Online Options for fpStudent Meetings

faith promise
C H U R C H

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Open the App Store or Play Store

Note: If you're using an iPhone or iPad, you'll find the App Store's blue-and-white "A" icon on the home screen or in a folder. If you have an Android, you'll find the Play Store's multicolored triangle icon in the app drawer.

1. **Search the App Store or Play Store to locate 'Facebook Messenger'.** A list of matching results will appear.
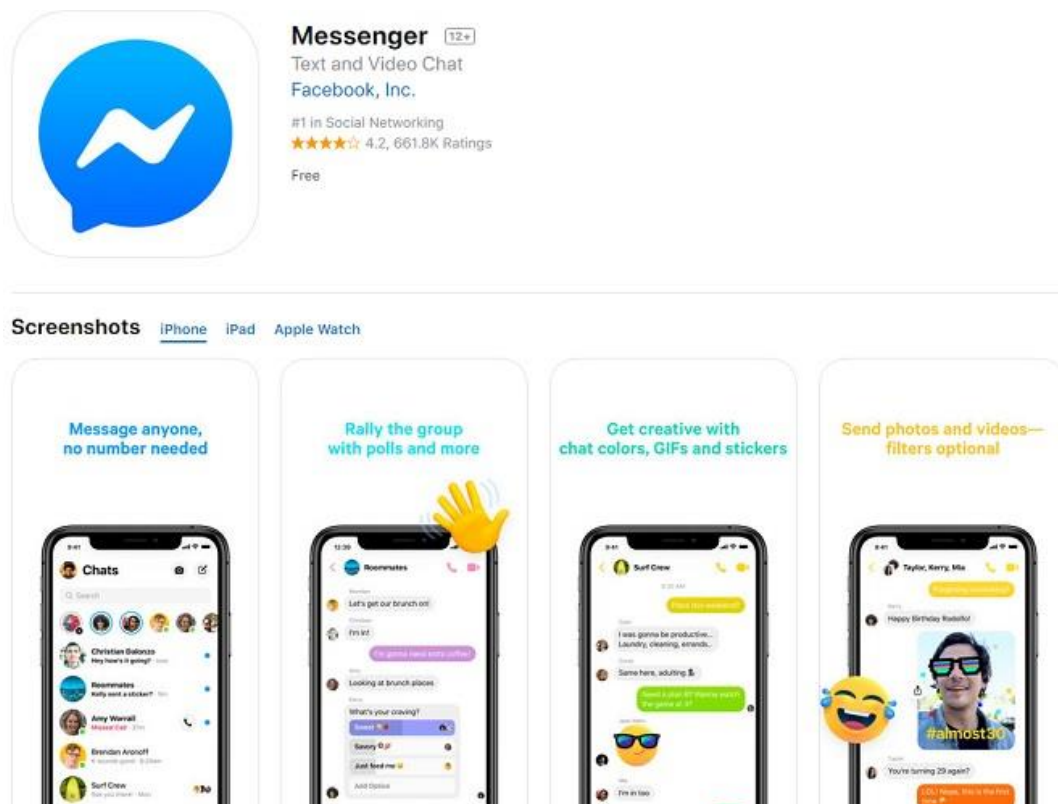
2. **Tap 'Get' or 'Download',** The button will appear near the top-right hand corner of the page. This begins the installation. Once the installation is complete, the Messenger icon will be added to your home screen (iPhone/iPad) or the app drawer (Android). *You may be prompted to confirm your identity by entering a PIN or verifying a biometric before the app downloads.*

3. **Open Messenger.** You can find the app on your home screen, in the app drawer, or by searching. If you're still on the App Store or Play Store page, you can also launch the app by tapping the **OPEN** button.

4. **Sign into your Facebook account.** Enter the email address or phone number you use to sign into Facebook, as well as your password, and then tap **Log In**. Once you're logged in, you'll see your Chats page, which you can also get to by tapping the chat bubble at the bottom of the screen.
   - If you don't have a Facebook account, you will need to **Create A New Account** to set one up now.
   - If you've forgotten your login credentials, tap **Forgot Password?** at the bottom of the screen and follow the on-screen instructions.

