

# My iPad® *for* Seniors

EIGHTH EDITION



**AARP®**

Michael Miller

FREE SAMPLE CHAPTER

SHARE WITH OTHERS



# My iPad® *for* Seniors

EIGHTH EDITION



que®

Michael Miller

AARP®

# My iPad® for Seniors, Eighth Edition

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## About the Author

**Michael Miller** is the popular and prolific writer of more than 200 non-fiction books, known for his ability to explain complex topics to everyday readers. He writes about a variety of topics, including technology, business, and music. His best-selling books for Que include *My TV for Seniors*, *My Facebook for Seniors*, *My Social Media for Seniors*, *My Internet for Seniors*, *My Smart Home for Seniors*, *My Windows 10 Computer for Seniors*, *Easy Computer Basics*, and *Computer Basics: Absolute Beginner's Guide*. Worldwide, his books have sold more than 1.5 million copies.

Find out more at the author's website: [www.millerwriter.com](http://www.millerwriter.com)

Follow the author on Twitter: [molehillgroup](https://twitter.com/molehillgroup)

## Dedication

*To my musician friends and family here in Minnesota who make it fun to play.*

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## About AARP

AARP is a nonprofit, nonpartisan organization, with a membership of nearly 38 million, that helps people turn their goals and dreams into *real possibilities*<sup>™</sup>, strengthens communities, and fights for the issues that matter most to families, such as healthcare, employment and income security, retirement planning, affordable utilities, and protection from financial abuse. Learn more at [aarp.org](http://aarp.org).

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### Note

Most of the individuals pictured throughout this book are the author himself, as well as friends and relatives (used with permission) and sometimes pets. Some names and personal information are fictitious.

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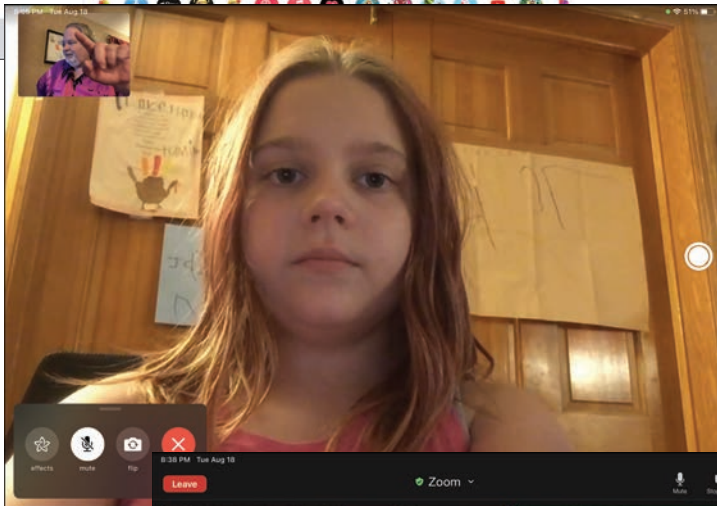
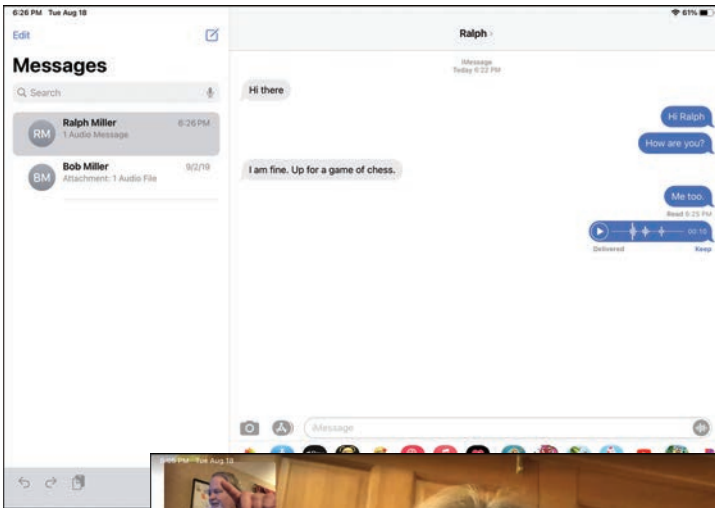
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In this chapter, you learn how to communicate with friends and family using the Messages and FaceTime apps.

---

- Text Messaging with the Messages App
- Video Chatting and More with FaceTime
- Group Video Meetings with Zoom

# 11

## Video Chatting and Texting

You've learned how to communicate with friends, family, and businesses with email. But email is slow (relatively) and not at all like having a conversation in real time.

For that, we turn to text messaging and video chatting. Text messaging, using the iPad's Messages app, is great for sending short thoughts and notes. Video chatting, using the FaceTime app, is better when you want one-on-one, face-to-face conversation.

### Text Messaging with the Messages App

Let's start with text messaging, like you do on your phone. On your iPad, you use the Messages app to send text messages over Wi-Fi via Apple's iMessage service. Your messages can include photos, videos, and other files you attach to the basic text.

>>> *Go Further*

## IMESSAGE

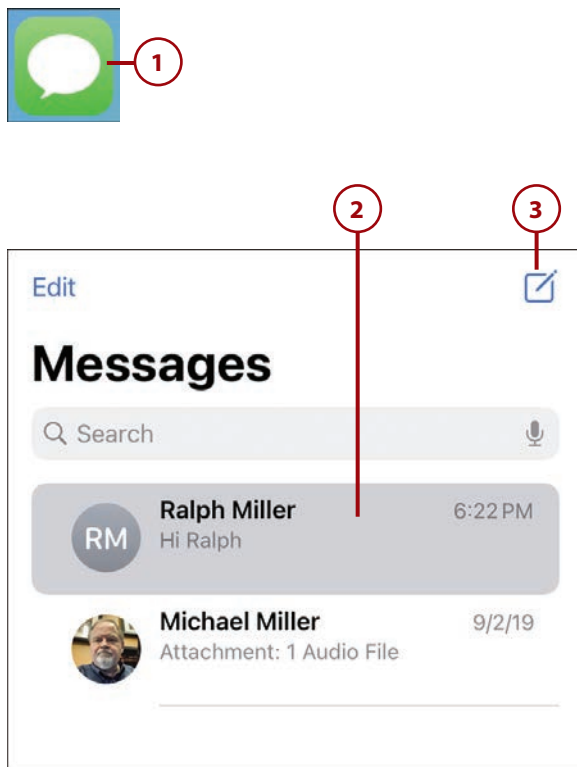
The Messages app uses Apple's iMessage service, which connects Apple devices via Wi-Fi. (It also connects iPhones via cellular service if they're not connected to a wireless network.) iMessage is a lot like phone-based SMS/MMS text messaging but is an Apple-only service.

At present, iMessage is not available to users of Windows computers or Android phones or computers. Nor can you use iMessage to contact cell phone users via their text message services; you can only connect to other iPad and iPhone users via the Messages app

## Send and Receive Text Messages

The Messages app lets you send text messages to any of your friends and family who have an iPad, iPhone, or Mac computer. It's as easy as tapping out a message on the onscreen keyboard and then tapping the Send button.

