



Candoo How To Use FaceTime

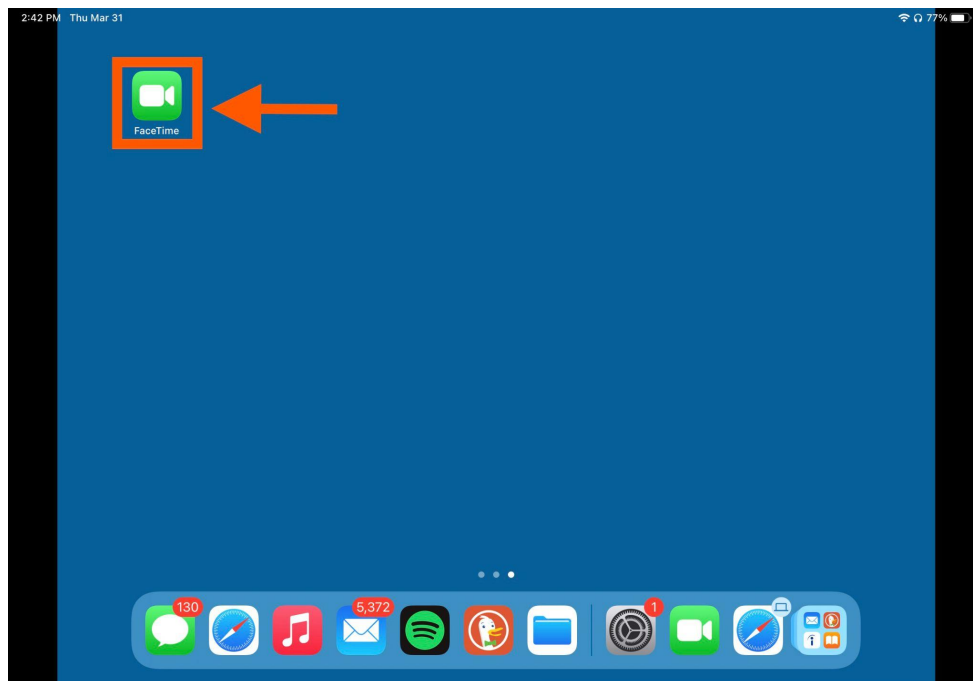
To print this guide, go to "File" and click "Print".

FaceTime calls can be made on an iPhone, iPad or Mac computer. The app icon looks like this:



This guide will focus on using the iPhone and iPad since that is the most common way to make FaceTime calls.

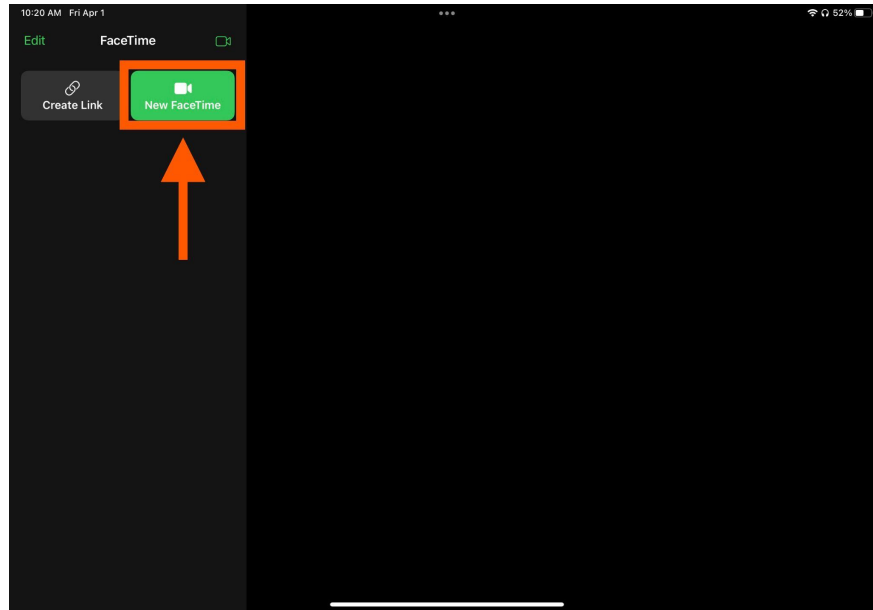
Step 1- Start by tapping on the FaceTime app on your device.



