

Video Calling

Quick Reference Guide

Common ways to use video calling

Seeing the grandchildren

- Reading them a book
- Watching them perform
- Helping them with homework
- Joining them in the park

Spending time with family & friends

- Sharing a meal or cooking together
- Witnessing a special occasion
- Playing a boardgame or card game
- Catching up on holiday

Getting out while staying in

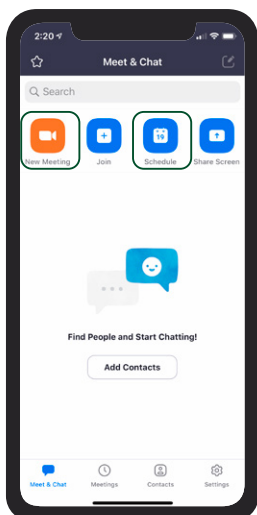
- Joining a book club or choir
- Doing an exercise class
- Taking part in a webinar
- Attending a 'telehealth' appointment

Getting started

To make a video call, you need:

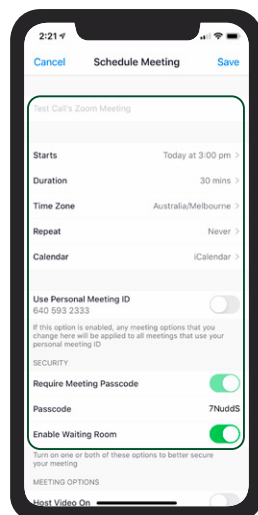
- 1 A device
- 2 A video calling app
- 3 A strong internet connection

zoom Zoom - on the phone or tablet



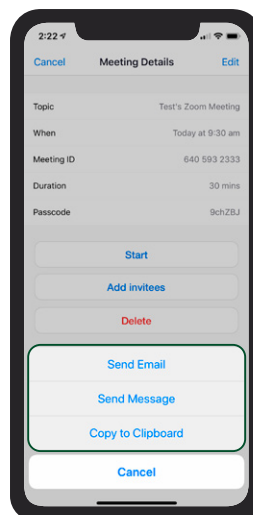
1. Make a Call

Click 'New Meeting' to make a call now
OR click 'Schedule' to make a call later.



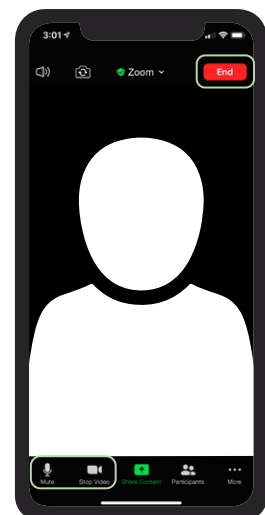
2. Fill in the form

If you are scheduling a call, you will need to fill out the form.
Don't forget to set a password and deselect the personal meeting ID.



3. Invite people

Share the meeting link in an email or message
OR invite people from your contact list.

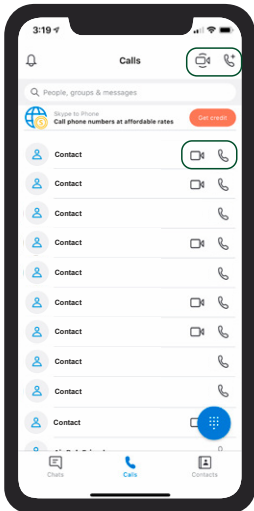


4. Take control

Use the microphone and video camera buttons to turn your audio and video on and off.
Click 'End' to hang up.

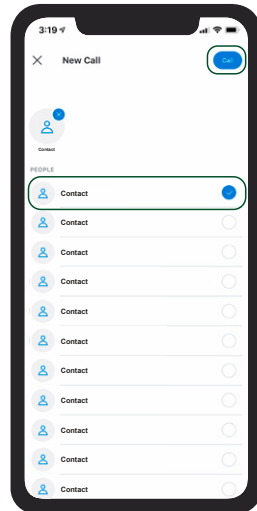


Skype - on the phone or tablet



1. Make a Call

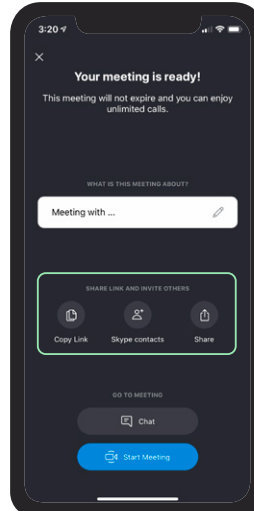
Click the phone or video camera button next to a name to call that person, click the phone plus button to call multiple people OR click the 'Meet Now' button to call people not in your Skype contacts.



2. Select contacts

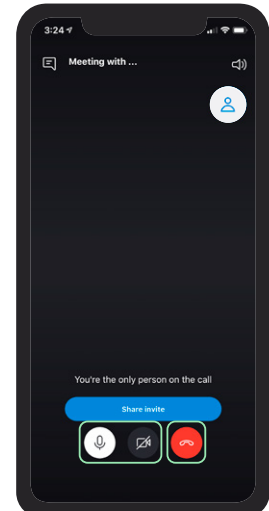
If you are calling more than one person in your contacts, select all the contacts.

When you are ready, click 'Call'.



3. Invite people

Share the meeting link in an email or a message
OR invite people from your contact list.



4. Take control

Use the microphone and video camera buttons to turn your audio and video on and off.

Click the red 'End call' button to hang up.

Checklist

<input checked="" type="checkbox"/> SOUND What can people hear?	<ul style="list-style-type: none">• If you can't be heard, check you're not on mute and the microphone is on• Try with and without headphones to find the best sound• Put yourself on mute if you have a lot of background noise
<input checked="" type="checkbox"/> SIGHT How do you look?	<ul style="list-style-type: none">• Adjust the angle of the screen up and down to make sure your whole head and torso are visible• Dress appropriately from head to toe• Don't forget that all your expressions and gestures can be seen
<input checked="" type="checkbox"/> SUN Is it too dark?	<ul style="list-style-type: none">• Natural light is the most flattering• Sit facing the window rather than with your back to it so your face is not in shadow• Lamps shining light from above and the side will also cast shadows
<input checked="" type="checkbox"/> SURROUNDINGS What else can people see?	<ul style="list-style-type: none">• Check what is behind you and that you're happy for people to see it• Assume when you move around that people can see you (don't go to the toilet with your device!)• Some apps allow you to set a picture as a virtual background
<input checked="" type="checkbox"/> STABILITY Is the image shaky?	<ul style="list-style-type: none">• Use a tripod, book or solid surface to prop up your device and keep it still• If you can, take a seat rather than walk around so people can focus on you• If your internet connection is unstable, try moving closer to the Wi-Fi