- 1 Tap the Messages icon to open the Messages app.
- 2 Previous conversations are listed in the left column. Tap a conversation to send another message to this person.
- 3 Tap the Compose icon to start a new conversation.



- 4 Tap in the To field and use the onscreen keyboard to begin entering the name, email address, or phone number of the person with whom you want to talk.
- 5 As you type, the Messages app displays a list of matching people from your contacts list. Tap the name of the person you want to text with or finish entering the contact information for this person.

## Group Messages

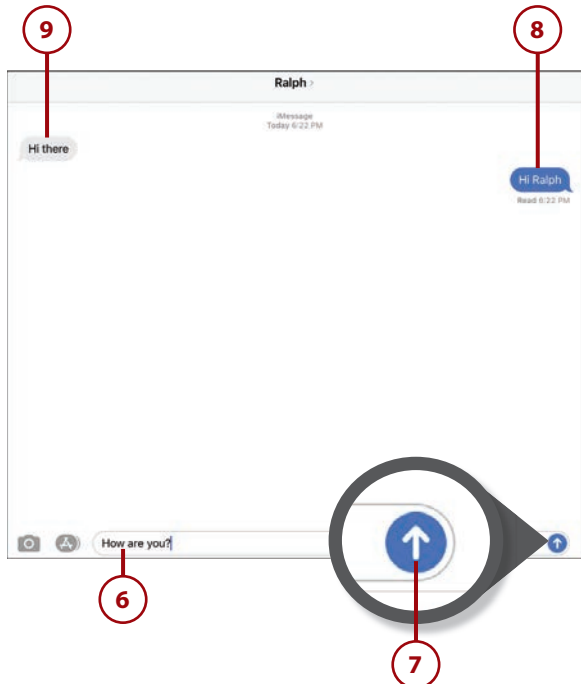
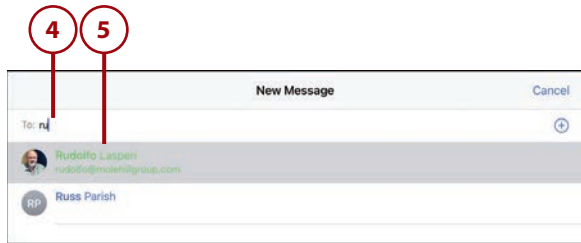
To send a message to a group of people, enter multiple names into the To box. Everyone listed here will receive and be able to respond to your message—and all subsequent responses.

- 6 Type your message into the iMessage box.
- 7 Tap the blue Send icon.

## Emoji

To include an emoji character in your text, tap the Emoji (smiley face) button on the onscreen keyboard and make a selection from there.

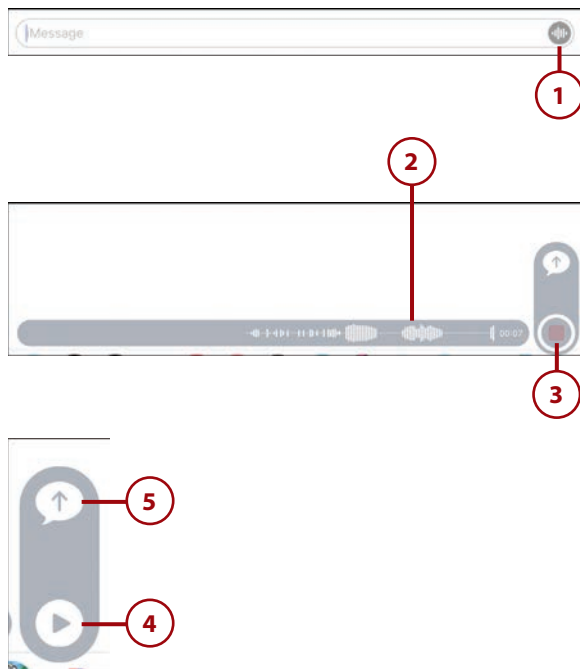
- 8 Your message appears on the right side of the message pane.
- 9 Messages from the other person appear on the left. Continue typing to continue the conversation.



## Send an Audio Message

Instead of sending a plain text message, you can record and send a short audio message. Just tap the Record button and start talking!

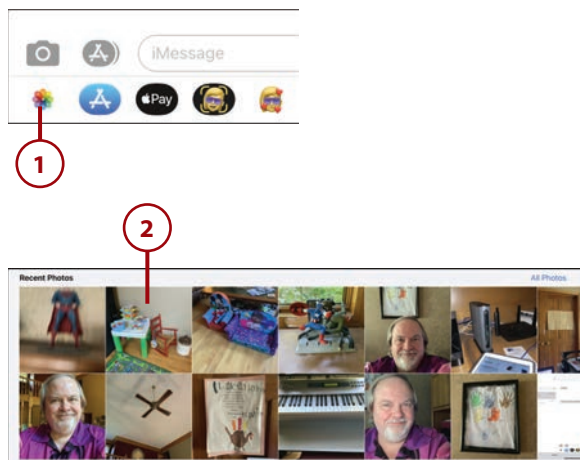
- 1 In the iMessage box, press and hold the record icon.
- 2 Begin talking. While you talk, continue to hold your finger on the icon. You see the waveform of your voice in the iMessage box.
- 3 When you're done talking, lift your finger from the screen.
- 4 Tap the Play button to hear what you recorded.
- 5 Tap the Send button to send the recording to the other person.



