

# Video calling basics

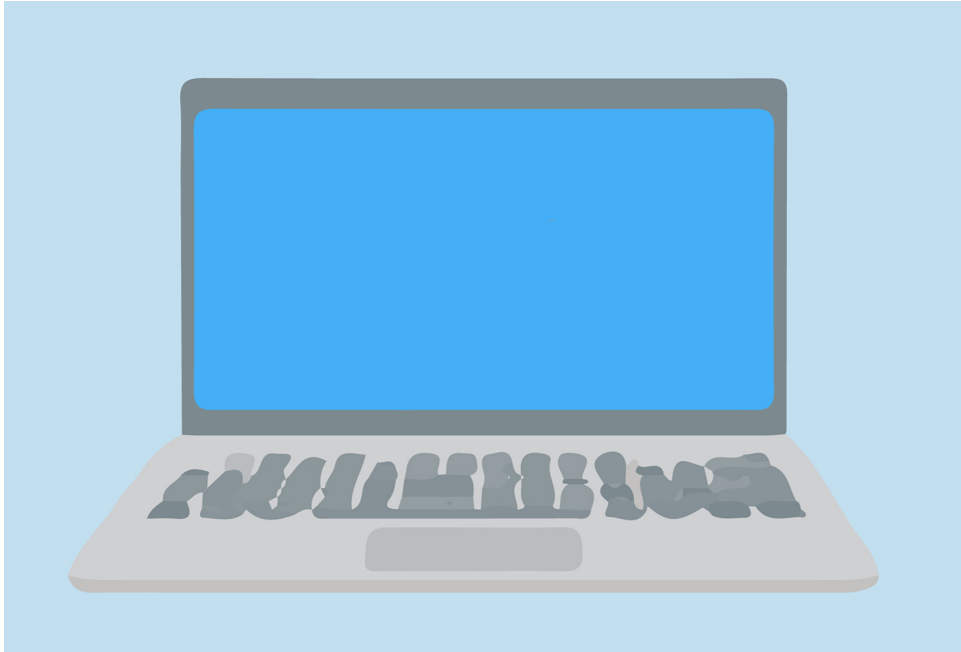
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Video calling is just like a regular phone call, except you can see the person you're calling on your screen and they can see you. This is an extremely useful tool. Being able to see someone's facial expressions and emotions, takes digital conversations to a deeper level of connection. It is easy when we are typing to forget to humanise the people were talking to.

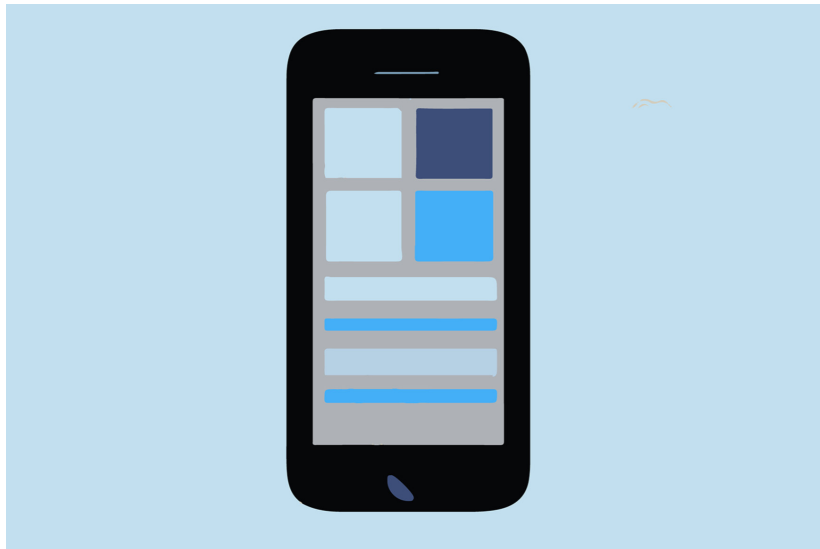
While it is always best to see things in person, video calling is the next best thing. The best part is that it's easy to do with your phone/computer/tablet and you can make calls wherever you have internet access. There are multiple free platforms that provide a video call service. Today we will look into what works best for you and your needs.

