

Whether you are connecting with friends and family, learning from video conferences, or participating in a remote medical appointment, video calls are an important tool. We will work with examples in popular applications Zoom & FaceTime to build our skills in this class.

Zoom

How to join a meeting

The meeting host will provide you with an invite link, for example in a calendar or email invitation. The link will take you to the Zoom app on your desktop or mobile device. Alternatively, open the Zoom desktop client and go to Home > Join and enter the Meeting ID and passcode provided by the host. Once joined you can choose your Audio/Microphone inputs and test quality if the meeting has not started.

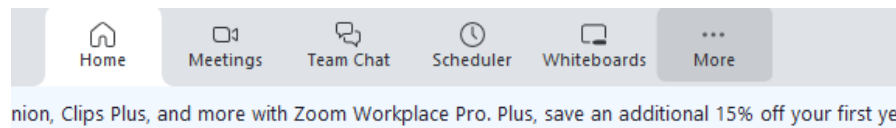
How to schedule/host a meeting

Open the Zoom app. Click on Home > Schedule and select the meeting type, date, and time. Create a Meeting ID or select the Generate Automatically option. Select any meeting security options you'd like, such as passcodes or account sign-in requirements, as well as defaults for video and audio. Press the Save button to finalize the meeting. Zoom will automatically send out the invites from here. At the appointed time, select the Meetings tab and press Start.

Administrator Settings

You can find this on the Account Management tab. You can adjust all meeting settings and account preferences from here, including meeting security, screen share, and virtual background settings.

Menu options



Home – Main screen where you can create, join, or schedule meetings.

Meetings – Calendar page where you can see Zoom app meetings or connect other calendar apps

Team Chat – Messaging page for anyone you're connected with on Zoom

Scheduler – Paid service where you can create availability schedules for yourself or your team

Whiteboards – Drawing board page, includes editable diagrams

More... – Notes, Clips, Mail, Apps, Contacts

- Notes – Write notes for upcoming meetings or follow up from previous meetings.
- Clips – Record yourself/screen to make short video clips. Can be shared.
- Mail – Paid Zoom email option, or connect Google or Microsoft email accounts.
- Apps – App Store for Zoom enhancements.
- Contacts – Address book.

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Audio/Video setup

Click on the Gear icon in the upper-right corner to access your Settings window.

The Video tab will let you select which camera to use and all other camera options. You can adjust the camera lighting and background settings in the Background & effects tab further down.

The Audio tab will let you test your speaker and microphone connections as well so you can make sure everything is set to a proper level before joining a meeting.

The Recording tab lets you set where recorded video files are stored, as well as advanced options like separate audio files per person, name displays, and timestamps.

Menu options during meetings

Audio and Video – Choose to display or hide/mute your feed.

Participants – See who all is in the meeting.

Chat – Displays the meeting chat.

React – Lets you use emoji to respond, including raise hand option.

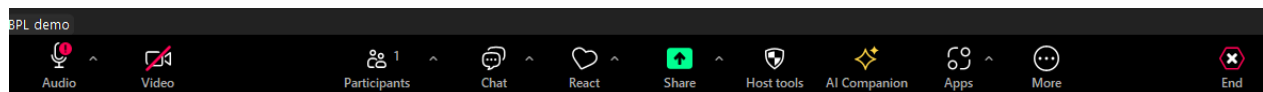
Share – Share Screen options including letting multiple people share their screen at the same time.

Host Tools – Meeting host can lock meeting joining and choose participant options.

AI Companion – Paid option that can do things like automatically summarize meetings or prep notes.

Apps – App store shortcut

More... – Recording settings, Breakout rooms, Captions, and Whiteboard access are here.



The standard Zoom plan allows up to 40 minutes per meeting with up to 100 participants. Pricing options for upgraded versions varies and will allow for longer meetings with higher participant numbers. For more information on each function Zoom offers, go to <https://support.zoom.com>

Microsoft Teams

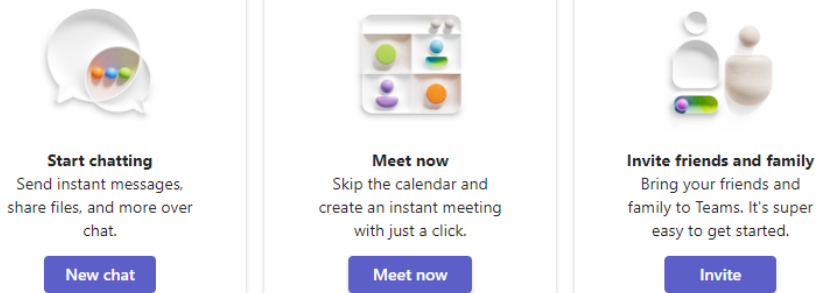
How to join a meeting

The meeting host will provide you with an invite link, for example in a calendar or email invitation. The link will take you to the Teams app on your desktop or mobile device. Alternatively, you can open the Teams desktop client, go to the Calendar tab, and select the appropriate meeting to join.