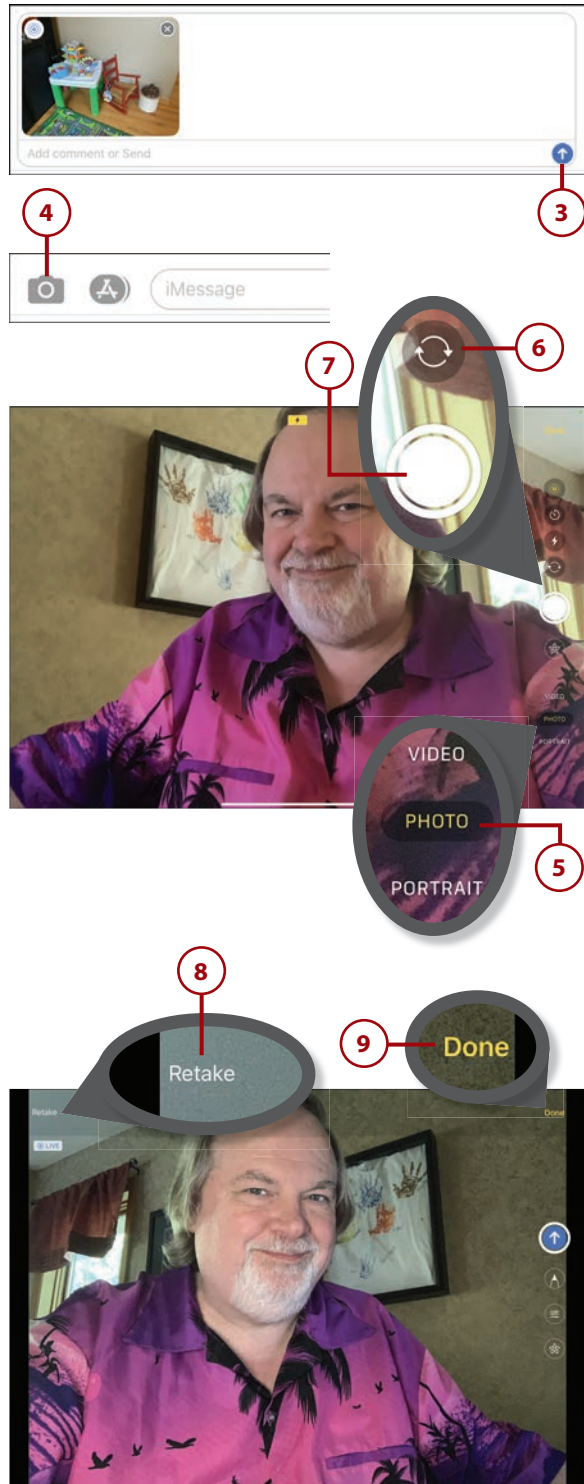
## Send a Photo

Just as with phone-based MMS (multi-media messaging), you can send photos to people you're messaging in the Messages app. You can send photos stored in your iPad's photo library or take a new photo (like a selfie) and send it.

- 1 To send a photo stored on your iPad, tap the Photos icon below the iMessage box. (You might need to tap the Apps icon to display icons for Photos and other apps.)
- 2 Navigate to and tap the photo you want to send. (You may need to tap Add to add the photo.)



- 3 The photo is added to a message. Tap the Send icon to send the photo(s) to the person with whom you're texting.
- 4 To take and send a new photo, tap the Camera icon. This displays the camera screen.
- 5 Make sure that Photo is selected.
- 6 If necessary, tap the Flip icon to switch from the rear camera to the front camera.
- 7 Aim your iPad and then tap the big round icon to take the picture.
- 8 You see the picture you just took. If you don't like it, tap Retake.
- 9 If you do like the photo, tap the Done icon.





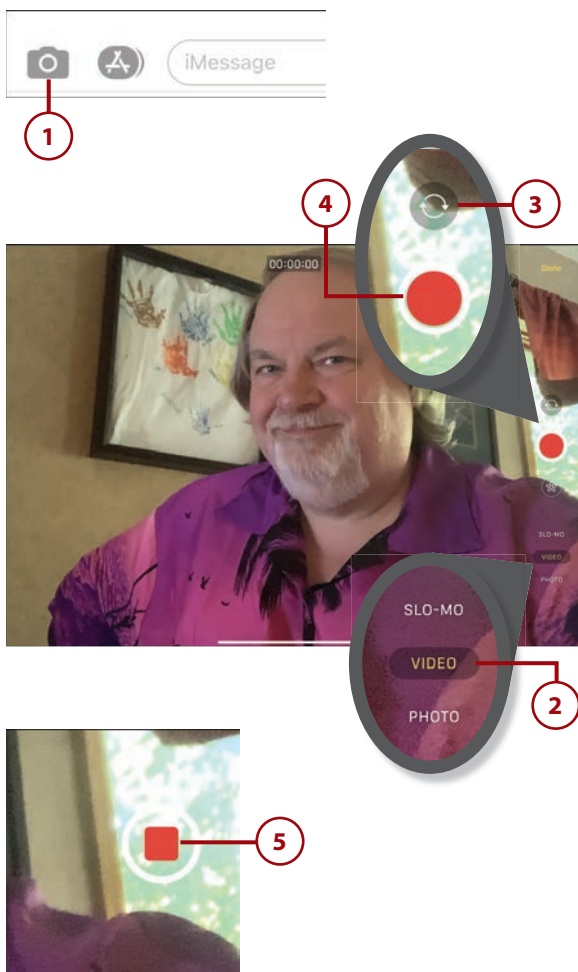
- 10 The picture is added to the message. Tap the Send icon to send the photo.



## Send a Video Message

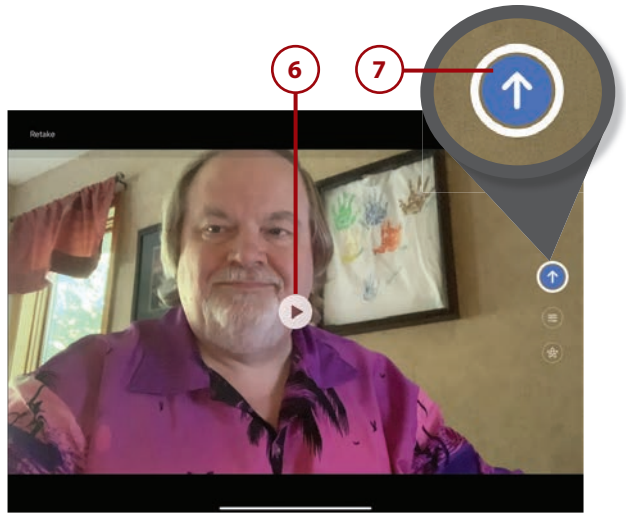
Just as you can send photos and short audio messages, you can also record and send short video messages, using your iPad's front-facing FaceTime camera.

- 1 From within the Messages app, tap the Camera icon next to the iMessage box to display the camera screen.
- 2 Tap Video.
- 3 If necessary, tap the Flip icon to switch to the front-facing camera.
- 4 Look into the camera and tap the red Record button. Start talking!
- 5 When you're done talking, tap the Record button again to stop the recording.





- 6 You now see the video you recorded. Tap the Play button to play the video if you want.
- 7 If you like the video you recorded, tap the Send icon to send the message to the recipient.



## Video Chatting and More with FaceTime

Text messaging is nice, but sometimes you want a face-to-face conversation with someone. Maybe you're snowbirding down south while your grandkids are still in school up north. Maybe your siblings or friends live in a different part of the country than you do. Maybe you or one of your family members is stuck at home and you just want to check in or keep in touch.

When a text message or phone call isn't good enough, use Apple's FaceTime app to video chat in real time with your friends and family. All you need is your iPad—and its built-in camera and microphone. Every call you make is free!

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### Apple Users Only

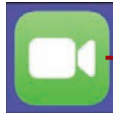
FaceTime is only available on Apple devices—iPads, iPhones, and Mac computers. To chat with someone who doesn't have an Apple device, you have to use another video chat app, such as Skype or Zoom.

