



For a Group FaceTime video call, all participants must be using Apple devices, running iOS 12.1 or later. Participants need an iPhone 6s or later, iPad Pro or later, iPad Air 2, or iPad Mini 4.

Older devices that can run iOS 12.1 can join the Group FaceTime call but only as an audio participant.

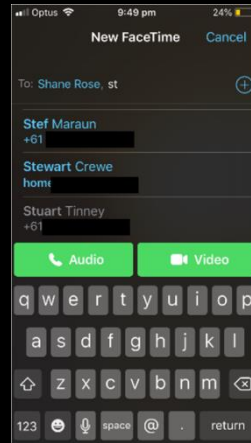
FaceTime

There are 2 ways to start a group FaceTime call:

1

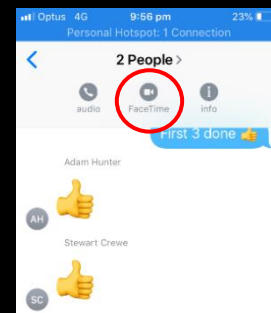
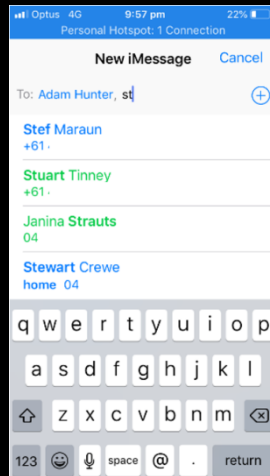
1. Open FaceTime on your iPhone, iPad or Mac.
2. Press the + in the top right corner on an iPhone or iPad (if you are using a Mac, just tap in the box).
3. Enter the name or number for the first person you are calling.
4. Keep adding contacts until all the people you want to add are on the call - you can add up to 31 people.
5. Tap Video or Audio to start the FaceTime call.

If you search for a contact to add to the FaceTime call and they are grey rather than blue and can't be selected, their Apple device most likely hasn't been updated to iOS 12.1 or MacOS Mojave, or FaceTime hasn't been setup (or isn't available) on their device.

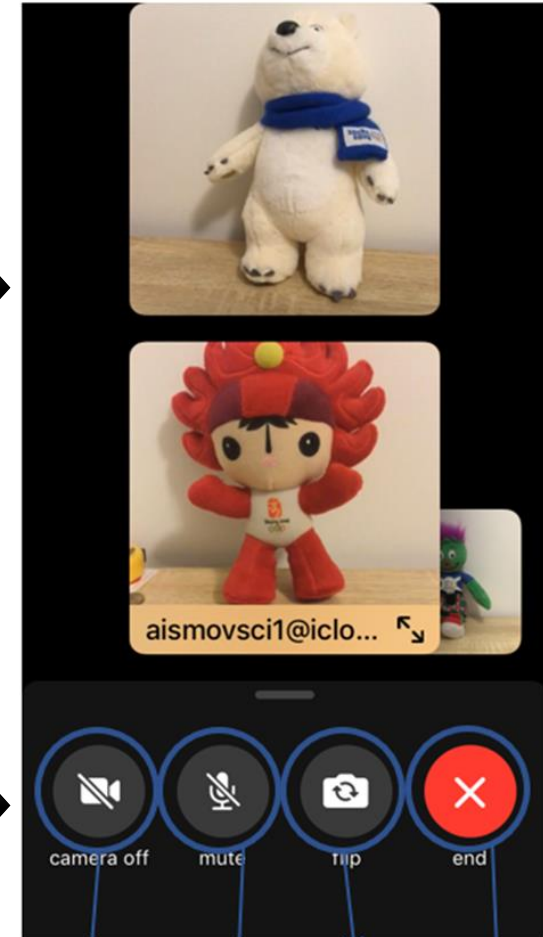


2

1. Open messages on your iPhone or iPad.
2. Open an existing group conversation or start a new group by adding contacts to a group and sending them a text message. If a contact is green rather than blue, this means they will not be available on FaceTime. Either they are not using an Apple device, their Apple device hasn't been updated to iOS 12.1 or MacOS Mojave, or FaceTime hasn't been setup on their device.
3. When your group message is open, click on '2 people' at the top which will open a dropdown menu – click on FaceTime to start a group call with everyone in that message.
4. The people you are calling will receive an alert that a FaceTime call is taking place – contacts should tap the Join button to join the call.