- Face to face interaction
- Easier to understand the tone of the conversation
- The option to ask questions immediately
- Can talk to multiple people at once
- There are many free video calling platforms



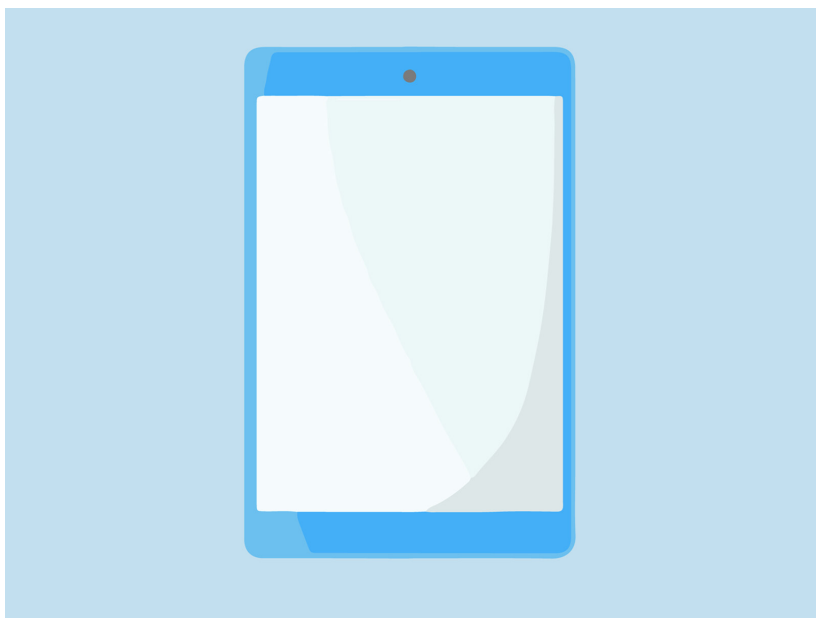
**Computer:** To connect to people via video call on your laptop or computer, the programs I recommend are Zoom, Microsoft teams, and Skype. All applications are free and easy to use. Zoom lends itself better for connecting digitally, whereas works skype best for personal calls.

The benefits of video calling someone on a computer set up rather than a phone, is that you have more screen space. This additional viewing space means that it is easier to see people that you're calling. It also means that it is easier to navigate the platform on which you are calling people. Operating a video call on a phone may increase the likelihood of notifications popping up on your screen, distracting you or getting in the way.



**Phone:** Making video calls from a phone is a convenient and easy way to connect with another person. To video call on your phone you will have to download the appropriate app such as Zoom, Skype, Facebook Messenger or WhatsApp. Which are free and downloadable from the app store. If you have an iPhone (apple product) you can also call other iPhone users on a preinstalled app called facetime.

Using your smartphone for video calling is a great option. Mobiles are lightweight, easy to move from one room to another, and often have front-facing and rear-facing cameras that you can swap between. Most modern tablets will also have a built-in camera.

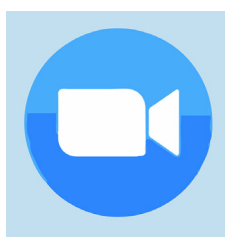


**Tablet:** Being able to make free video calls to distant relatives and friends is one of the biggest advantages of the internet. Using your tablet (eg. iPad) to stay in touch in via video calls is very simple, and can be much more convenient than using your computer. Tablets are a great device to use for video calling as they have a larger screen to view the people you are talking to. Whilst using the same free to install apps.

A number of apps now allow iPads and tablets to make video calls, but two of them are particularly widespread: FaceTime, which should already be downloaded on your iPad, and Zoom.

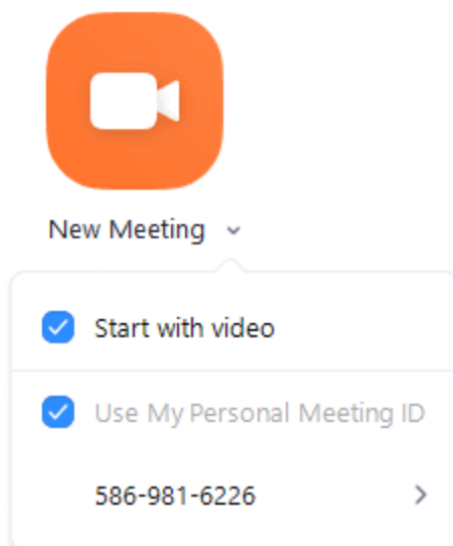


**Platforms that can be used for video calling.** As have been briefly mentioned, the platforms we will be looking at next are Zoom, Microsoft teams, WhatsApp, Facetime and Facebook Messenger.