5. **Follow the on-screen instructions to grant permissions and enable notifications.**
   Depending on your phone or tablet's settings, you'll usually have to give Messenger access to certain elements of your phone or tablet. You also will be prompted to allow notifications on some platforms.

   Note: This should automatically link to your contacts on Facebook.

6. **To create a new group.** Open the Facebook Messenger App. Notice the 'New' option at the top. Click this icon.
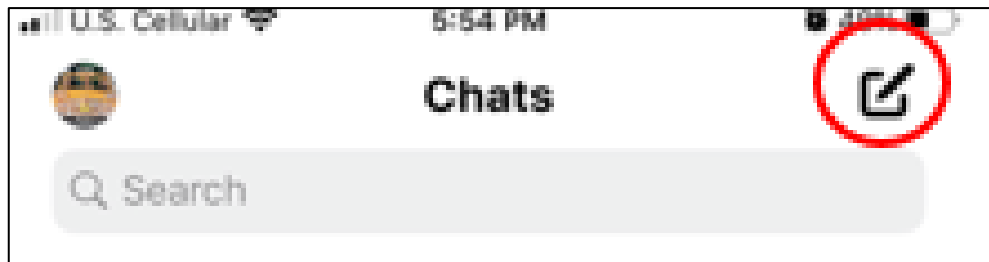
7. **Select Group Members.** Suggested contacts will appear in list form. If you would rather search for a person's name, type first/last name at the top. Facebook messenger will start auto filtering your contacts. Once you see the contact's name appear, select the bubble to the right of their name. Once you have selected all group members, select the 'Done' option in the top right-hand corner.

Example of the search and filter option.
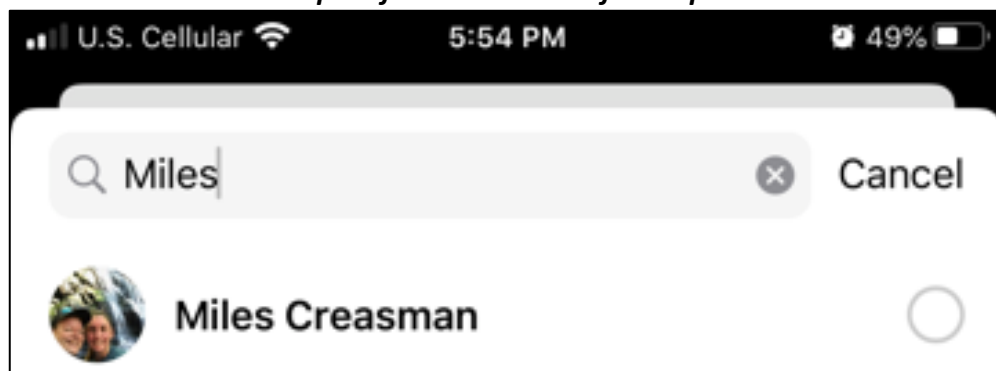
Example of the contact selected.
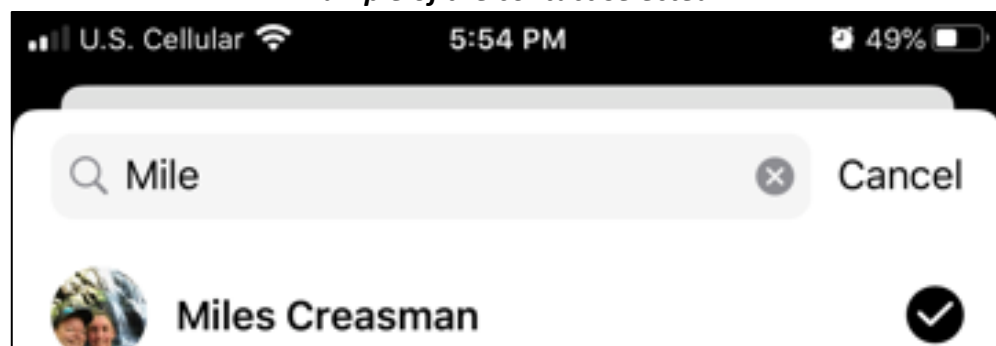
8. **Customize Your Group Chat.** You have now successfully created a group chat. You can customize the look by selecting the group of names at the top of your screen. From here you will be able to change the color, see the group members, and change the name.