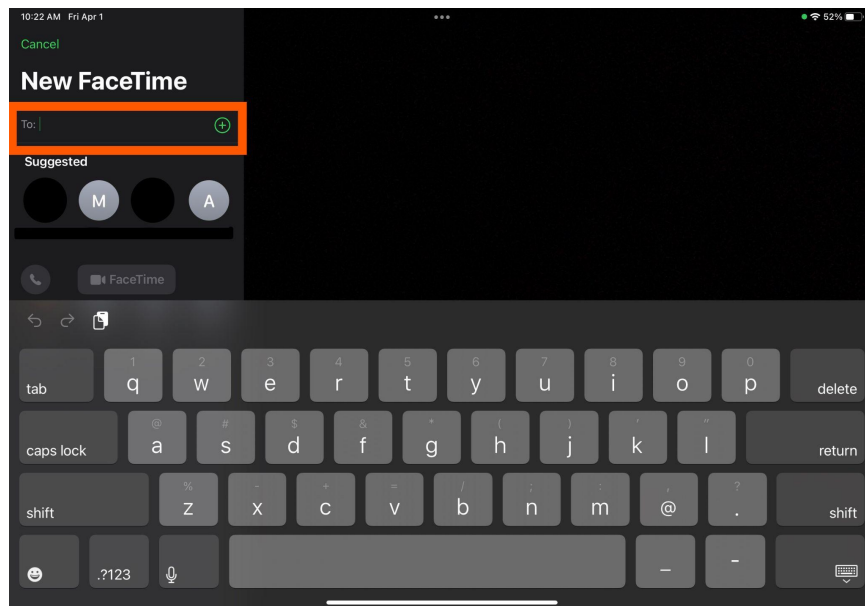


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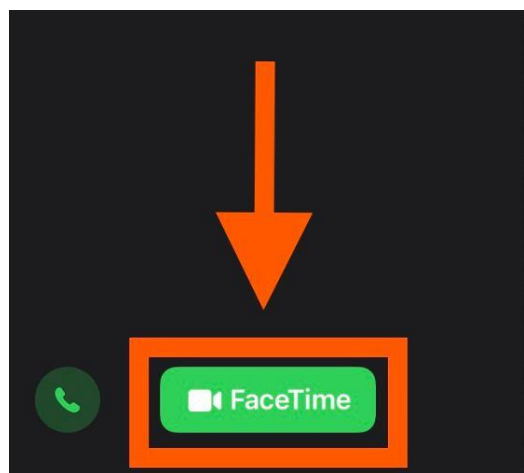
Step 2- You will see names of your most recent contacts. You can just tap on the name. To enter a new name or number, tap on the green New FaceTime button.



Step 3- Choose who you want to call. Enter the number or contact name you wish to call. Click on the “+” sign to choose from your contact list or click on the person from your suggested list. You can add up to 15 callers for a group call.



Step 4- Start the call. Once you add the desired name tap on the green FaceTime button near the bottom of the screen to start the call.