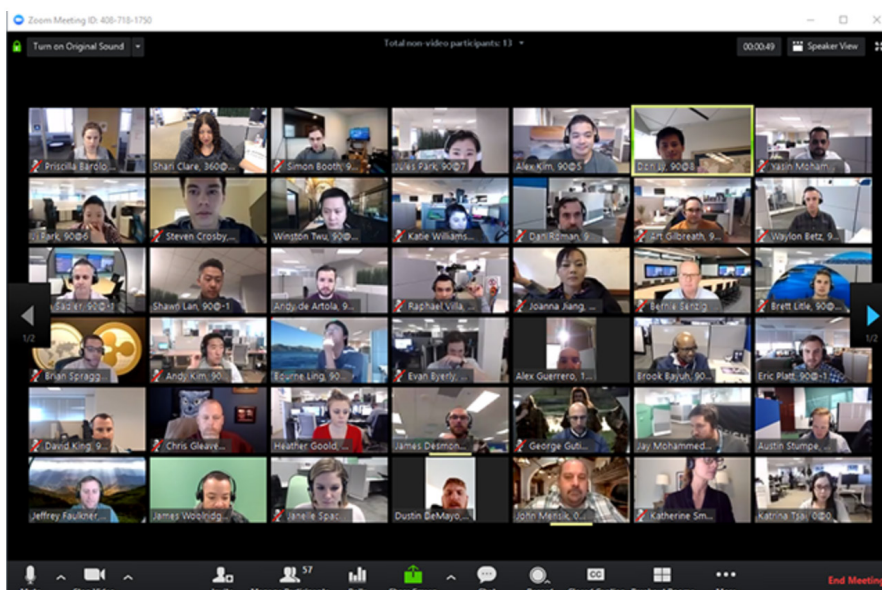


**What is Zoom:** Zoom is a web-based video conferencing tool. It has a desktop application and a mobile app, that allows users to meet online, with or without video. Zoom has many features and is a great platform for hosting a group meeting or delivering group activities. You can record sessions, collaborate and share screens.

**How to us Zoom:** On the free zoom package you can call from 1-100 participants in a meeting. The meeting will also cap at 40 minutes, of course if you would like to talk for longer you can end the call and start a new call resetting the 40 minute clock.

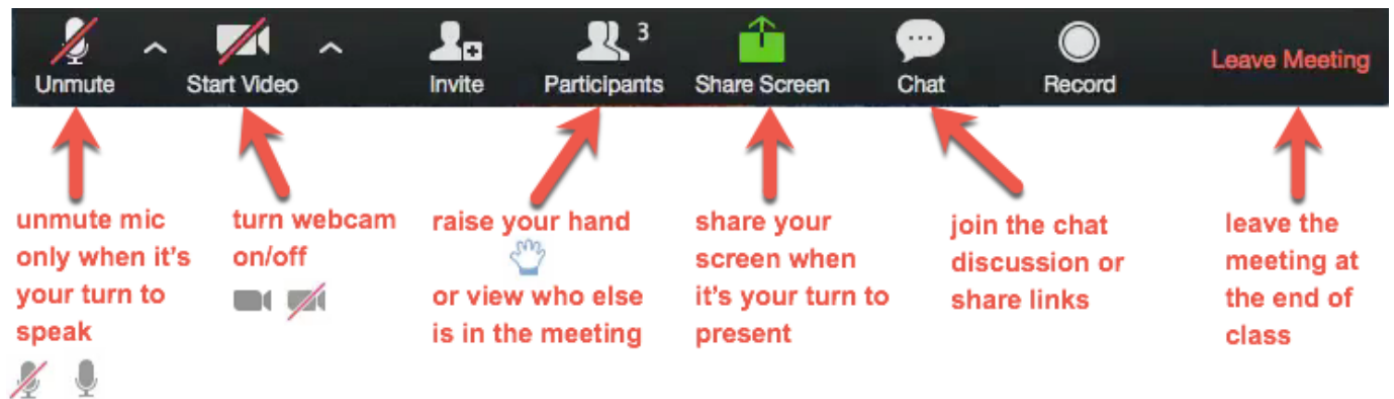


To start your own zoom call you will need to have made a Zoom account. Once you're signed in to your account, you are ready to create an instant video call. Click the downward arrow and select start with video, then click new meeting to start your call. Once you have opened a meeting you can then proceed to invite people to the call.





Once you are in the Zoom meeting, the screen shown should look like the one above with a video window for each person in the call. As you can see in the first image, zoom has it's navigation bar along the bottom of the screen.

