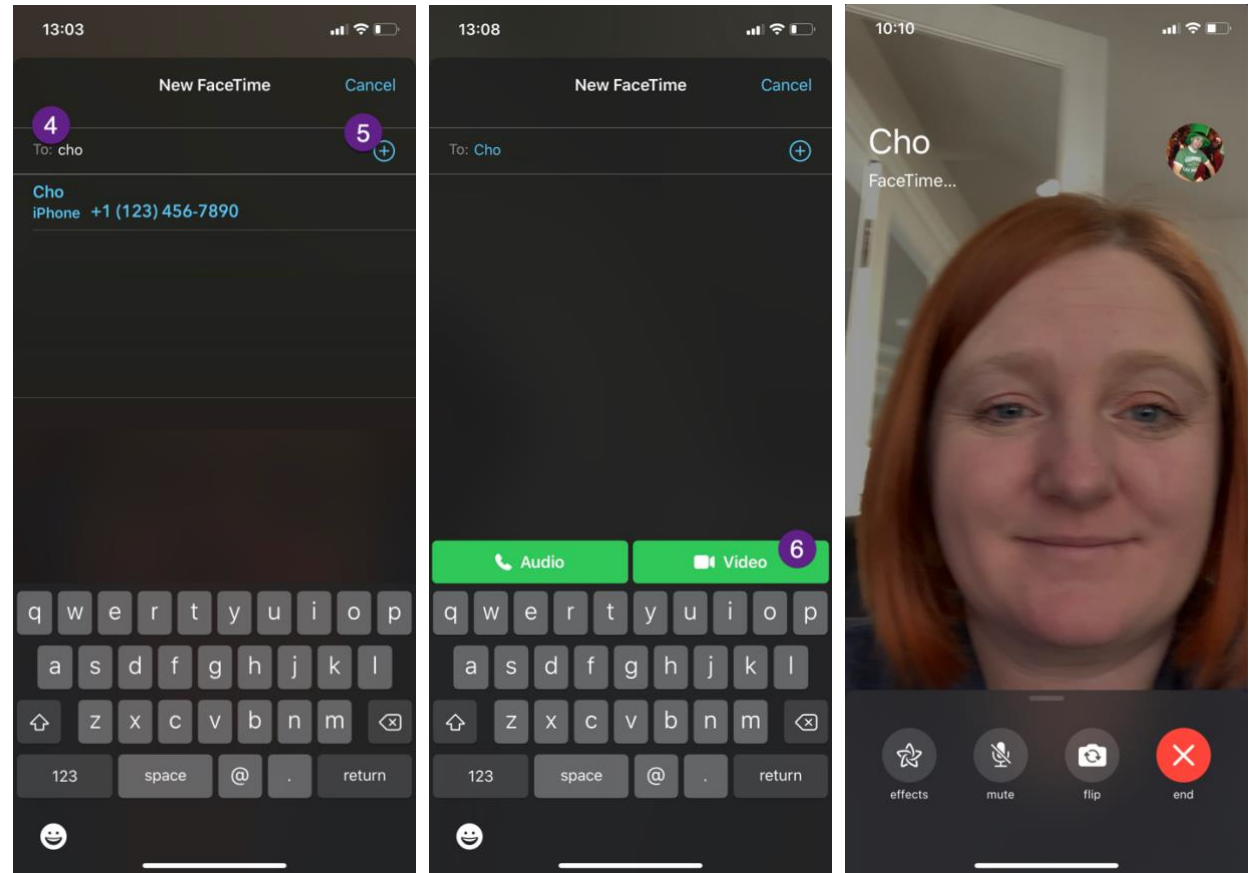
4. Start typing the person's name in the To box ④ and then all contacts for the name you type will appear.

OR

Tap on the + button ⑤ to the right and a list of all your contacts will appear.

NEXT

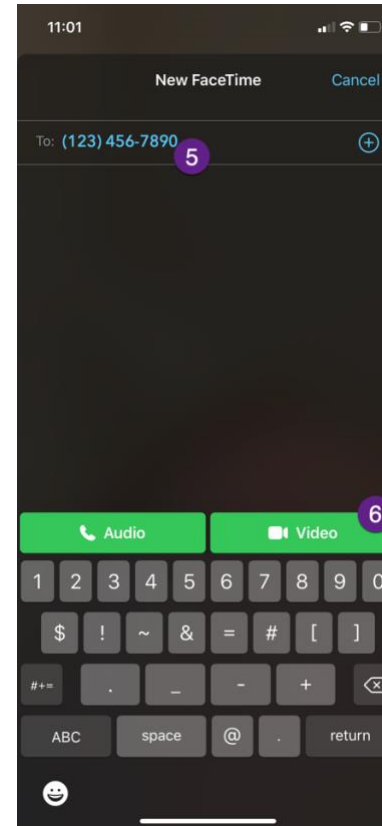Tap on the contact you wish to FaceTime with, then tap the video button ⑥ to call.

*Tip: If a contact's name or number is not in blue then they don't have an iPhone or an iPad.

OR

5. Enter the phone number ⑤ of the person you want to FaceTime with and tap the Video button ⑥ .

Once the FaceTime call has started you will see the person you are FaceTiming with on the screen and yourself in a small box to the bottom left.

*Tip: You can drag your image to a different location on the screen

FaceTime Group Video Call

To make a Group FaceTime Video Call follow the steps below:

1. To FaceTime multiple people at once, follow the FaceTime steps above up to and including step 4, but before you tap the video button, add the extra people ① that you want to add to the call.

2. Tap the Video button ② (If you've added someone who doesn't have an iPhone or iPad then the Video button will be greyed out and you won't be able to tap it).

3. When a group FaceTime is started all the people in the call will appear in their own box on your screen and you will appear in the bottom right corner.

   *Remember, everyone needs to either have an iPhone or an iPad to FaceTime, if people in the group have android devices WhatsApp is recommended as it can work with iPhones and Android devices.