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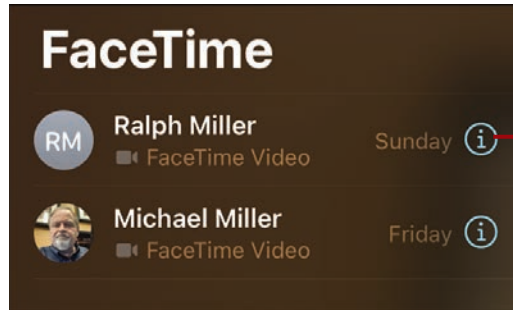
## Start a Video Chat

You can use FaceTime to video chat with anyone who has an iPad, iPhone, or Mac that includes a front-facing camera.

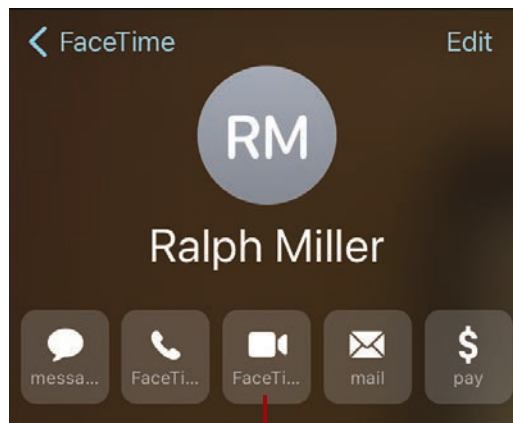
- 1 Tap the FaceTime icon to open the FaceTime app.
- 2 You see yourself, via your iPad's front-facing FaceTime camera. Overlaid on the left side of the screen is a list of people with whom you've recently chatted. To chat again with one of the people listed, tap the Information (i) icon next to his or her name.
- 3 You now see the contact panel for that person. Tap the FaceTime video icon. *Or...*
- 4 To chat with someone new, tap the + icon.



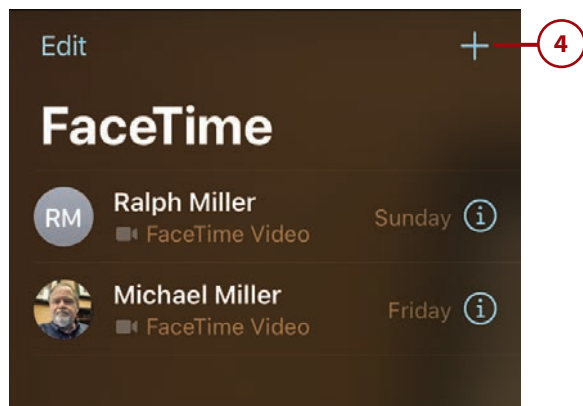
1



2

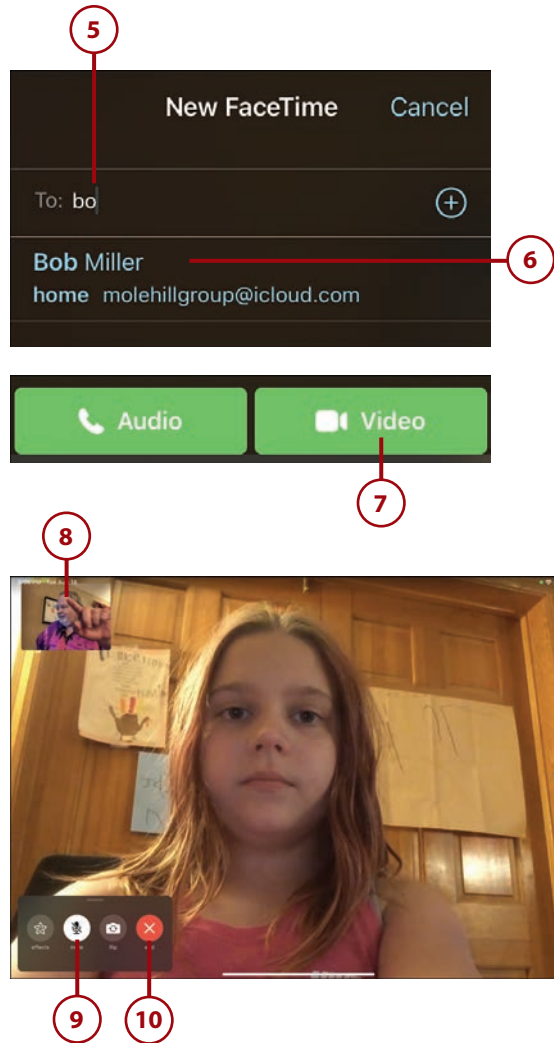


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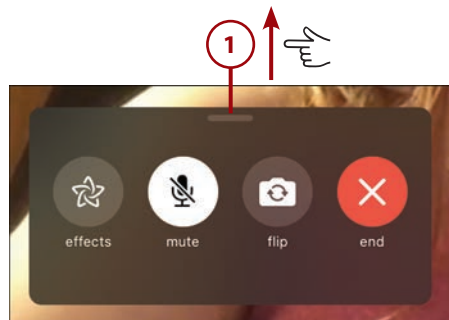
- 5 Start typing a person's name into the To: box.
- 6 As you type, matching contacts are displayed. Select the person you want from this list, or finish typing the person's email address or phone number.
- 7 Tap the Video button, and FaceTime dials the other person.
- 8 If that person is available and answers, you see that person onscreen. A small thumbnail in the corner of the screen displays what the other person is seeing (you). Have a nice conversation!
- 9 Tap Mute to mute the sound. Tap the button again to resume normal conversation.
- 10 Tap the red End icon to end the chat.



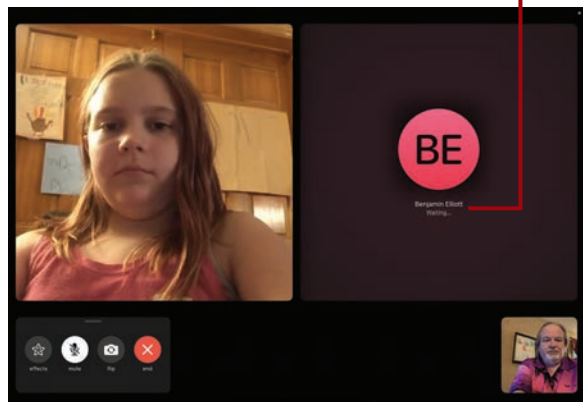
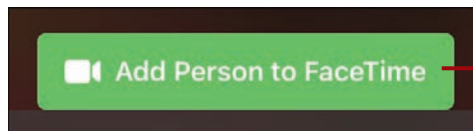
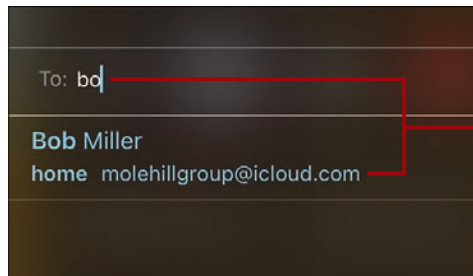
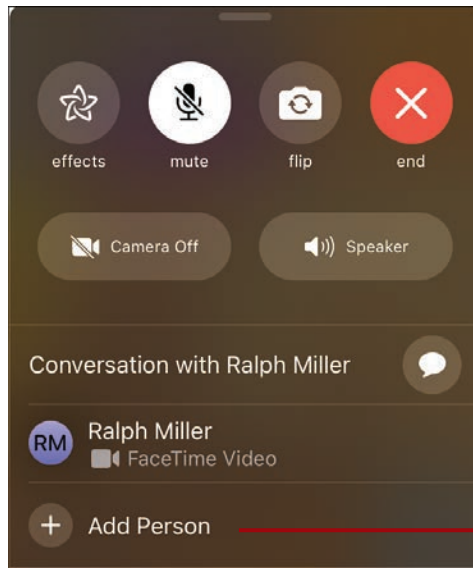
## Add a Person to a Group Video Chat

FaceTime also lets you create group video chats, so you can chat with several people at once.

