



Tips to keep connected

Using FaceTime, Zoom and Skype

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FaceTime on iPad or iPhone

In the FaceTime app , you can make video or audio calls to friends and family, whether they are using an iPhone, iPad, iPod touch, or a Mac. With the front camera, you can talk face-to-face; switch to the rear camera to share what you see around you.


1. Go to Settings  > FaceTime, then turn on FaceTime.
2. If you want to be able to take Live Photos during FaceTime calls, turn on FaceTime Live Photos.
3. Enter your phone number, Apple ID, or email address to use with FaceTime.


To make a FaceTime call

1. In the FaceTime app , click the + in the top right hand of your screen.
2. Type in the person's name (from your address book on your phone/iPad)
3. Click 'audio' or 'video' to start the call.



FaceTime on macOS

In the FaceTime app , you can make video or audio calls to friends and family, whether they are using an iPhone, iPad, iPod touch, or a Mac. With the front camera, you can talk face-to-face; switch to the rear camera to share what you see around you.

1. Click the Launchpad icon in your dock at the bottom of the screen.
2. Type 'facetime' and you will see the FaceTime app , click it to open
3. Type in the person's name (from your address book on your phone/iPad)
4. Click 'audio' or 'video' to start the call.

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FaceTime on Andorid or Windows

FaceTime is not available on Android or Windows.

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Zoom on macOS, iPad or iPhone

To host a Zoom Meeting, you'll need to have an account and be signed in.

1. On your device, you can head to Zoom's website at <https://zoom.us> if you don't have one yet (you can join calls without an account but need one to host/start meetings).
2. During the account creation, you should get the option to download the Mac app or a link to the App Store.

To Make a Zoom call

1. Open the App  and choose **New Meeting**
2. Once you've started a call you can add people with the Invite button on the bottom of the Mac app or with the Participants tab at the bottom of your iPhone or iPad. These invitations can be sent via SMS or email
3. As a host, you can share your screen as well as the video from your camera.
4. If you have received a link to a Zoom meeting in a SMS or email, simply click the link within the message and Zoom will automatically load and join you to the meeting.

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Zoom: Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.




Zoom on Android

To host a Zoom Meeting, you'll need to have an account and be signed in.

1. On your device, you can head to Zoom's website at <https://zoom.us> if you don't have one yet (you can join calls without an account but need one to host/start meetings).
2. During the account creation, you should get the option to download the app from the Google Play Store.

To Make a Zoom call

1. Open the App  and choose **New Meeting**
2. Once you've started a call you can add people with the Participants tab at the bottom of your device. These invitations can be sent via SMS or email
3. As a host, you can share your screen as well as the video from your camera.
4. If you have received a link to a Zoom meeting in a SMS or email, simply click the link within the message and Zoom will automatically load and join you to the meeting.

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Zoom on Windows

To host a Zoom Meeting, you'll need to have an account and be signed in.

1. On your device, you can head to Zoom's website at <https://zoom.us> if you don't have one yet (you can join calls without an account but need one to host/start meetings).
2. During the account creation, you should get the option to download the app from the Microsoft Store or directly from Zoom.


To Make a Zoom call

1. Click the start menu, then type Zoom. You will see the app in the list.
2. Open the App  and choose the **New Meeting**
3. Once you've started a call you can add people with the Participants tab at the bottom of your device. Then select 'invite'. At the bottom of this window, select either 'copy invitation' or email and send this to who you wish to connect to.
4. As a host, you can share your screen as well as the video from your camera.
5. If you have received a link to a Zoom meeting in a SMS or email, simply click the link within the message and Zoom will automatically load and join you to the meeting.




Skype on Windows

To make a Skype call, you'll need to have the app installed an account and be signed in.

1. On your device, you can head to Skype's website at **<https://skype.com>**.
2. Download and install the app.
3. Click the Launchpad icon in your dock at the bottom of the screen.
4. Type 'Skype' and you will see the Skype app , click it to open
5. Either create a new account or use an existing Microsoft account.


To Make a Skype call

1. Click the start menu, then type Skype. You will see the app in the list.
2. Open the App 
3. Upon opening, you'll find the three main tabs at the bottom of the screen: Chats, Calls, and Contacts.
4. The Skype app should automatically open to the Chats tab, where you'll see any recent chats appear.
5. Tap the Calls tab to see your recent calls or start a new video or phone call.




Skype on macOS

To make a Skype call, you'll need to have the app installed an account and be signed in.

1. On your device, you can head to Skype's website at **<https://skype.com>**.
2. Download and install the app.
3. Click the Launchpad icon in your dock at the bottom of the screen.
4. Type 'Skype' and you will see the Skype app , click it to open
5. Either create a new account or use an existing Microsoft account.


To Make a Skype call

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4. Tap the Calls tab to see your recent calls or start a new video or phone call.




Skype on Android

To make a Skype call, you'll need to have the app installed an account and be signed in.

1. Download the Skype app from the Google Play Store
2. Open the app  and either create a new account or use an existing Microsoft account.

To Make a Skype call

1. Open the App 
2. Upon opening, you'll find the three main tabs at the bottom of the screen: Chats, Calls, and Contacts.
3. The Skype app should automatically open to the Chats tab, where you'll see any recent chats appear.
4. Tap the Calls tab to see your recent calls or start a new video or phone call.


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Android, Play Store: Trademarks of Google LLC




Skype on iPad and iPhone

To make a Skype call, you'll need to have the app installed an account and be signed in.

1. Go to the App Store and search for Skype. Download either the iPad or iPhone version of the app.
2. Open the app  and either create a new account or use an existing Microsoft account.

To Make a Skype call

1. Open the App .
2. Upon opening, you'll find the three main tabs at the bottom of the screen: Chats, Calls, and Contacts.
3. The Skype app should automatically open to the Chats tab, where you'll see any recent chats appear.
4. Tap the Calls tab to see your recent calls or start a new video or phone call.

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