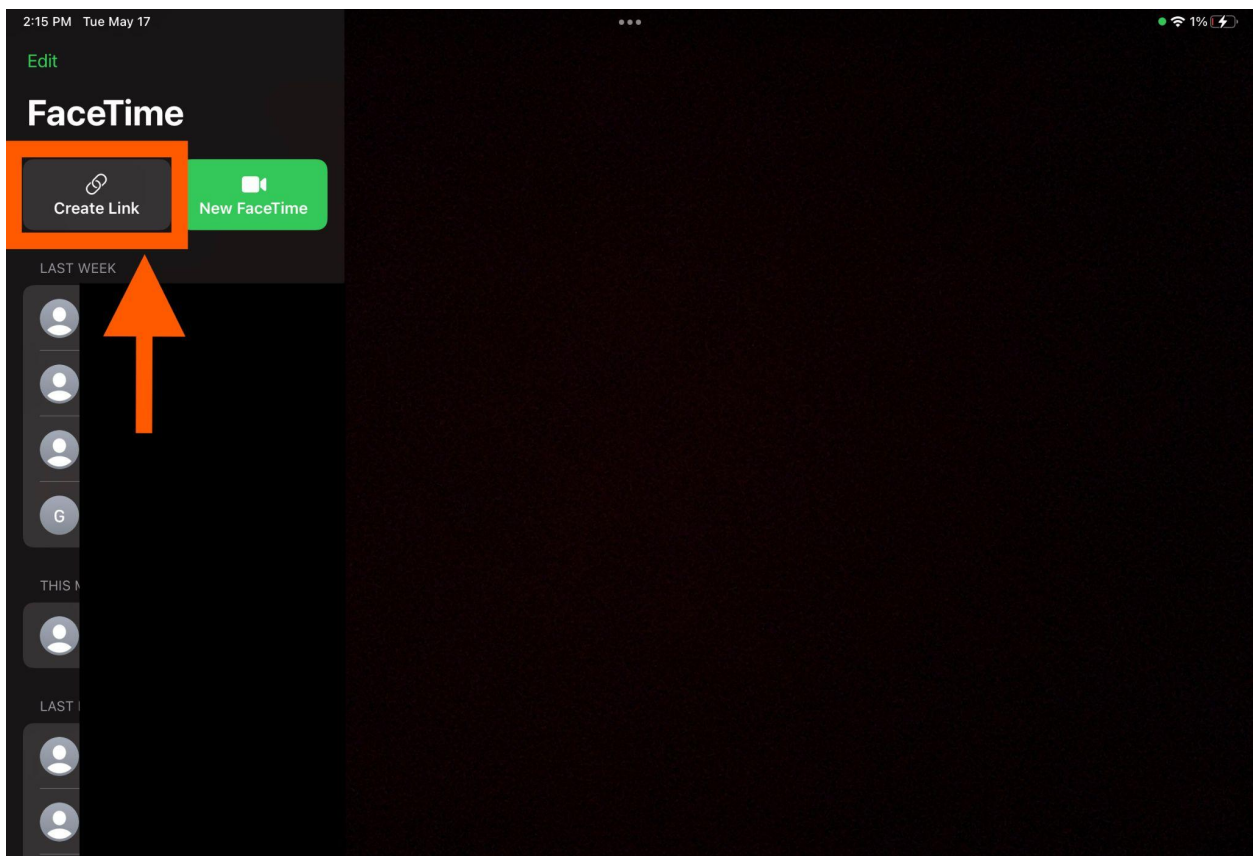




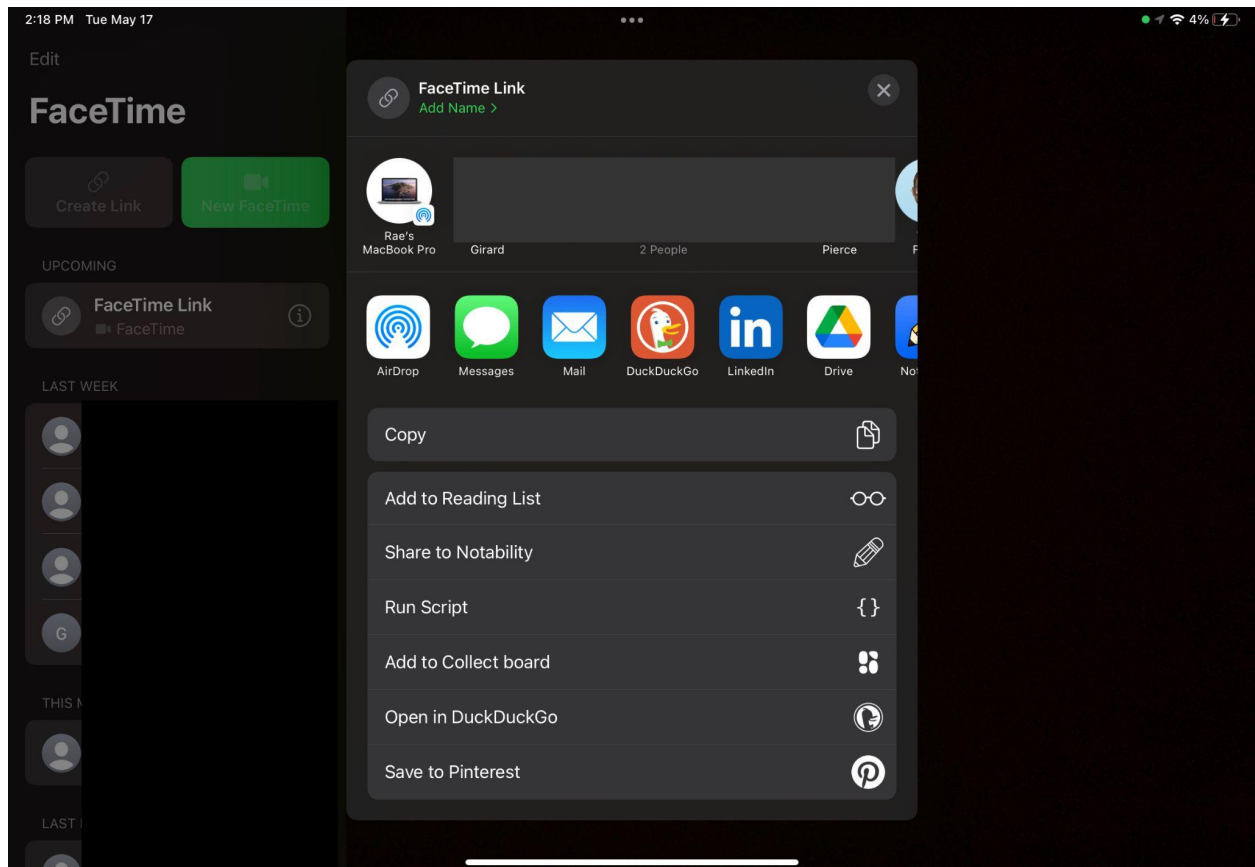
Facetime now allows you to call non-Apple contacts

Step 1- Tap on the 'Create Link' button.