How to schedule/host a meeting

To schedule a meeting with members of a chat, open the chat and select the More Options icon at the top of the chat. Then, select Schedule a meeting button. Alternatively, you can schedule a meeting from your Teams Calendar. Select Calendar tab icon in Teams and select + New Meeting. Enter in all the information you would like, and then click Save in the upper-right corner.





When you open Teams, there will be options to start a new chat, new meeting, or invite people to Teams. Choosing these options will take you to the relevant tab.



Administrator Settings

This section can be found under the Update button in the upper-right corner. You can adjust all meeting settings and account preferences from here, including notifications, contact sync, and privacy settings. The circle button next to Update is for changing your account status in regards to availability and setting a status message.

Menu options

-  Activity – This tab shows notifications and mentions.
-  Community – This tab is for creating community events and discussion forums.
-  Chat – This tab is for talking to various groups of people or specific teams.
-  Calendar – This tab is for seeing all events scheduled, as well as having shortcuts in the upper-right corner to both join and create new meetings.

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Menu options during meetings

Chat – Displays the meeting chat.

People – Displays all meeting participants.

Raise – Raise your hand virtually.

React – Send a reaction emoji.

View – Change video display settings.

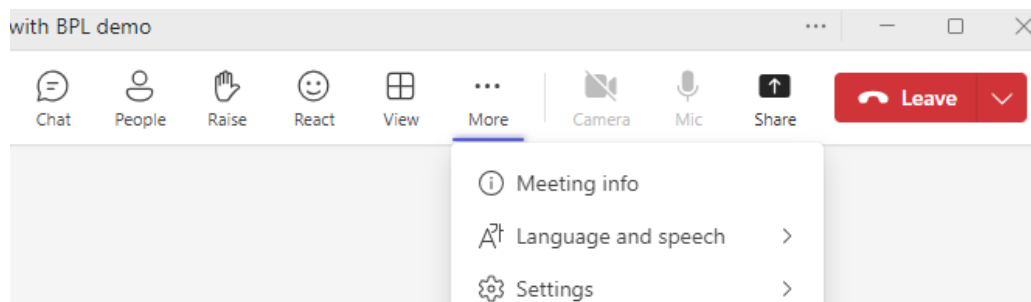
Meeting Info – Displays Meeting title, ID, and passcode to join. You can select “Copy Join Info” or just highlight and copy the Meeting ID and passcode and send out that information to anyone else you would like to invite to the meeting.

Language and Speech – Turns on Live Captions (Closed Captioning).

Settings – Adjust device settings, meeting options, and turn on sign language and caption options

Camera & Mic – Toggle which camera or audio equipment is active.

Share – Share screen or window, with option to enable sound as well.



The standard Teams plan allows up to 60 minutes per meeting with up to 100 participants. Pricing options for upgraded versions vary and allow for longer meetings with higher numbers of participants. For more information on each function Microsoft Teams offers, go to <https://support.microsoft.com>

Apple FaceTime

Activate FaceTime

Open the FaceTime app on your Apple device. If you're using an iPhone, FaceTime automatically registers your phone number.

If you're using an iPhone or iPad, you can register your email address: You can do this by going to Settings > Apps > FaceTime, then tap Use your Apple Account for FaceTime.

Make a FaceTime call

To make a FaceTime call, you need the person's phone number or registered email address.

Option 1: In the FaceTime app, tap New FaceTime and type the person's phone number or email address. Next tap the Audio button (phone) or the FaceTime button (camera).

Option 2: If you have the person's phone number or email address saved in your Contacts, you can start typing their name and tap the name when it appears. Then tap the Audio button or the FaceTime button.

Option 3: You can also start a FaceTime video call from your iPhone during a phone call. Tap the FaceTime icon in the Phone app to switch to FaceTime while on the call.

Answer a FaceTime audio call with call waiting

When another call comes in, either a phone call or another FaceTime audio call, you can choose one of these options:

End & Accept: End the current call and accept the incoming call.

Hold & Accept: Accept the incoming call and put the current call on hold.

Decline: Decline the incoming call.

Hand off a FaceTime call to another device

All devices must be using iOS 16, iPadOS 16, macOS Ventura, or later. iOS 16 launched September 2022.

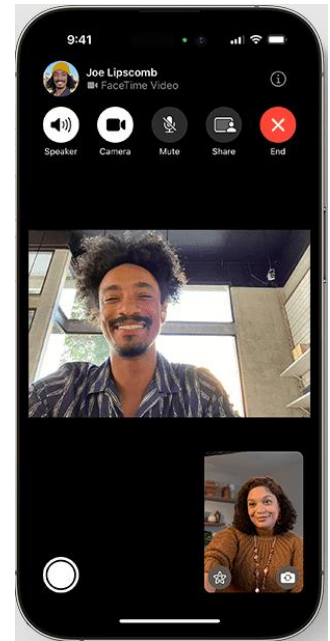
You can move FaceTime calls between Apple devices you are signed into while on a call. When you hand off a call, your connected Bluetooth headset transitions to the new device at the same time.