TIP FOR CAMERAMAN:
Tap your video twice to make it the main video on the screen - makes it easier than looking at the tiny screen in the corner.



Turn video off/on

Use other camera (front or back)

Mute/unmute microphone

Hang up



Skype

Skype calls can be made and received on any mobile device (download the App) as well as on a Mac or Windows computer. You can also be logged into your skype account on multiple devices at the same time.

Note: you can log into skype with either your skype username and password, or with your email address. However, if you sign in with your email address, Skype creates a brand new account for you which then means all your contacts won't be showing. Make sure you can all see each other in contacts before a session.

1

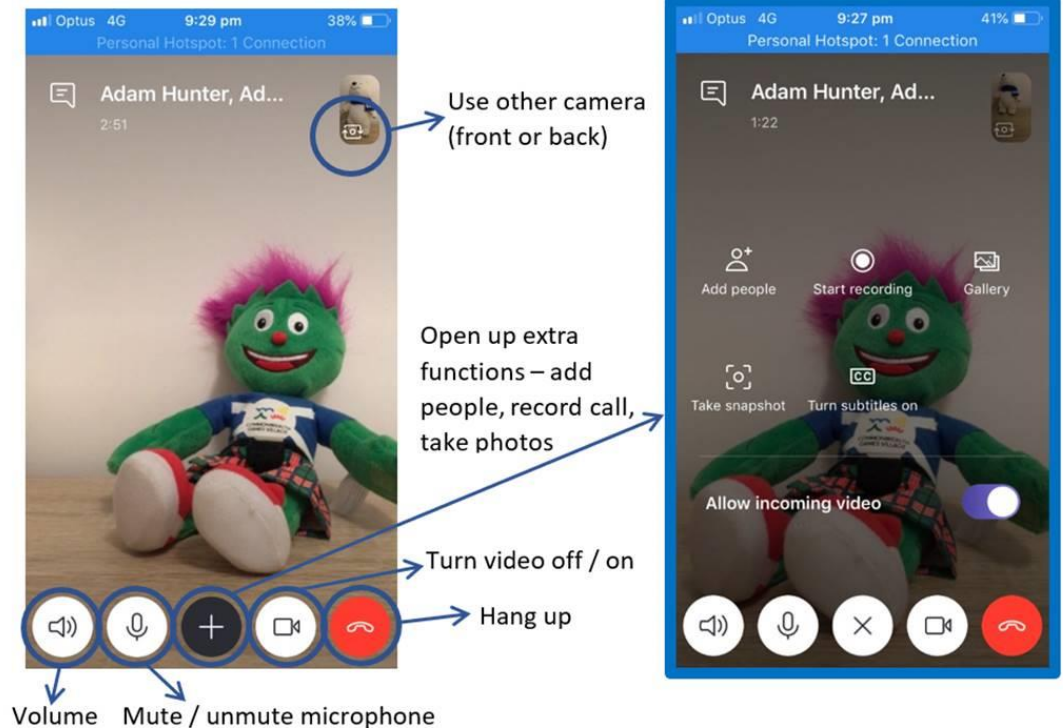
How to add contacts to Skype:

1. Open Skype, click on contacts and then the add person icon . You can search for people by typing in their full name (may be difficult to find people if they have a common name and don't have a profile picture) or you can search for their Skype name, phone number, or email address.
2. Select the required person then click "Add Contact". You will be able to customise the invitation text, then the person must accept your contact request before appearing in your contacts. You can call somebody not in your contacts but if you will be calling them regularly it is better to have them in your skype contacts.