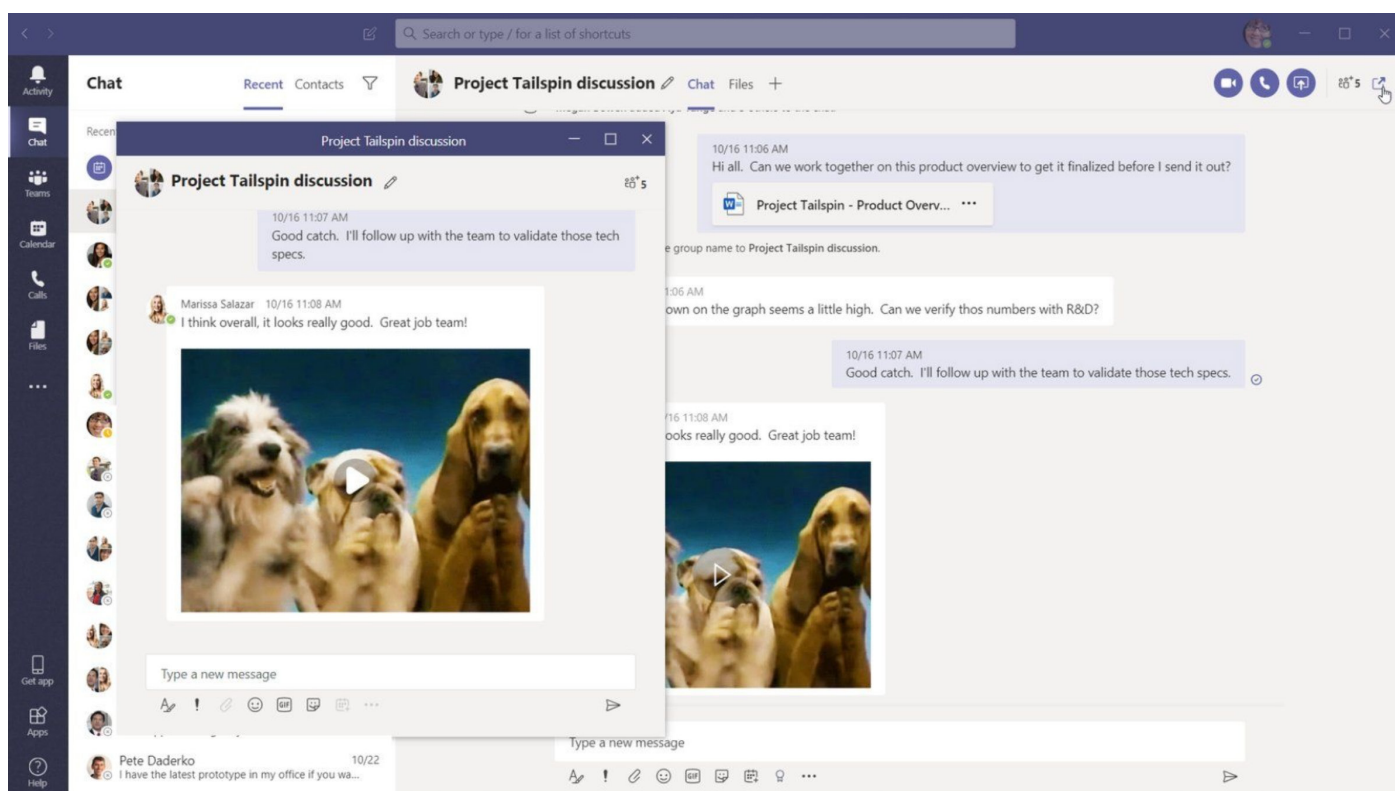


**Can you use Zoom on a Computer, Phone, and Tablet?** The answer is yes, you can use the video calling feature on all three devices providing you have the Zoom app downloaded. However if you are hosting a group meeting on zoom it's easier to manage this from a computer.



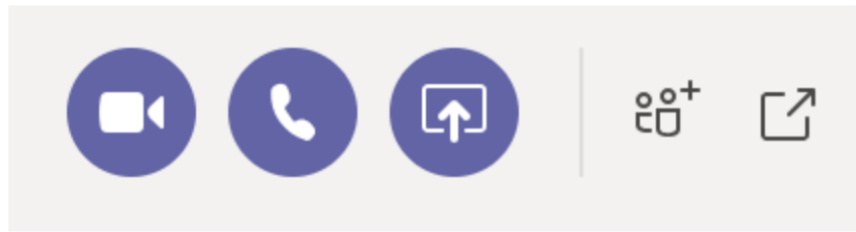
**What is Microsoft Teams:** Similar to Zoom, Teams is a messaging and video calling program that allows you to connect with other people in your organisation or group. Teams is simple and easy-to-use and has many features. It allows you to message, video call, share documents and much more.

