

# iPhone/iPad Class: FaceTime Basics

**Session Duration:**

60-90 minutes

**Subject:**

FaceTime  
Videoconferencing  
Social Networking

**Materials Needed:**

Apple device: iPhone,  
iPad, MacBook

Apple ID/Password

**Links to Resources:**

- [Lynda.com/search?q=faceTime](http://Lynda.com/search?q=faceTime)
- [Lynda.com/MyPlaylists?playlistId=21406280](http://Lynda.com/MyPlaylists?playlistId=21406280)
- [Support.apple.com/en-us/HT204380](http://Support.apple.com/en-us/HT204380)
- [Support.apple.com/guide/faceTime/welcome/mac](http://Support.apple.com/guide/faceTime/welcome/mac)

**Contact:**

Mark Glisson  
[mglisson@hooksettlibrary.org](mailto:mglisson@hooksettlibrary.org)  
603.485.6092

Anne Meyers  
[ameyers@hooksettlibrary.org](mailto:ameyers@hooksettlibrary.org)  
603.485.6092

Table of Contents...



Learn how to use FaceTime to make video and audio calls from your iPhone or iPad. We'll also talk about how to use the group call feature as well as how to block callers. Materials needed: iPhone or iPad with internet access. Apple ID and password.

## Set up FaceTime

“Go to Settings > FaceTime, then turn on FaceTime.

If you want to be able to take Live Photos during FaceTime calls, turn FaceTime Live Photos.

Enter your phone number, Apple or email address to use with FaceTime, then set your caller ID.”

Excerpt From iPad User Guide for iOS 12.3



- Set up FaceTime 1
- Make a FaceTime call 2
- Leave a message 2
- Start a FaceTime call from a Messages conversation 3
- Call again 3
- Receive a FaceTime call 3
- Manage FaceTime calls on iPad 4
- Multitask during a call 4
- See more during a video call 4
- Take a Live Photo 4
- Block unwanted callers 5
- Delete a call from call history 5
- Make a Group FaceTime call on iPad 5
- Start a Group FaceTime call 5
- Start a Group FaceTime call from a group Messages conversation 6
- Add another person to a call 6

## Make a FaceTime call

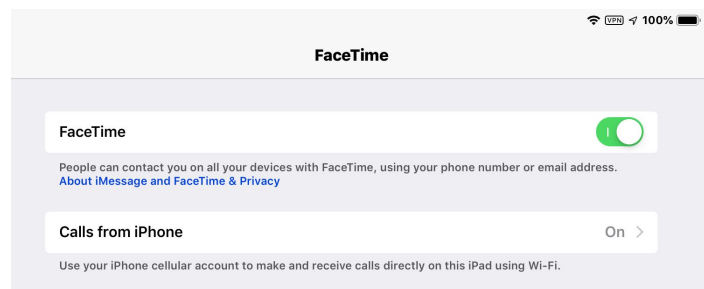
“With a Wi-Fi connection and an Apple ID, you can make and receive FaceTime calls (first sign in using your Apple ID, or create an Apple ID, if you don’t have one).

On iPad Wi-Fi + Cellular models, you can also make FaceTime calls over a cellular data connection, which may incur additional charges. To turn this feature off, go to Settings > Cellular, then turn off FaceTime. See View or change cellular settings on iPad.

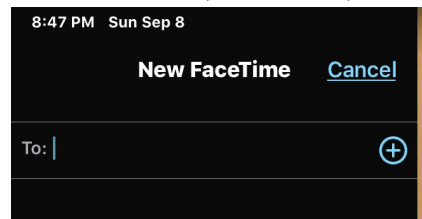
Ask Siri. Say something like: “Make a FaceTime call” or “Call Eliza’s mobile.”

In FaceTime, tap the « + » at the top of the screen.

Type the name or number you want to call in the entry field at the top, then tap Video to make a video call or tap Audio to make a FaceTime audio call.



You can also tap « + » to open Contacts and start your call from there.”



Excerpt From iPad User Guide for iOS 12.3

## Leave a message

“If no one answers your FaceTime call, do one of the following:

Tap Leave a Message.

Join a Group FaceTime call 7

Leave a Group FaceTime call 7

Add camera effects in FaceTime calls on iPad 7

Become an Animoji or Memoji 7

Use a filter to change your appearance 8

Add a text label 8

Add stickers 9

Add shapes 9

Change FaceTime audio and video settings on iPad 9

Change the settings 9

Leave a FaceTime call or switch to Messages on iPad 10

Leave a FaceTime call 10

Tap Cancel to cancel the call.

Tap Call Back to try calling back.”