Example of group setting features available.

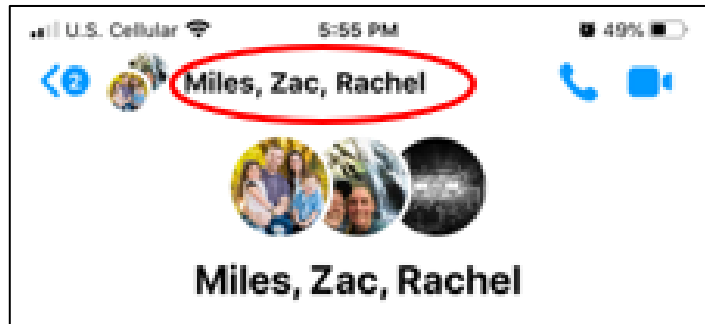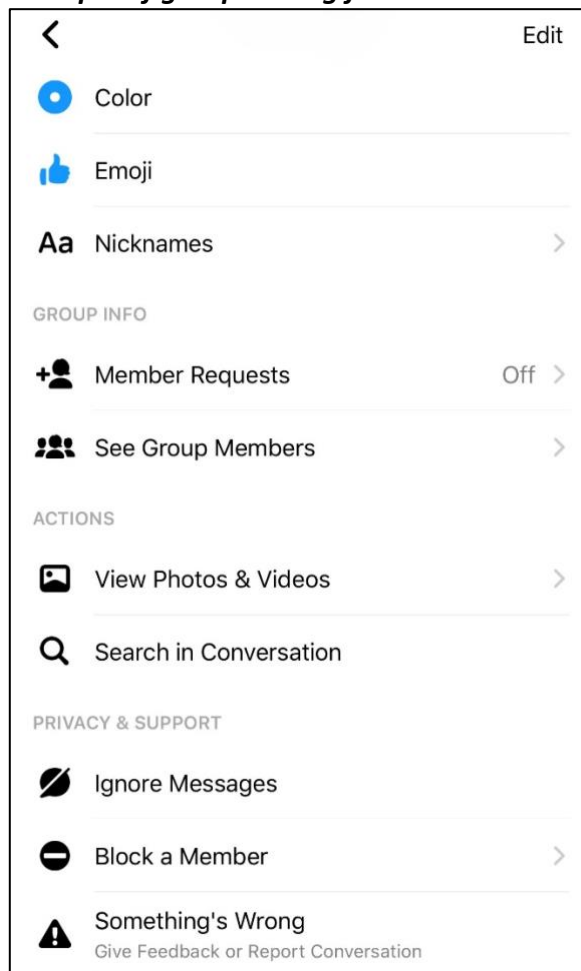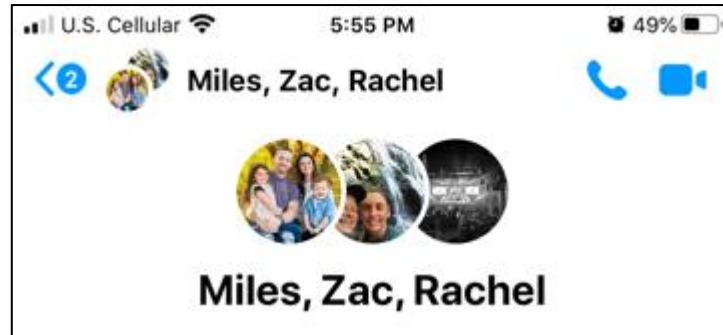9. **Ready to Launch Small Group in Facebook Messenger.** With this new tool, you can make single calls and group calls. As long as the person has their cell phone data available or the person is on Wi-Fi this option is available. By using the camera icon in the top-right hand corner of your screen you will be able to start a video chat.

Note: If you are aware that an individual group member will not be available for the group call, we would like to recommend starting a brand-new group chat. Facebook Messenger will continue to try and connect with anyone that does not answer the initial call. Therefore, the phone will continue to ring until the group chat is disconnected.

If you have a group member that is available to join late, you can add them to the original group chat. Your group member can silence their phone and can join at their convenience.