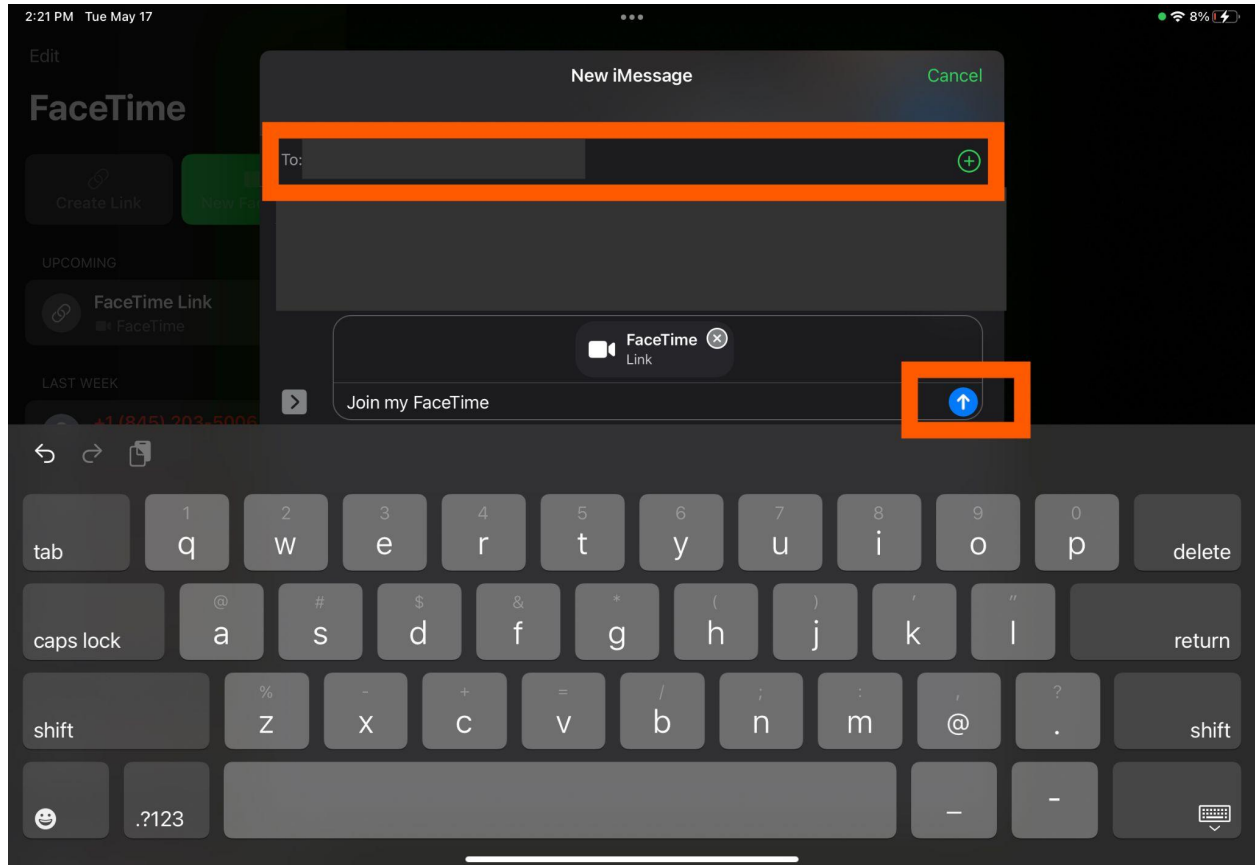
This is designed to call non-Apple users or to send a link through various types of communication.