- 1 From within a FaceTime video chat, drag the top of the control panel up to expand it.



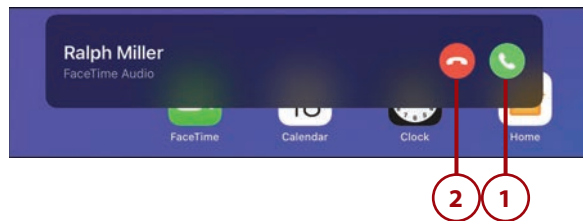
- 2 Tap Add Person.
- 3 Enter the name or email address of the person you want to add.
- 4 Tap Add Person to FaceTime.
- 5 FaceTime splits the screen and dials the other person.



## Answer a FaceTime Request

Just as you can call others via FaceTime, they can call you. How do you answer an audio or video call? By pressing an icon and talking, of course!

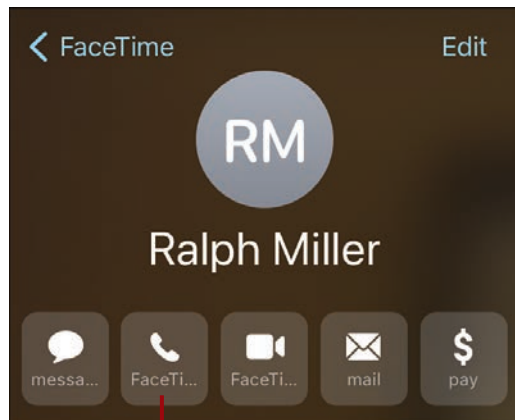
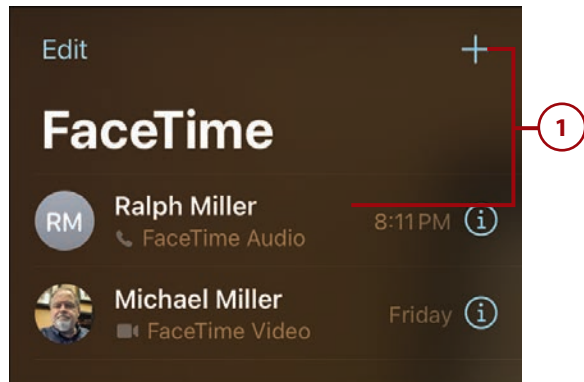
- 1 When someone calls you via FaceTime, you see a FaceTime panel at the top of the screen. Tap Accept to accept the call. Or...
- 2 Tap Decline to reject the call.



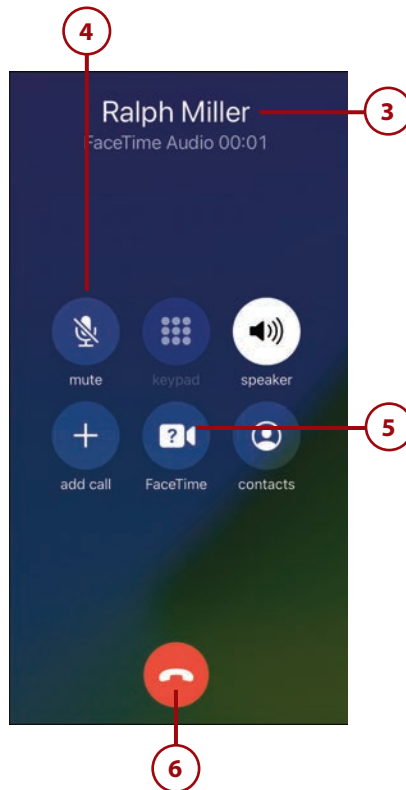
## Make an Audio Call

FaceTime also lets you participate in audio calls—like phone calls but from your iPad to other Apple devices. This is good if you just want to talk and don't need to see the other person, if you're not quite presentable enough to show yourself to the other person, or if you're talking to someone who doesn't have a front-facing camera in his or her device.

- 1 From within FaceTime, either tap a person's name or tap + to start a new conversation with someone.
- 2 Tap the FaceTime Audio button. (If this contact has both a FaceTime account and phone number listed, you may see an option for Call or FaceTime Audio. Only select Call if you want to call the mobile or landline number.)



- 3 FaceTime dials the other person. If that person is available and answers, you see the FaceTime controls and a timer for the call. Start talking!
- 4 Tap the Mute icon to mute the sound. Tap the icon again to resume normal conversation.
- 5 Tap the FaceTime video icon to turn this audio call into a video call.
- 6 Tap the red End icon to end this call.



## Group Video Meetings with Zoom

During the coronavirus shutdown, many people kept in touch with co-workers, family members, book clubs, and school classes with Zoom, a popular service for group video meetings. Zoom meetings can be joined from any device with an Internet connection and a web browser; iPads have proven particularly popular with users for their Zoom meetings.

The Zoom app is free from the App Store.

---

### Cross Platform

Unlike FaceTime, Zoom works across all computer and mobile platforms. This way people with virtually any device can participate in a Zoom meeting—iPads, iPhones, Mac and Windows computers, Android phones and tablets, and even Linux and Chromebook computers.

---



## Join a Meeting from a Link

If someone is hosting a Zoom meeting, they'll send you an invitation to join that meeting. You can join the meeting by clicking the link in the invitation or by entering meeting information into the Zoom app (discussed next).