10. **Group Chat via Facebook Messenger is available on your cell phone, computer or tablet.** If you are utilizing your computer, a microphone and speakers will be necessary to fully enjoy group time.

There are several ways to enjoy group FaceTime. You can make a call from FaceTime and add contacts. You can make a FaceTime call from the message app, you can add a person to an existing group call, and you can join a FaceTime group call. The only requirement for this option is that all members have an Apple device.

How to Initiate a FaceTime Group Call

If you want to begin a group FaceTime call, follow these instructions:

1. On your iPhone's home screen, tap on the **FaceTime app**.
2. If this is your first time using FaceTime, you will see a screen with a video camera icon.
3. Under that, the text reads "You can start FaceTime Video or Audio calls by entering a name, email address, or phone number."

4. Tap the **+ icon** at the top right corner of the screen.
5. Type your contacts' phone numbers, names, or email addresses.
6. Choose **Audio or Video** to make the call.
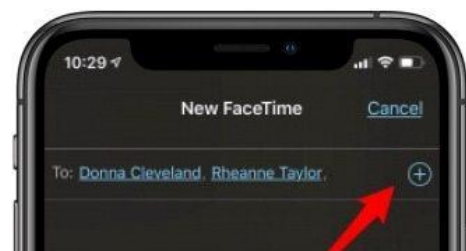
How to Group FaceTime on an iPhone from a Group Messages Session

You may have been talking to each other using group messaging, but now you have a need to get everyone on a FaceTime call. It's a breeze to accomplish by following these steps:

1. Start with a new group Messages conversation, or an existing group Message conversation.
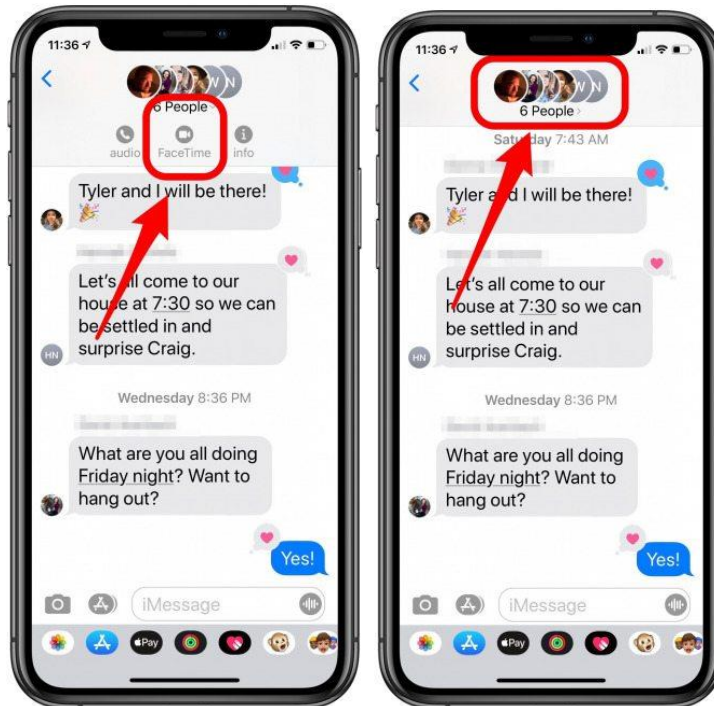2. Tap the **contact icons** at the top of the screen.
3. Tap **FaceTime** when you see the menu appear.

How to Join a FaceTime Group Call

You have three simple ways to join a FaceTime call that someone else has started: You can join from a group message, from a FaceTime notification, or from the FaceTime app itself. Here's how:

1. From a group message, you can tap **Join** from your messages screen, or tap the notification at the top of your screen.
2. From your Notification screen, simply **tap on the notification** and then tap on the **FaceTime icon** on your Home screen.
3. From the FaceTime app, find the active call and tap the **FaceTime icon**.
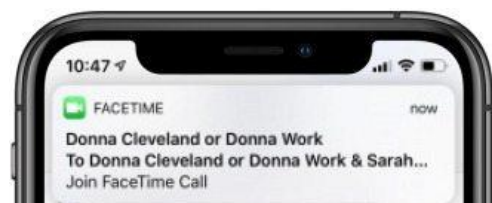
To Add Someone to a FaceTime Group Call

Forget to add someone to your call? No worries, it's easy to include them after the call is initiated.