Step 2 – Choose how to send the link. You have the option to message, email, airdrop, etc a link to your desired person(s).



Step 2 – Tap the Messages icon to message a link. Enter the name or number of the contact in the 'To' subject line then press the blue up arrow to send the message.





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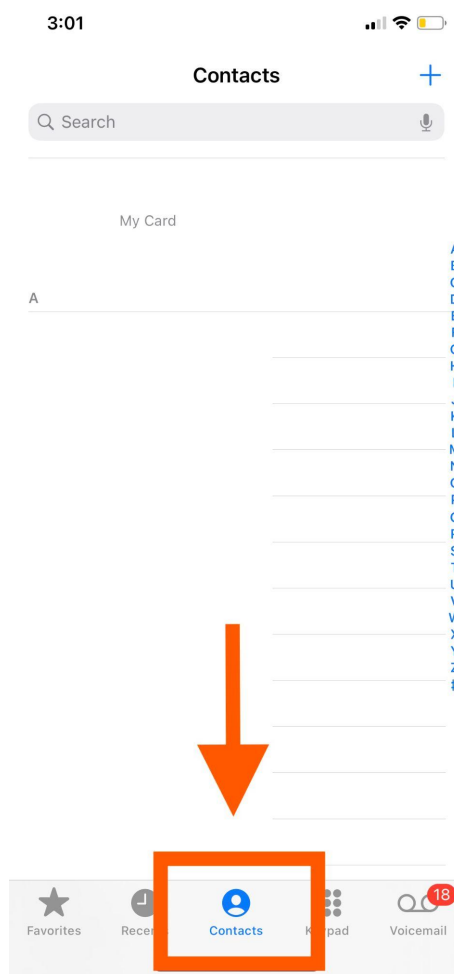
Step 2 – Tap the Mail icon to email a link. Enter email address in the 'To' subject line. Click on the blue up arrow to send the message.