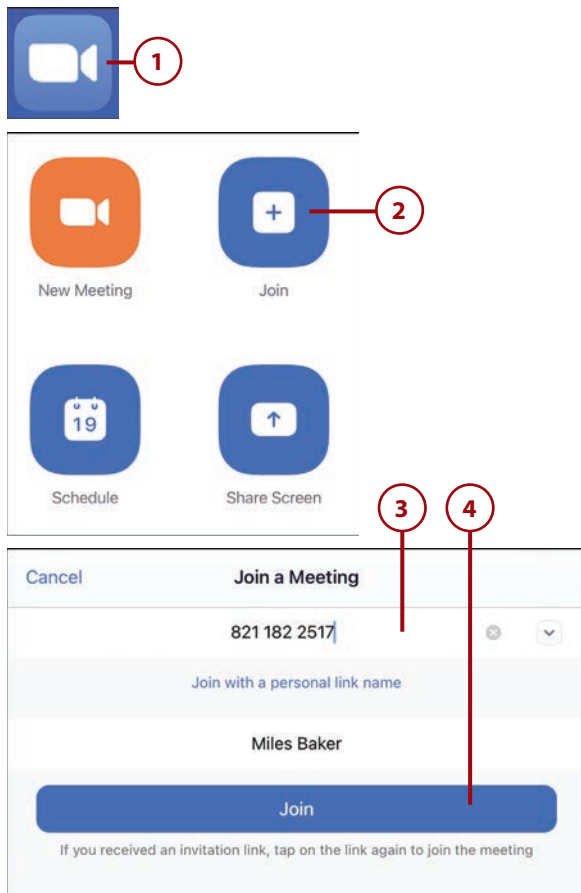
- 1 Tap the Zoom icon to launch the Zoom app.
- 2 In the email message, tap the link to the meeting. Upon entering the passcode from the email, the host will now admit you to the meeting.



## Join a Meeting from Within the Zoom App

Sometimes a Zoom invitation includes a meeting ID and password rather than a link to the meeting. You can manually enter these into the Zoom app to join a meeting.

- 1 Tap the Zoom icon to launch the Zoom app.
- 2 From within the Zoom app, tap Join.
- 3 Enter the meeting ID into the Meeting ID field.
- 4 Tap Join.

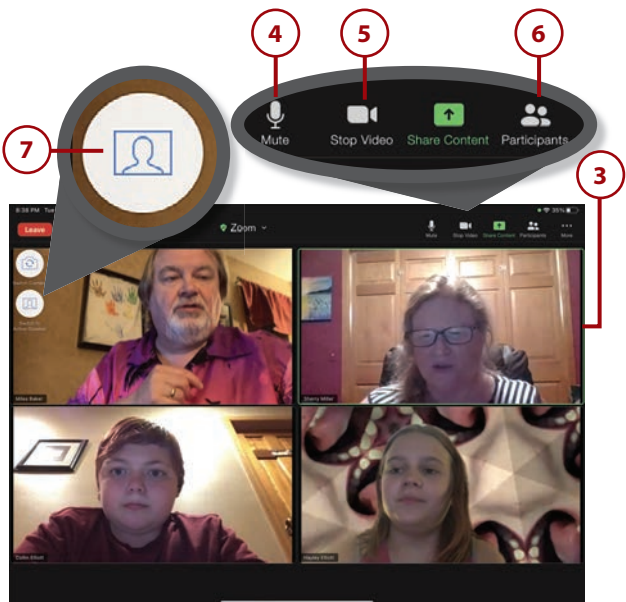
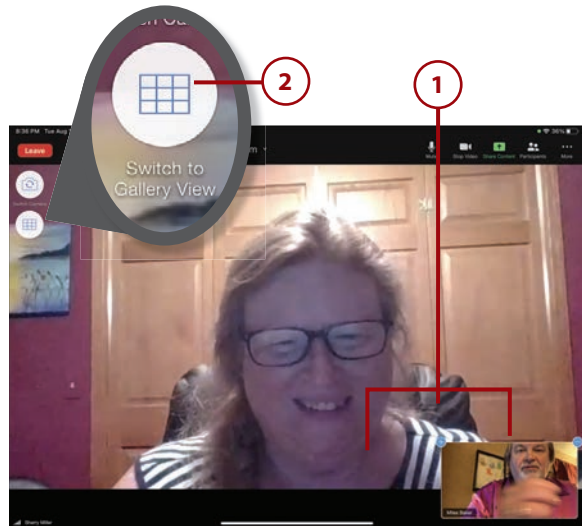
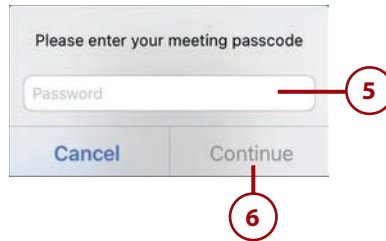


- 5 When prompted, enter the password.
- 6 Tap Continue. The host will admit you to the meeting.

## Participate in a Zoom Meeting

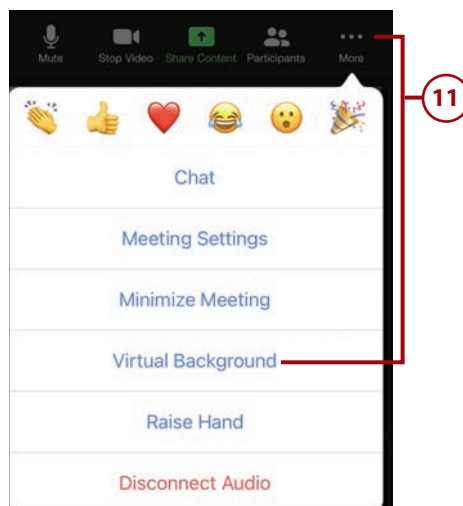
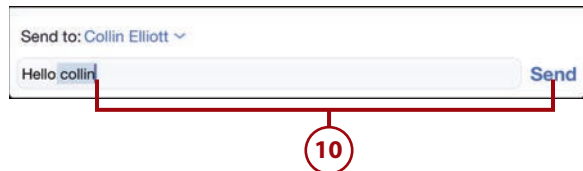
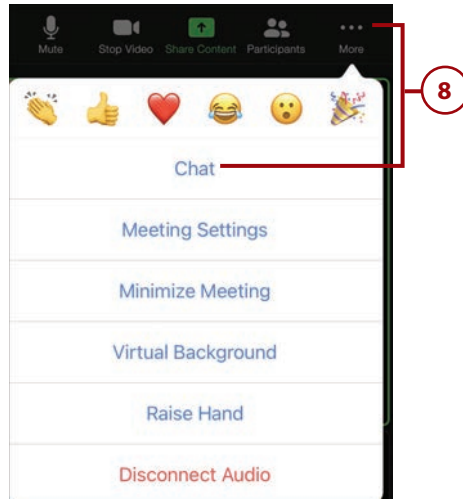
It's easy to participate in a Zoom meeting. You'll see the other participants on screen, and they'll see you, assuming video is turned on. All you have to do is talk.

- 1 By default, Zoom displays in Active Speaker view. The current speaker occupies most of the screen, and you appear in a smaller window. You do not see the other participants unless they're speaking.
- 2 Tap the screen and then tap Switch to Gallery View to switch to Gallery View.
- 3 In Gallery View, you see thumbnails for every participant, arranged in a grid pattern. The current speaker's thumbnail appears with a green border.
- 4 Tap the screen and then tap Mute to mute your sound. Tap Unmute (the same icon) to unmute your sound.
- 5 Tap the screen and then tap Stop Video to turn off your camera. Tap Start Video (same icon) to turn your camera back on.
- 6 Tap Participants to see a list of participants in this meeting.
- 7 Tap Switch to Active Speaker to switch back to Active Speaker view.