1. Simply tap on the **+ icon** in the circle where your contacts are located.
2. Next, tap on the **Add Person to FaceTime** box at the bottom of the screen.

There you have it—armed with this information, you can now use FaceTime to video conference anyone you would like. *The Jetsons* creators were way ahead of their time!

For those who have never experienced Skype, we have news for you. Skype is a free way to chat, make voice calls, and share information. Anyone and everyone can download and use it on a range of devices.

If you're new to Skype, it can be intimidating to use. But for <u>Windows 10</u> users, we have the complete guide on setting up Skype, adding your contacts, and initiating conversations over chat and voice.

Getting set up

The first step in using Skype is downloading it and setting up your account. They are two steps that are far easier today than they've ever been and will get you well on the way to your first Skype chat or call.

Step 1: Open your <u>browser of choice</u> and navigate to the <u>Skype homepage</u>. Click the big blue *Get Skype* button and it will open the corresponding Microsoft store page. Alternatively, open the Microsoft Store yourself by clicking the taskbar icon, or searching for *<u>Microsoft Store</u>* in the search box. When there, search for "Skype," and click the corresponding app page.

Step 2: Click the blue *Get* button to download and install Skype for Windows 10. The Microsoft store may ask you if you want to use it across multiple devices, in which case you'll need to sign in with your Microsoft account. If you'd rather just have a dedicated Skype account, choose *no thanks*.
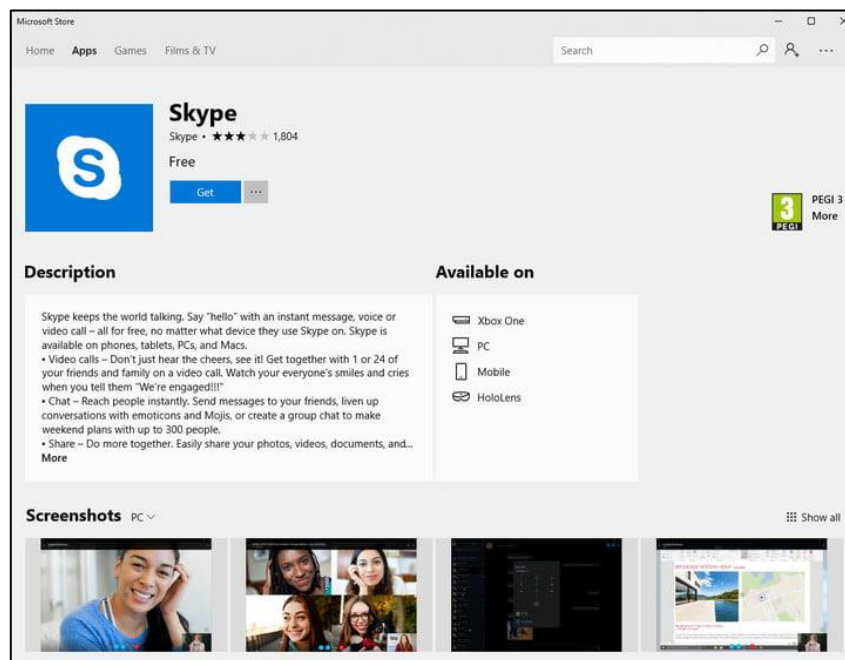
Step 3: Skype should now be installed on your system. To start it up, use the search box in your Windows taskbar and look for *Skype*. When it pops up in the search box, click the corresponding icon.