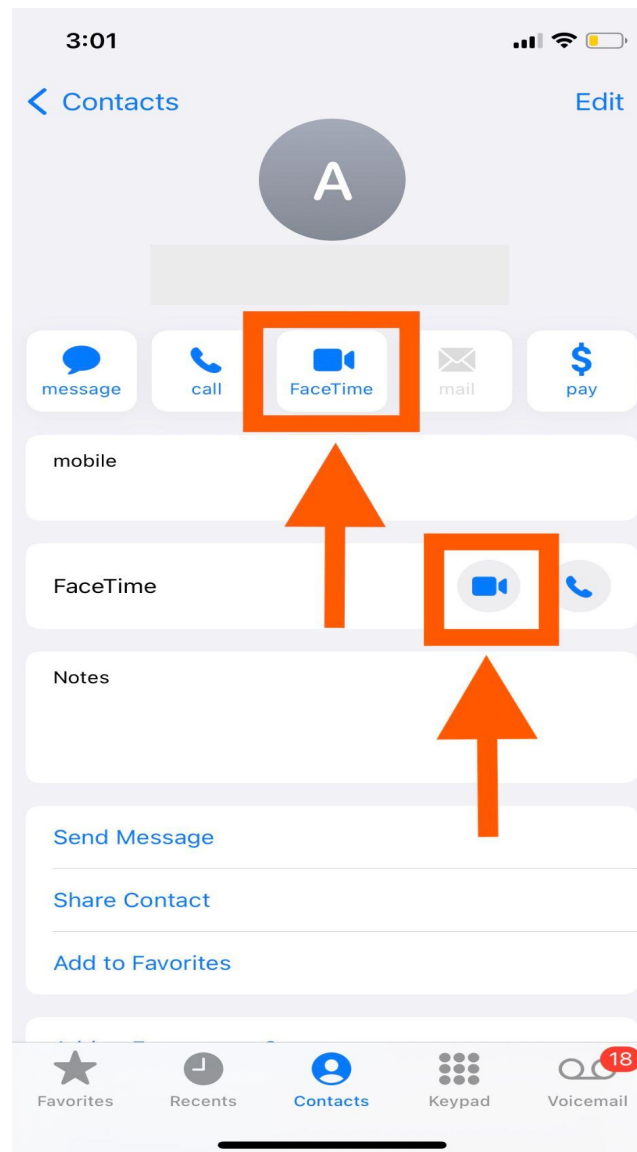
FaceTime calls can also be started from the Contacts App or the Phone App.

Step 1- Tap on the Phone icon (if using an iPhone) to open and tap the “Contacts” button at the bottom of the screen; or you can tap the “Contacts” icon to go to the same screen.