Excerpt From iPad User Guide for iOS 12.3

### Start a FaceTime call from a Messages conversation

“In a Messages conversation, you can start a FaceTime call to the person you’re chatting with.



In the Messages conversation, tap the profile picture, , or the name at the top of the conversation.

Tap FaceTime.”

Excerpt From iPad User Guide for iOS 12.3

### Call again

“In your call history, tap the name or number.

Tap the « i » to open the name or number in Contacts.”

Excerpt From iPad User Guide for iOS 12.3

### Receive a FaceTime call

“When a FaceTime call comes in, tap any of the following:

Accept: Take the call.

Decline: Decline the call.

Remind Me: Set a reminder to call back.

Message: Send a text message to the caller.

If you’re on a regular call when a FaceTime call comes in, instead of Accept, you see the End & Accept option, which terminates the previous call and connects you to the incoming call.”

Excerpt From iPad User Guide for iOS 12.3

### **Manage FaceTime calls on iPad**

“During a call in the FaceTime app , you can use other apps, and more. You can also block unwanted callers and delete a call from your call history.”

Excerpt From iPad User Guide for iOS 12.3

### **Multitask during a call**

“Go to the Home screen, then tap an app icon to open an app.

You can still talk with your friend while you’re using another app. To return to the FaceTime app, tap the green bar (or the FaceTime icon) at the top of the screen.”

Excerpt From iPad User Guide for iOS 12.3

### **See more during a video call**

“To see more during a FaceTime video call, rotate iPad to use landscape orientation.

Note: To avoid unwanted orientation changes, lock the iPad screen orientation.”

Excerpt From iPad User Guide for iOS 12.3

### **Take a Live Photo**

“When you’re on a FaceTime video call with one other person, you can take a FaceTime Live Photo to capture a moment of your conversation (not available in all regions; iOS 12.1.4 or later). The camera captures what happens just before and after you take the photo, including the audio, so you can see and hear it later just the way it happened.

To take a Live Photo of your call, tap the shutter button (make sure FaceTime Live Photos is turned on in Settings > FaceTime).

You both receive a notification that the photo was taken, and the Live Photo is saved in your Photos app.”

Excerpt From iPad User Guide for iOS 12.3

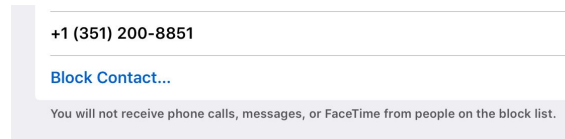
### **Block unwanted callers**

“You can block voice calls, FaceTime calls, and text messages from unwanted contacts.

Go to Settings > FaceTime > Call Blocking & Identification.  
Tap Block Contact at the bottom of the list.

Select a contact you want to block.

To unblock a contact or phone number, swipe it to the left, then tap Unblock.”



Excerpt From iPad User Guide for iOS 12.3

### **Delete a call from call history**

In FaceTime, swipe left over the call in your call history, then tap Delete.”

Excerpt From iPad User Guide for iOS 12.3

### **Make a Group FaceTime call on iPad**

“In the FaceTime app , you can invite up to 32 participants to a Group FaceTime call (not available in all regions; iOS 12.1.4 or later).

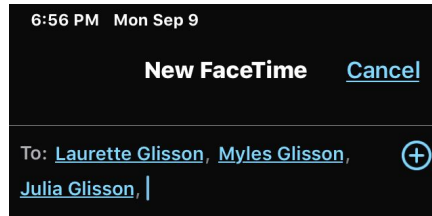
Note: iPad mini 2, iPad mini 3, and iPad Air support only audio Group FaceTime calls. Group FaceTime may not be available in all regions.”

Excerpt From iPad User Guide for iOS 12.3

### **Start a Group FaceTime call**

“In FaceTime, tap « + » at the top of the screen.

Type the names or numbers of the people you want to call in the entry field at the top.



You can also tap « + » to open Contacts and add people from there. Tap Video to make a video call or tap Audio to make a FaceTime audio call.

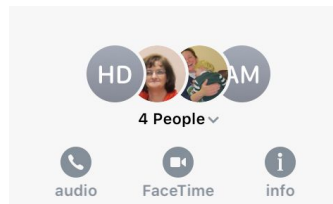
Each participant appears in a tile on the screen. When a participant speaks, or you tap a tile, that tile moves to the front and becomes more prominent. Tiles that can't fit on the screen appear in a row at the bottom.

To find a participant you don't see, swipe through the row. (The participant's initials may appear in the tile if an image isn't available.)”

Excerpt From iPad User Guide for iOS 12.3

## Start a Group FaceTime call from a group Messages conversation

In a group Messages conversation, you can initiate a Group FaceTime call with all the same people you're chatting with in the Messages conversation.