**Step 4:** If you already have a Skype account, you can log in with your Skype name, email, or phone number and skip through to the next section. To make a new account, click the *Create a new account*, text.
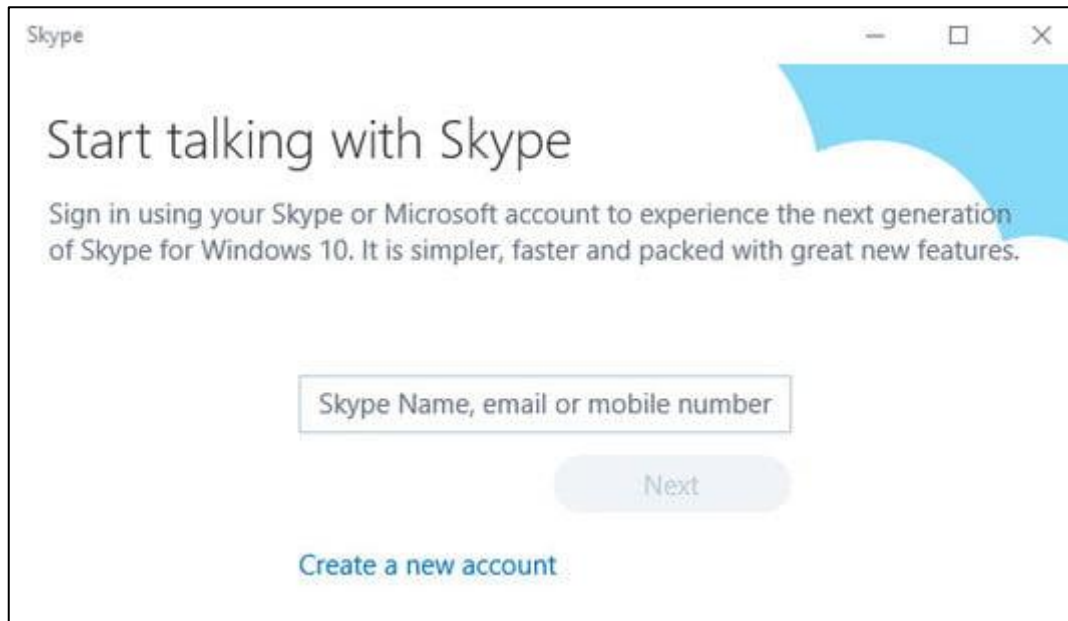
Step 5: You can sign up to a Skype account with an email address or phone number. It's completely up to you which you would prefer to link with your new account. When you've decided, input the relevant information and click *next*. Note: Doing so automatically causes you to agree with Microsoft's services agreement and privacy statement.
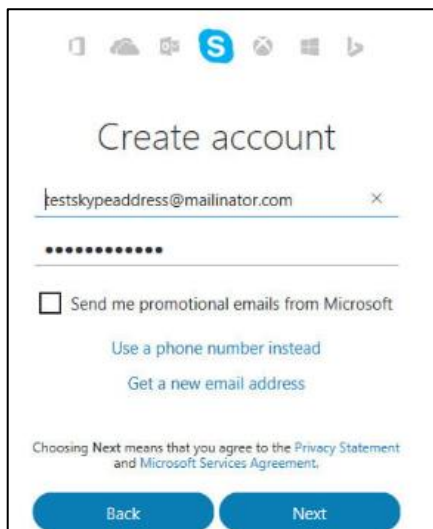
Step 6: The next screens will ask you to input personal information like age, name, and location. Once completed continue clicking through. When asked for a verification code, check your corresponding email or phone number and input the code.

Step 7: If asked for a CAPTCHA code, input the code and click *Create Account*. You now have a functioning Skype account.

Finding friends and family

Where once you needed to know all of your friends' details in order to add them as Skype contacts. Today, all you need to know is a single piece of information and you can find them easily and start chatting straight away.

Step 1: When you first log in to your account, Skype will ask you if you want to import your existing contacts. If you already have some set up on your Microsoft account, doing so will fill out your contact list immediately.