It is a great platform for larger or formal organisations, as it creates a space to bring people together. It is also more secure than Zoom, so ideal for if you are delivering confidential services.



**How to use Microsoft Teams:** To start a call from a chat in teams, navigate to your chat list and click New chat to start a new conversation. Type the name into the 'To' field of the person you want to call. Then click Video call or Audio call icon in the top right corner to start the audio or video conversation.

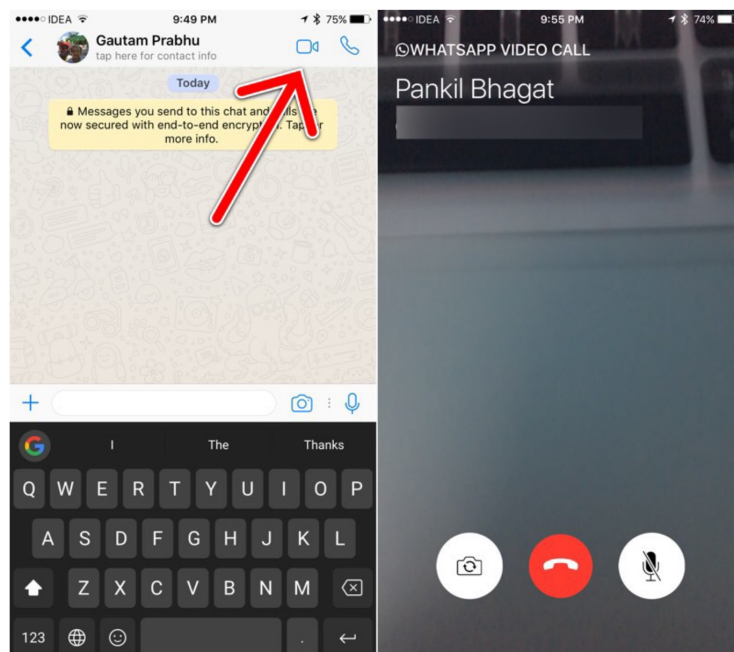




**Can you use Microsoft teams on a Computer, Phone, and Tablet?** The answer is yes, but you can only use the video calling feature on a computer or laptop. You can use teams on any smart phone or tablet as the app is available on both Android and iOS. The catch however is that there call is audio only (so no video connection).



**What is WhatsApp:** WhatsApp video calling is an alternative to a phone call or FaceTime video call. Video calling allows you to call your contacts, free of charge, using the internet. It is more inclusive, as it is compatible for both IOS and Android. Although there are limitations, as you can only call up to eight people at once with video.



**How to use WhatsApp video call:** To make a WhatsApp video call open the WhatsApp app on your phone. Tap the speech bubble icon in the bottom-right corner and then select a contact from the list. Press the video camera icon providing the person you're calling picks up, you should now be in a video call.