In the Messages conversation, tap the names or profile pictures at the top of the conversation.

Tap FaceTime.”

Excerpt From iPad User Guide for iOS 12.3

## Add another person to a call

“Any participant can add another person at any time during a call.

During a FaceTime call, tap the screen to open the controls (if they aren't visible), swipe up from the top of the controls, then tap Add Person.

Type the name, Apple ID, or phone number of the person you want to add in the entry field at the top.

Or tap « + » to add someone from Contacts.

Tap Add Person to FaceTime.”

Excerpt From iPad User Guide for iOS 12.3

### **Join a Group FaceTime call**

“When someone invites you to join a Group FaceTime call, you see the incoming call. If you decline the call, you receive a notification that you can tap to join the call at any time while it’s active.”

Excerpt From iPad User Guide for iOS 12.3

### **Leave a Group FaceTime call**

“To leave a group call at any time, tap « x ».

The call remains active if two or more participants remain.”

Excerpt From iPad User Guide for iOS 12.3

### **Add camera effects in FaceTime calls on iPad**

“On video calls using the FaceTime app , you can become your favorite Animoji or Memoji character (on models with a TrueDepth camera). On supported models, you can use a built-in filter to change your appearance and add stickers, labels, and shapes (iOS 12.1 or later). You can take screenshots in FaceTime that include the special camera effects you add to a call.”

Excerpt From iPad User Guide for iOS 12.3

### **Become an Animoji or Memoji**

“In Messages, on models with a TrueDepth camera, you can create an Animoji or Memoji character to use in your FaceTime calls. iPad captures

your movements, facial expressions, and voice, and conveys them through your character. (Your character imitates you even when you stick out your tongue!)

For information about creating Animoji and Memoji, see [Use Animoji and Memoji in Messages on iPad](#).

During a FaceTime call, tap « \* ». (If you don't see « \* », tap the screen.) Tap , then choose an Animoji or Memoji (swipe through the characters at the bottom, then tap one).

The other caller will hear what you say, but see your Animoji or Memoji doing the talking.”

Excerpt From iPad User Guide for iOS 12.3

### **Use a filter to change your appearance**

“On supported models, during a FaceTime call, tap . (If you don't see , tap the screen.)

Tap color code icon to open the filters.

Change your appearance by tapping a filter at the bottom (swipe left or right to preview them).”

Excerpt From iPad User Guide for iOS 12.3

### **Add a text label**

“During a call, tap the screen, then tap --.

Tap « Aa », then tap a text label.

To see more label options, swipe up from the top of the text window. While the label is selected, type the text you want to appear in the label, then tap away from it.

Drag the label where you want to place it.

To delete the label, tap it, then tap « x ».”

Excerpt From iPad User Guide for iOS 12.3



### **Add stickers**

“During a call, tap the screen, then tap « \* ».

Tap « Aa » , then scroll down and tap smiley face.

Tap a sticker to add it to the call.

To see more options, swipe left; to see other sticker collections, tap the buttons at the bottom.

Drag the sticker to place it where you want.  
To delete the sticker, tap it, then tap « x ».”

Excerpt From iPad User Guide for iOS 12.3

### **Add shapes**

“During a call, tap the screen, then tap « \* ».

Tap the scribble icon, then tap a shape to add it to the call.

To see more options, swipe up from the top of the shapes window.

Drag the shape where you want to place it.

To delete the shape, tap it, then tap « x ».”

Excerpt From iPad User Guide for iOS 12.3

### **Change FaceTime audio and video settings on iPad**

“You can change the audio and video settings in the FaceTime app -- at any time during a call.”

Excerpt From iPad User Guide for iOS 12.3

### **Change the settings**

“Tap the screen to open the controls, then do any of the following:

Switch to the rear camera: Tap the reverse icon (tap it again to switch back

to the front-facing camera).

Turn off the sound: Tap (tap the mic again to turn the sound back on).

Turn your camera off: Swipe up from the top of the controls, then tap

Camera Off (tap again to turn it back on).”

Excerpt From iPad User Guide for iOS 12.3

### **Leave a FaceTime call or switch to Messages on iPad**

“You can leave a call in the FaceTime app at any time, or continue your conversation in Messages.”

Excerpt From iPad User Guide for iOS 12.3

### **Leave a FaceTime call**

“Tap the screen, then tap « x ».

Switch to a Messages conversation

To switch your conversation to Messages, tap the screen, swipe up from the top of the controls, then tap Messages icon.”

Excerpt From iPad User Guide for iOS 12.3