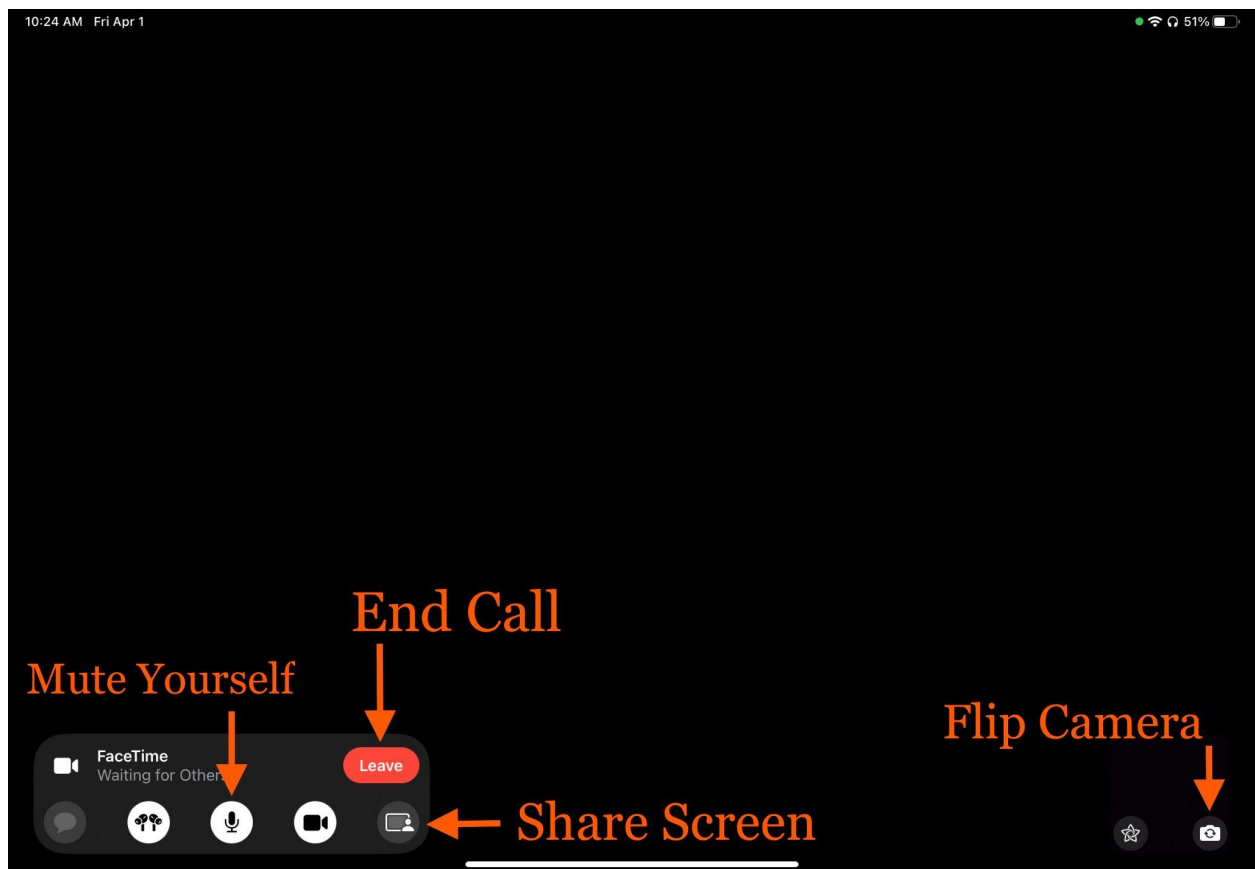




Step 2- Choose the contact you want to call. You can then tap the blue "FaceTime" button to start the call. Notice the FaceTime button appears in two places.



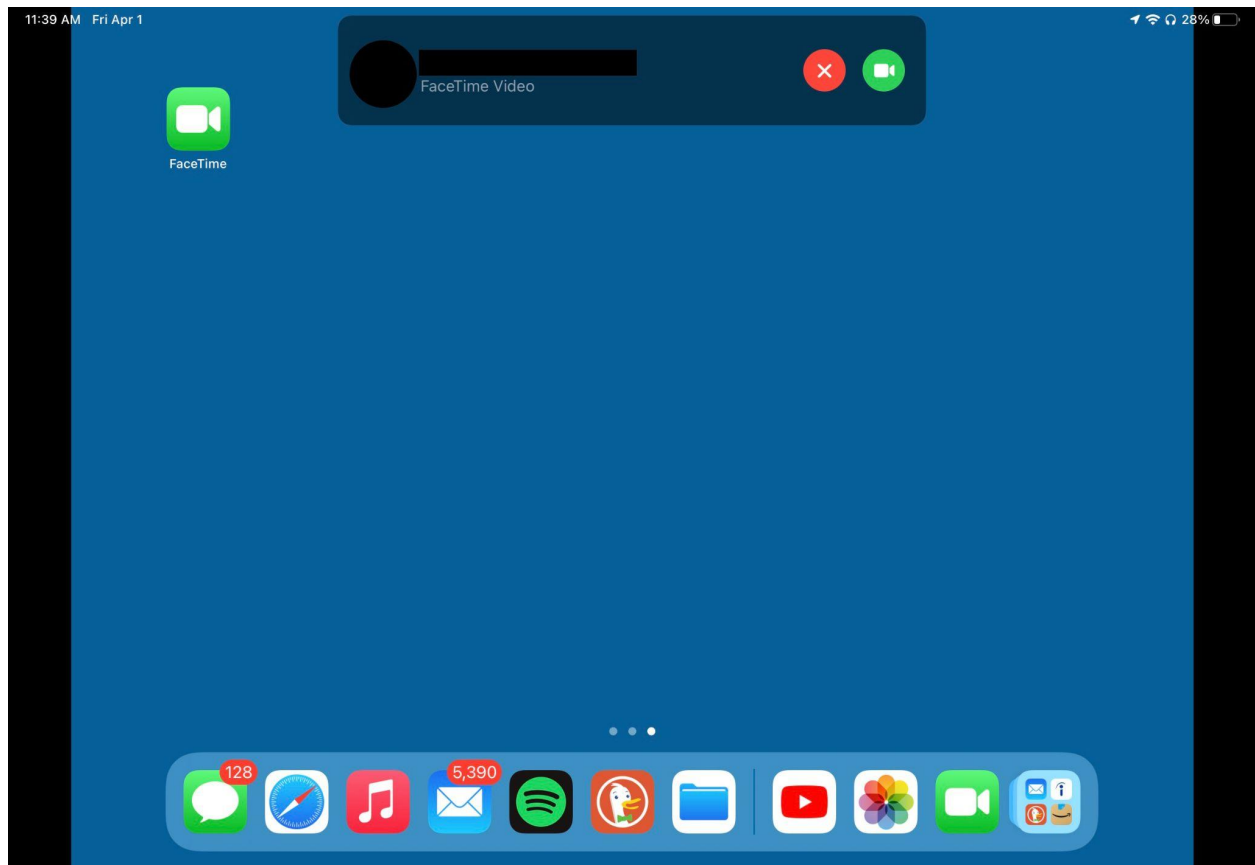
Step 3- Once in a call there are a few controls you should be aware of. You can take a screenshot, mute yourself, flip the camera, share your screen, stop sharing video and end the call. If the controls are not visible, just tap the screen to make them appear.