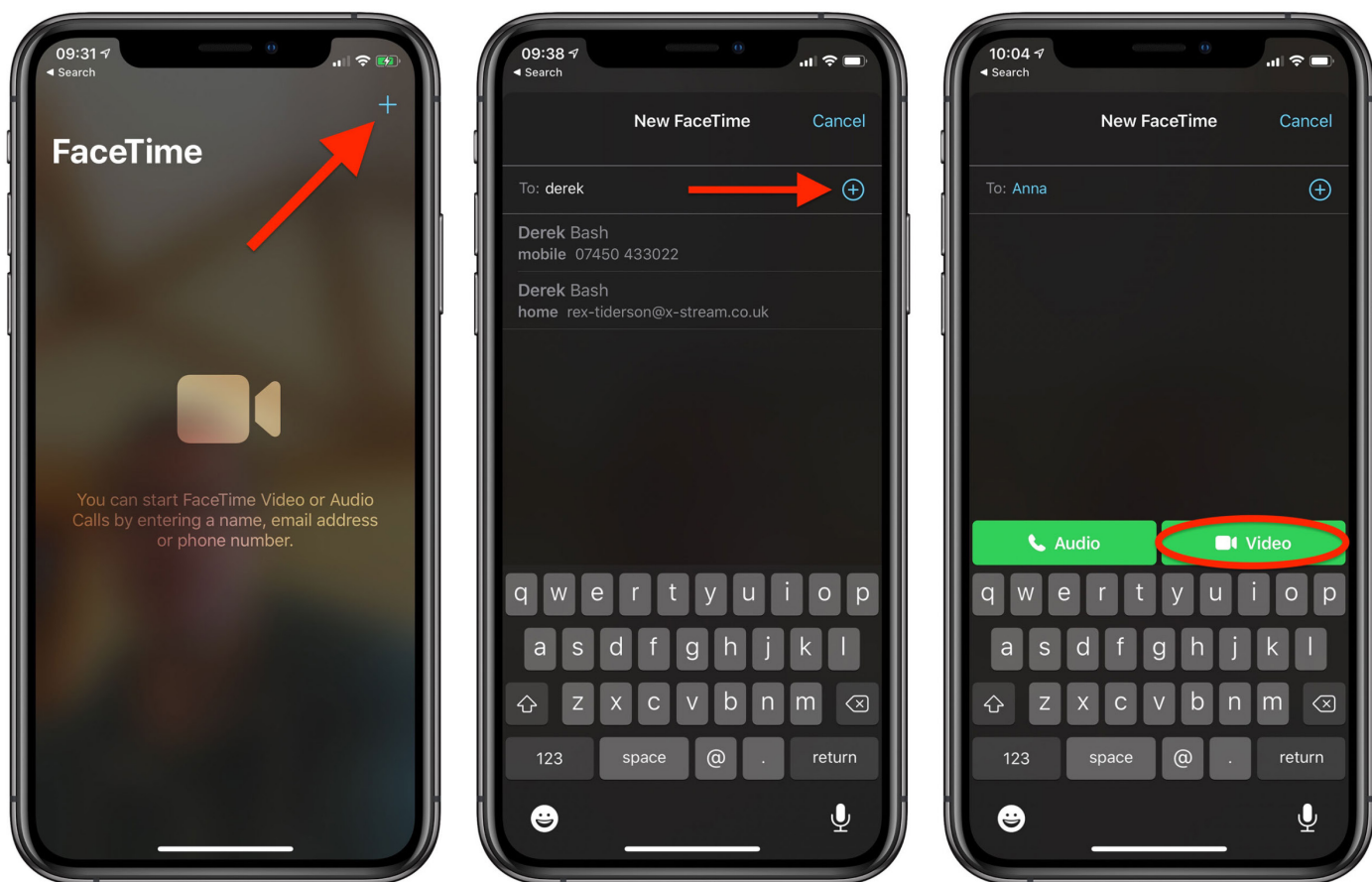


Tapping the rotate icon (an outline of a camera with circular arrows) will swap which camera you're broadcasting from. While the microphone button on the right will mute your audio. The red button in the middle will end the call.

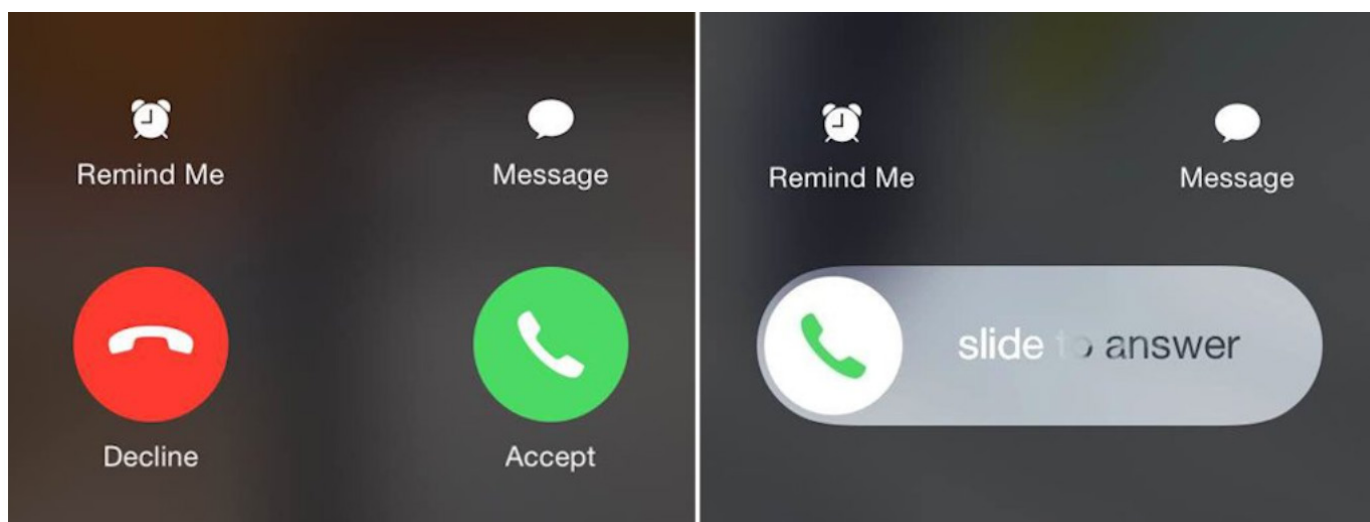
**Can you use WhatsApp video calls on a Computer, Phone, and Tablet?** The answer is no, you can't use the video calling feature on all three devices even though you can access WhatsApp messages from all three devices. The best way to use WhatsApp video call is to use the WhatsApp free to download app, via a smartphone.