Step 2: To find anyone else you want to talk to, select the *Search Skype* box in the top left-hand corner and search for their real name, Skype name, or email address.
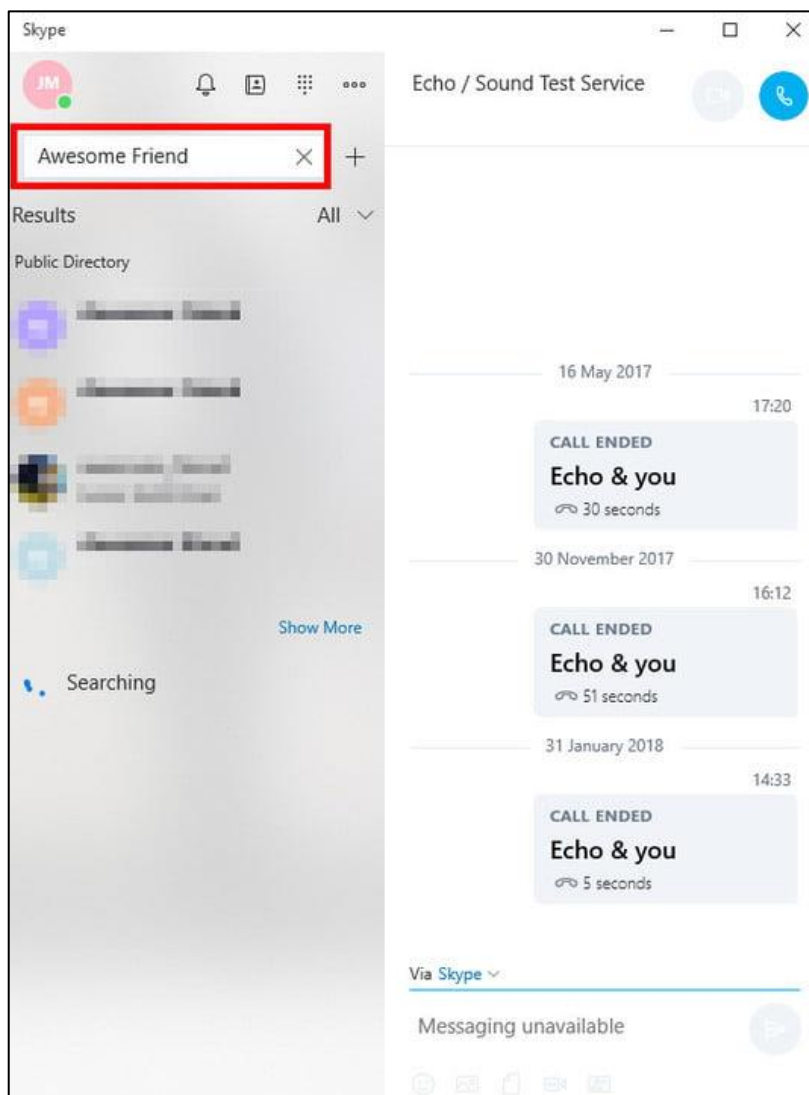
Step 3: If your friend has a common name — and sometimes if they don't — you may find that there are a number of people to choose from in the list that pops up. Use profile pictures to find the person you're looking for, or alternatively click on them, then on the name at the top of the window to view their profile information.

That's it, you're ready to begin chatting. Anyone you talk to will automatically be added to your contact list.

Step 2: Click the bottom of the conversation panel where it says *Type a message*. Type what you want to say and hit enter or click the send arrow on the right-hand side.

Step 3: Await a response. Rinse and repeat!

Voice calls

When Skype first launched, its big selling point was its voice over internet protocol (VOIP) abilities. While it would go on to facilitate voice calls to landlines and mobile devices, its Skype to Skype voice calling function remains a key component of its service. Setting up a call is as easy as ever.