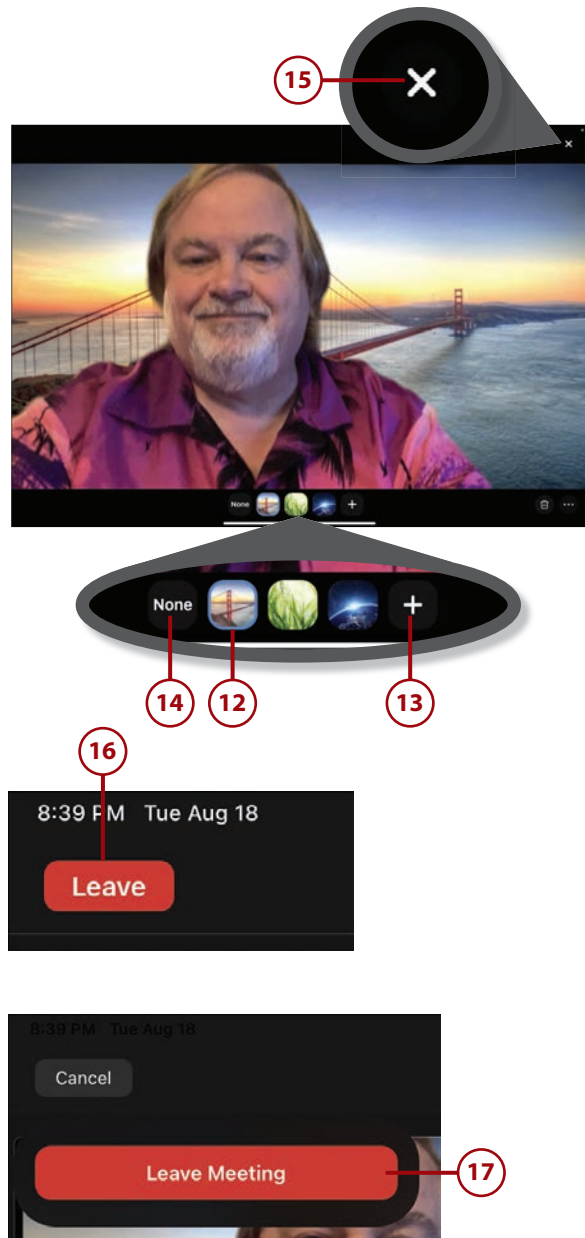




- 8 To privately text chat with one or more participants, tap More (...) and then tap Chat. This displays a Chat pane.
- 9 Pull down the Send To list and choose who you want to chat with. Select Everyone to send the message to all participants.
- 10 Type your message in the message box and then tap Send.
- 11 To change the background that appears behind you, tap More (...) and then tap Virtual Background.



- 12** Tap the desired background. You see how you look against that background. *Or...*
- 13** Tap + to select one of your own photos as a background.
- 14** Tap None to not use a background.
- 15** Tap the X to return to the meeting.
- 16** When the meeting is over, or when you need to leave, tap Leave.
- 17** When prompted, tap Leave Meeting.



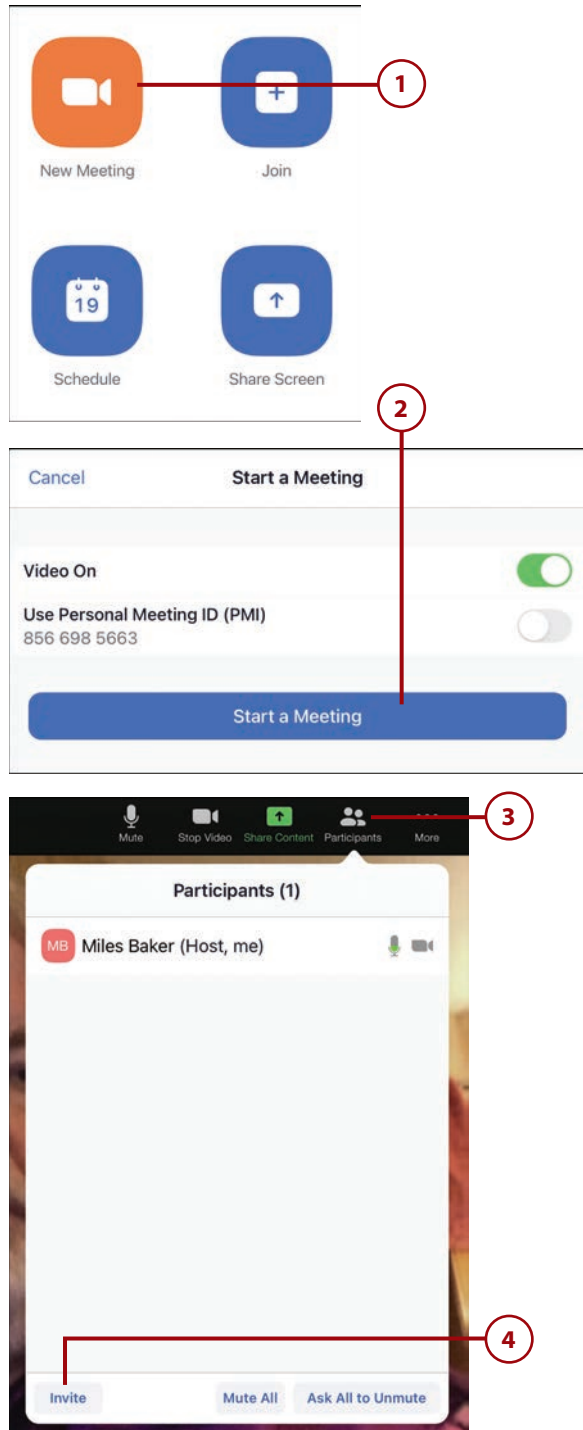
## Start a New Zoom Meeting

With a Zoom account, it's easy to start your own meetings. You can start a new meeting at any time or schedule a meeting in advance (discussed next).