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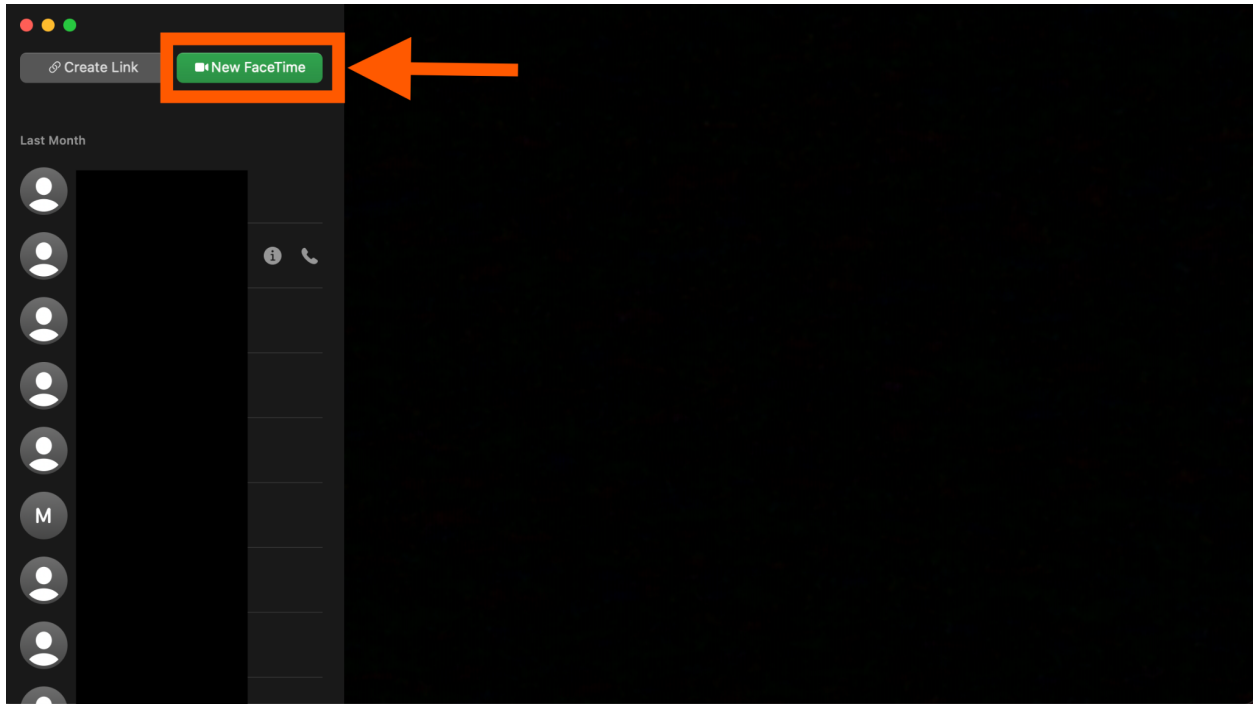
Answering a FaceTime call is very similar to answering a regular phone call. You either tap the green “Accept” button or the red “Decline”.





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FaceTime on the computer works in a very similar way. Start by clicking on the green New FaceTime button and choose or enter your contact.



If you need help setting up and using FaceTime,
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