2

How to start a group video call on Skype:

1. Go to Calls and select Skype Call .
2. Select the people you want to call by ticking the circle next to their name or typing the names of the people you want to add in the space at the top.
3. Tap Call at the top right. Skype starts group calls as audio calls, but you can turn your video on during the call by selecting the video button.
4. Alternatively, start a video call with one contact, and then add another contact to the call using the + button and then the Add People button as shown in the picture.









Messenger

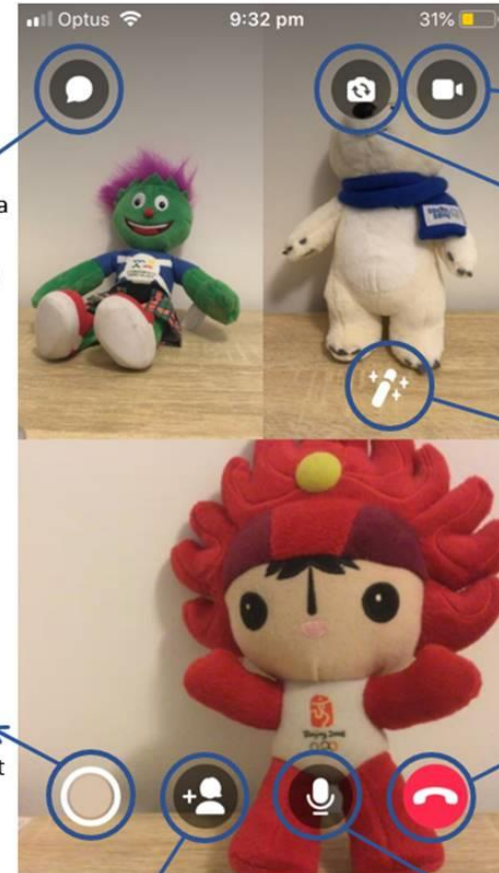
Messenger is available on any mobile device (download the App) as well as on a Mac or Windows computer.

1

How to start a group video call in Messenger:

1. Open messenger App.
2. If you are not already contacts on messenger, click the people icon  at the bottom. Click  to select the person you want to add from a list of your phone contacts who are on messenger. Or click  to add someone by inputting their phone number or selecting them from your phone contacts.
3. Once the people you want to start a group call with are in your messenger contacts, open an existing group chat or start a new one by tapping  at the top right, selecting the people you would like to add and pressing OK. Then tap the Video icon at the top right to start a video call with all group members.
4. Alternatively, start a video call with one person in the same way and then add the other person using the Add Person button as shown in the picture.

TIP: If the call is not working, the first thing to check is that your phone / computer is allowing Messenger to access your camera and microphone.



Minimises camera views and allows you to chat (text) at same time as videoing

Turn video off / on

Use other camera (front or back)

Add special effects and play games with other members of group

Take screenshot – then immediately send it to group or delete or save it

Hang up

Add person to call

Mute / unmute microphone




WhatsApp

WhatsApp is available on Apple and Android devices and you can call anyone in your phone contacts who also has WhatsApp.

WhatsApp allows up to 4 people to connect on a video group call. All members should have a good internet connection before using the group calling feature, as the call quality depends on the contact with the weakest connection.

1

How to start a group video call in WhatsApp:

1. Open WhatsApp. Select the Calls button to show a list of all your previous WhatsApp calls.
2. If you have never called the person before click the New Call icon  at the top right. This will take you to your phone contacts.
3. Select New Group Call and select the people to add to the call. Then click the phone icon to audio call or video icon to start a group video call.
4. Alternatively, start a call with one contact by tapping the phone or video icon next to their name and then add the other person using the Add Person icon during the call.

TIP FOR CAMERAMAN: In WhatsApp you can tap on your own video to make it the main video on the screen - makes it easier for videoing rather than looking at the tiny screen in the corner.