**What is Facetime:** Facetime is an app linked to your phone number or email, pre-installed on apple devices. To call another person on facetime you will need to have their phone number saved in your contacts.



**How to use Facetime:** Facetime is one of the easiest apps to use. Once you're in the FaceTime app, tap the '+' button. Type the phone number or email address of the person you're contacting into the search bar at the top. Select Audio (phone icon) or Video (camera icon).

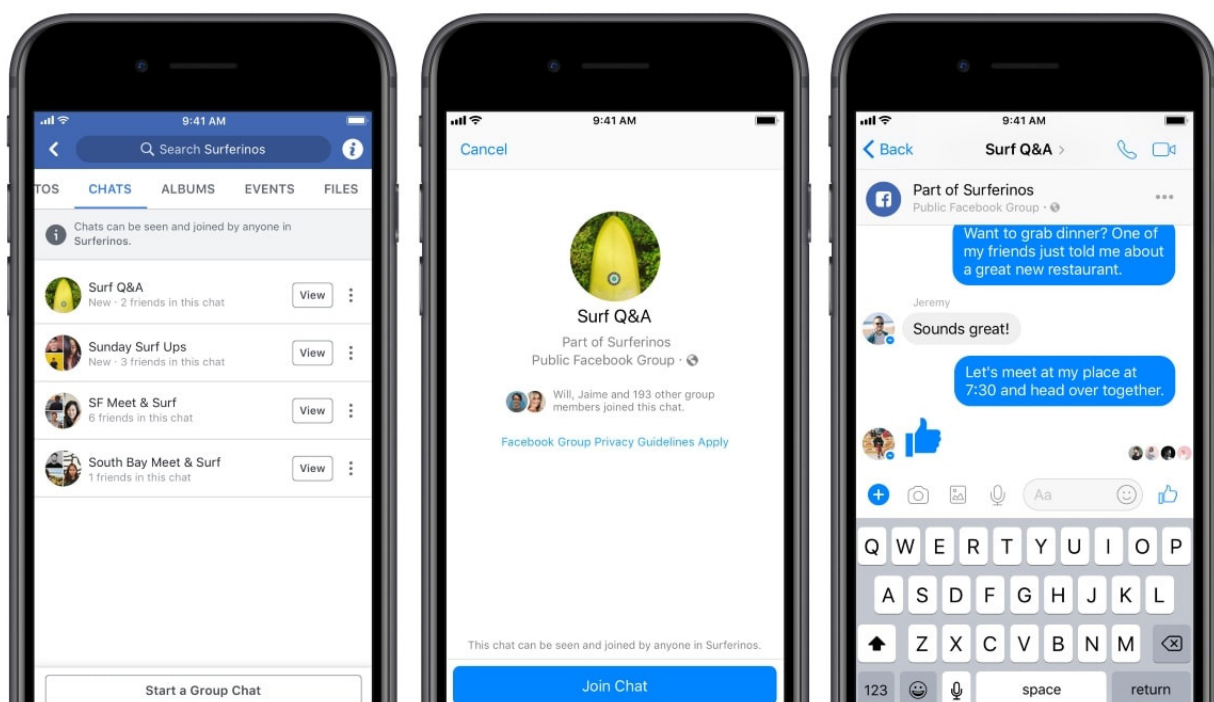


**A second method of making a Facetime call:** If you have other people's details stored in your iPad/iPhone's contacts, there should be a FaceTime option next to anyone who Apple recognises as having an iPad or iPhone. FaceTime allows both video and voice-only calls. If you are both connected to wi-fi at home, the calls won't cost anything.