Step 1: Make sure you have a compatible microphone and headphones/speaker set up. Plug them in and make sure Skype has picked them up by clicking the three dotted menu at the top of the Window, then going to *Settings*. You can leave your *Speakers* and *Microphone* as *Default device*, but you can specify your chosen input and output options with the drop-down menus if so choose.
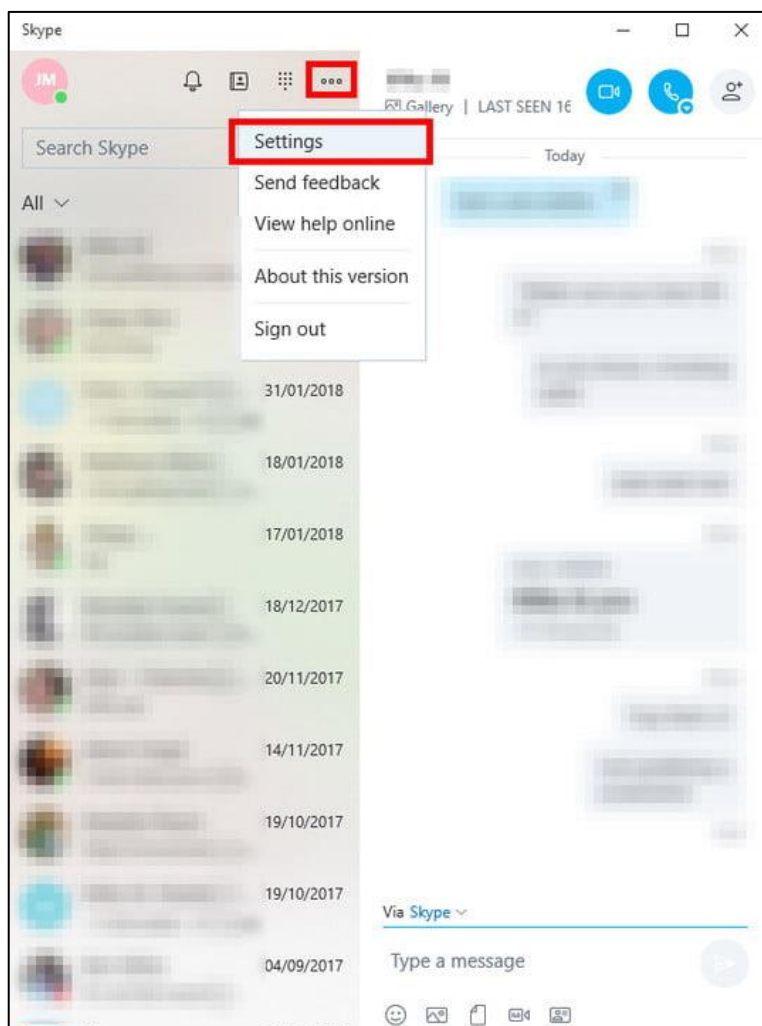
Step 2: Select the contact or person you want to talk to in the same manner as the text chats.

Step 3: Click the blue phone icon in the top right-hand corner. If that person is online and Skype is open, you will then call them directly. If they accept the call, you will begin a voice call automatically.

If someone rings you in the same manner, just click the corresponding button to pick up the call. Alternatively, if you don't want to talk to them click the red button instead.

Video calls

To add an extra dimension to your conversations, why not use Skype's video call function? All you need is a webcam and a willingness to show your face on it.

Step 1: Make sure that your camera is working correctly with Skype in a similar manner to your speakers and microphone. Click the three-dot menu icon and select Settings. Click "*Default Device*" under the video heading at the top of the page and select your webcam from the drop-down menu.

If you want to double check it's working correctly, toggle the *Test video* button in the settings menu. If it's working correctly, a live video of you will appear within the menu.

Step 2: When ready, select the contact you want to call and click the blue camera icon in the top right-hand corner. Alternatively, start a voice call and then click the same camera button in the call window.

When the call is running, you can see a miniature version of the video your friend sees in the bottom right-hand corner. If they start their webcam in return, you'll see them in the main window.

Step 3: If you want to text chat during the call for whatever reason, click the text chat button in the top right-hand corner of the video call window. That will shrink the main video section of the window and give you the usual text chat options below.

Option 1: **Groupme App** – This is a free app you can install on your phone for group texting. This would be an easy alternative if group members technology does not support the options above.

Option 2: **Zoom App** – This is a free app you can install on your phone for video meetings. Zoom can support Android phones and Apple phones. Once the Zoom app is installed, follow the login instructions. Once you have logged in, you can start video chatting with your group. On the Zoom home page, click on 'Add Contacts' button. You will be directed to send an invite message via text or email. *(Note: Previously there was a 40-minute time limit restriction when using the free version of Zoom. This restriction has recently been lifted for everyone using the free version of the Zoom app.)*

Option 3: **Standard Group Text** – Another simple option is to simply start a group text. Discussion can still take place and give everyone a chance to participate.

Option 4: **Conference Call from phone** – Most phones have the capability to create a conference call to place everyone on the same call for discussion.