During a call in the FaceTime app on iPhone, do one of the following on the other device:

Tap the notification with the suggestion "Move call to this [device]."

Tap the Video Handoff button at the top of the screen. Your new device will have a preview of the call.

Make sure the settings are the ones you want, then tap Switch or Join.



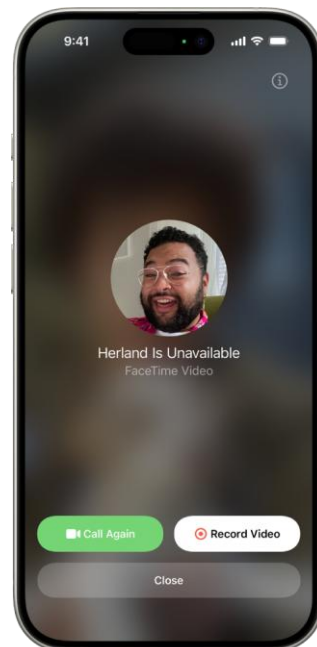
Record a video or audio message

If someone doesn't answer your FaceTime call, you can leave them a video or audio message.

Tap Record Video, wait for the countdown, and then record your message. You can press the Send arrow when you are done. If the person you're calling has Live Voicemail turned on in Settings > Apps > Phone, you'll also have the option to record a voicemail for them instead.

Create a link to a FaceTime call

You can create a link to a FaceTime call and send the link to others using apps like Messages or Mail. They can use the link to join or initiate a call. Open the FaceTime app, then tap Create Link near the top of the screen. Choose an option for sending the link (Mail, Messages, and so on). Anyone clicking the link will be able to join your FaceTime call. Android and Windows device users can open FaceTime links as well via web browser.



Add reactions and video effects

During a FaceTime call, you can add full-screen video effects and reactions that fill the camera frame with fun 3D augmented reality effects like hearts, confetti, fireworks, and more. These can be activated by opening the Control Center while in a call, and selecting the FaceTime Controls options.

Control Center on an iPhone with Face ID: Swipe down from the top-right corner of the screen.

Control Center on an iPhone with a Home button: Swipe up from the bottom edge of the screen.

Share your screen

You can share your screen with others in a FaceTime call to look at photos, browse the web, or help each other out. Tap the Share Content button. Tap Share My Screen. Everyone will be able to see your screen.

Use SharePlay to watch and listen together

SharePlay lets you share content through supported apps. In your video or music app, select the Share button, and you will see a SharePlay option if the app is supported. You can then choose who to share the content with.



Filter background sounds

When you want your voice to be heard clearly in a FaceTime call and other sounds to be blocked out, you can turn on Voice Isolation, which prioritizes your voice in a FaceTime call and blocks out the ambient noise.

To access this during a call, go to the Control Center and select FaceTime Controls at the top of the screen. Your options are Automatic, Standard, Voice Isolation, and Wide Spectrum.

Automatic: Automatically uses the Mic Mode that's best for your call type. For example, Automatic uses Voice Isolation to block ambient noises during calls using the receiver, and it uses the Standard mic mode for calls using the speakerphone.

Standard: Uses standard voice processing.

Voice Isolation: Prioritizes your voice and blocks ambient noises.

Wide Spectrum: Leaves ambient noises unfiltered.

Blur the background with Portrait mode

You can turn on Portrait mode to automatically blur the background and put the visual focus on you, the same way Portrait mode does in the Camera app.

When you're on a FaceTime call, tap your face.

Tap the Portrait mode button in the top left of your personal video tile.

To turn Portrait mode off, tap the Portrait mode button again.

Turn on Live Captions (beta) in a FaceTime call

While you're on a video call in the FaceTime app, you can turn on Live Captions (beta) to see the conversation transcribed on the screen.

Open the Control Center. Tap the Info button at the top of the controls, turn on Live Captions, then tap Done. A Live Captions window appears, showing the automatically transcribed dialogue of the call near the top of the screen and who's speaking.



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Other Popular Options

Google Meet

meet.google.com

- 60 minute meetings with up to 100 participants
- Deep integration with Google apps
- High quality live captions and transcriptions

Webex

webex.com/suite/meetings

- 40 minute meetings with up to 100 people
- Reliable, high-quality video and audio; advanced collaboration tools
- Auto-translation/gesture features built-in

CoScreen

coscreen.co

- Free to sign up and use with up to 10 participants at a time
- Multiple users can screen share at the same time
- Multiple users can also edit on the same shared screen