**Can you use Facetime on a Computer, Phone, and Tablet?** The answer is yes, you can use the video calling feature on all three devices. However You must be using an Apple device as Facetime is an application exclusive to IOS operating systems.

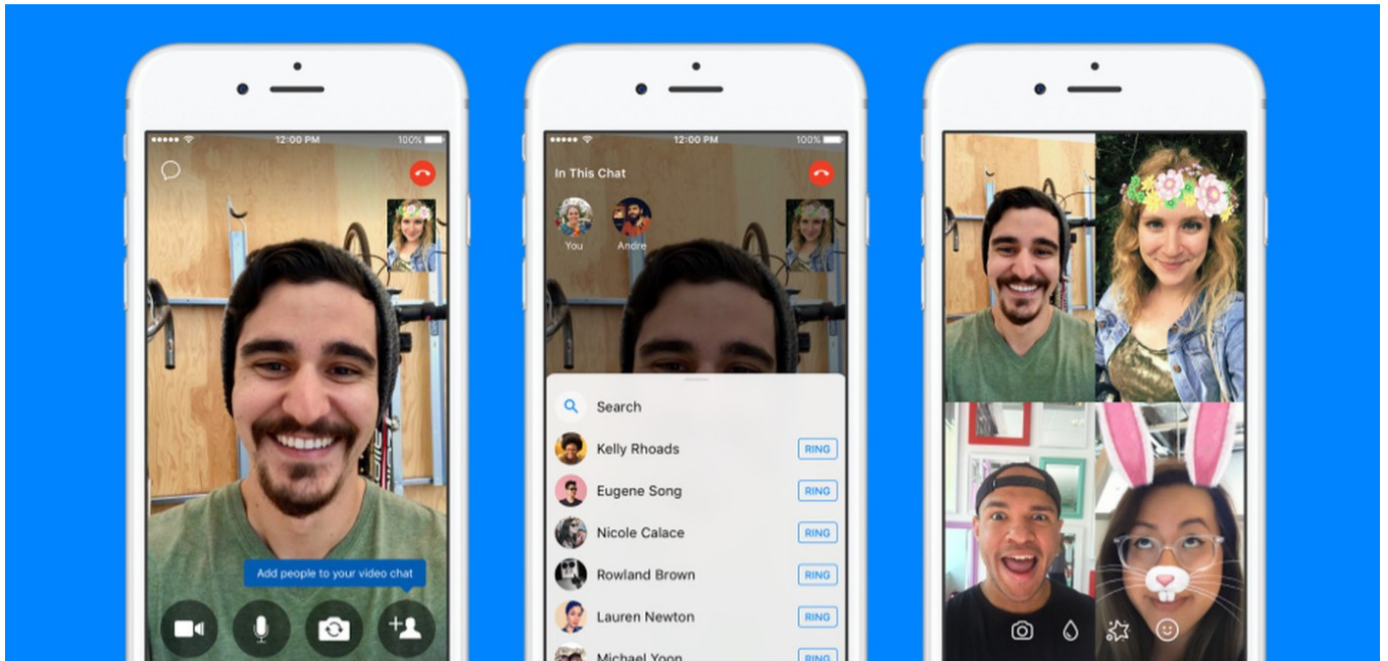


**What is Facebook Messenger video call:** Facebook messenger is part of Facebook and also a stand-alone app. As well as messaging, it lets you now have phone conversations and video calls - both one-to-one or in groups.





**How to use Facebook Messenger video call:** To make a video call on Facebook Messenger from your smartphone/tablet, open the Messenger app. Under the Chats menu, tap the Pencil icon in the top-right corner. Type the name of the Facebook contact you want to call and tap their picture. Select the video camera icon in the top right hand of the screen to start a video call.



While in a Facebook Messenger call, you can rotate your camera, mute your audio or add another contact into the chat.

If you have Facebook open on a PC or Mac, click the chat bubble in the top-right corner and select New message. Select your contact and a new chat bubble will pop up. From there, select the video camera icon to start a video call.

**Can you use Facebook Messenger video calls on a Computer, Phone, and Tablet?** The answer is yes, you can use the video calling feature on all three devices providing you have the Facebook Messenger app downloaded. From a computer you can use the video call feature whilst logged into Facebook on a browser.



Thank you very much for attending. We now have time for some questions and answers. If anyone has something they would like to ask, just type your question into the Zoom Q&A panel.