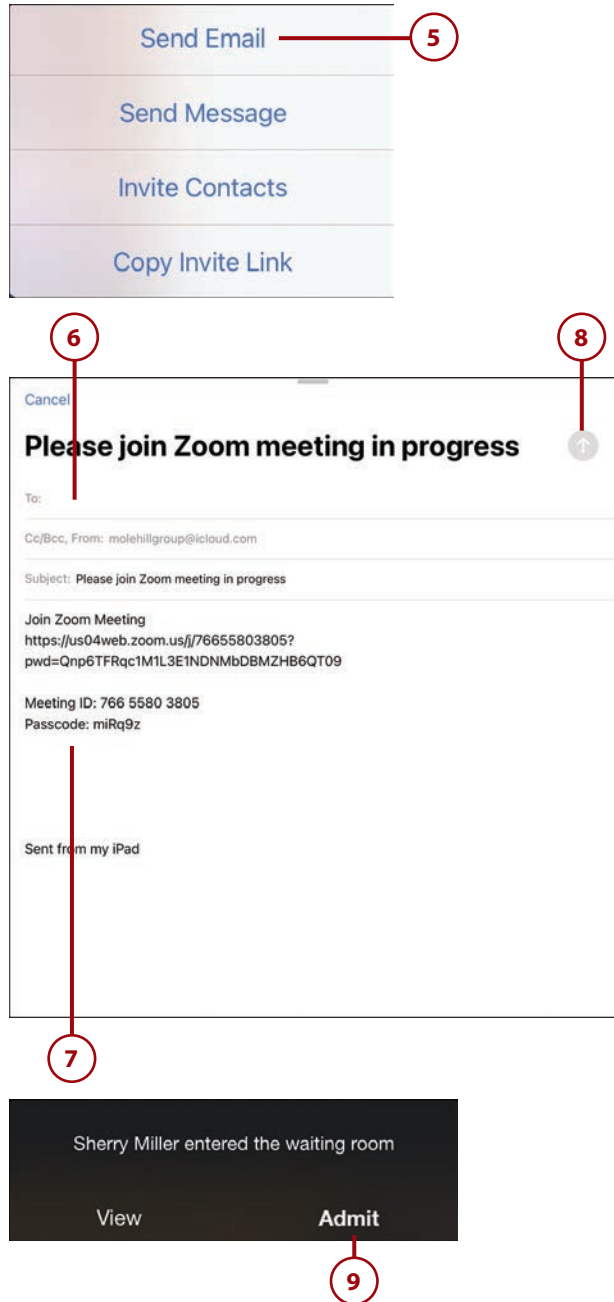
### Free Limits

In the free version of Zoom, your meetings can last up to 40 minutes and include up to 100 participants. If you want to hold longer meetings, subscribe to the Pro level at \$14.99 per month. Learn more at [www.zoom.us](http://www.zoom.us).

- 1 From within the Zoom app, tap New Meeting to immediately start a meeting.
- 2 In the Start a Meeting panel, make sure your video is turned on and then tap Start a Meeting.
- 3 The meeting is now live. Tap Participants to invite others to the meeting.
- 4 Tap Invite.



- 5 Tap Send Email to email invitations. Alternatively, you can invite others via text message (Send Message), send invitations direct to people on your contact list (Invite Contacts), or copy the invitation link so you can paste it into your own email or message (Copy Invite Link).
- 6 Enter one or more email addresses into the To field.
- 7 Tap in the message field and enter your own message, if you like, in addition to the automatically generated link, meeting ID, and passcode.
- 8 Tap Send.
- 9 When a participant responds, you see a notice that they've entered the "waiting room." Tap Admit to let them into the meeting.



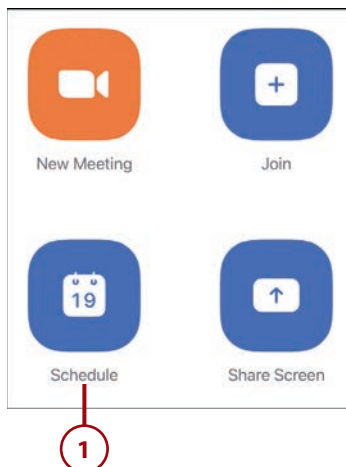
- 10** Conduct the meeting as usual. Tap the screen and then tap End to end the meeting.
- 11** When prompted, tap End Meeting for All. (If you're just leaving the meeting and others are continuing, tap Leave Meeting instead.)



## Schedule a Meeting in Advance

In most instances, you'll want to schedule meetings in advance, to give participants a chance to prepare.

- 1** From within the Zoom app, tap Schedule.



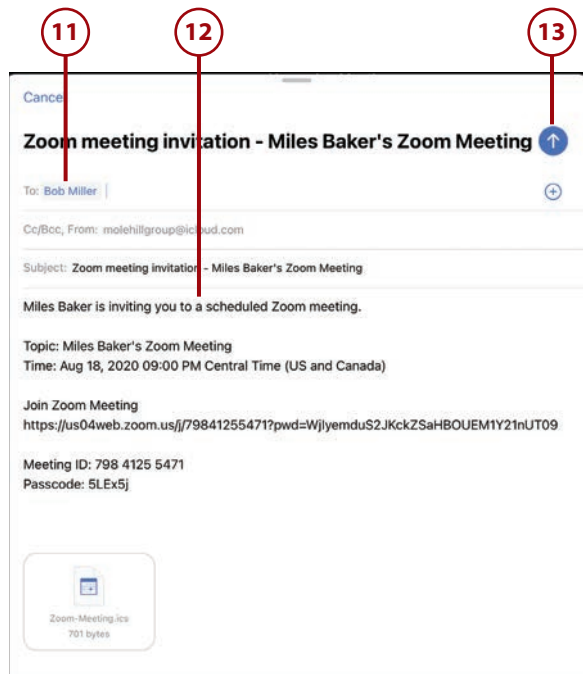
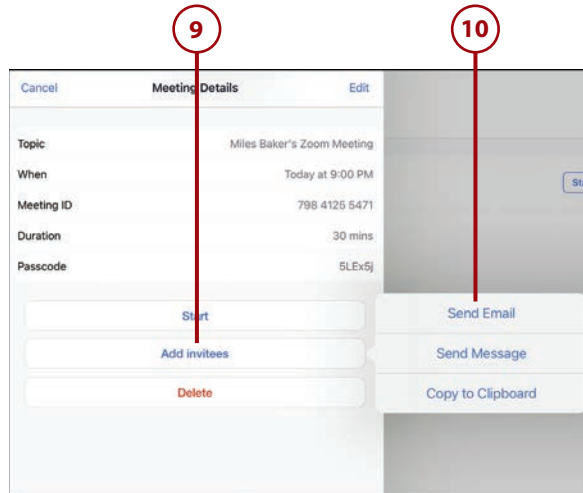
- 2 In the Schedule Meeting panel, tap within the top field and give the meeting a name.
- 3 Tap Starts and enter a start time and date.
- 4 Tap Duration and enter how long the meeting will be.
- 5 Tap Save.
- 6 When the New Event panel appears, tap Add.
- 7 From the main screen, tap Meetings in the left sidebar.
- 8 This displays all scheduled meetings. Tap the meeting you just added.

The screenshot shows the 'Schedule Meeting' panel. At the top, there are three buttons: 'Cancel' (blue), 'Schedule Meeting' (black), and 'Save' (blue). Below these is a text field containing 'Miles Baker's Zoom Meeting'. Further down, there are several settings: 'Starts' (Today at 9:00 PM), 'Duration' (30 mins), 'Time Zone' (Central Time (US and Canada)), 'Repeat' (Never), and 'Calendar' (iCalendar). At the bottom, there is a toggle for 'Use Personal Meeting ID' (856 698 5663) and a 'SECURITY' section with a toggle for 'Require Meeting Passcode'.

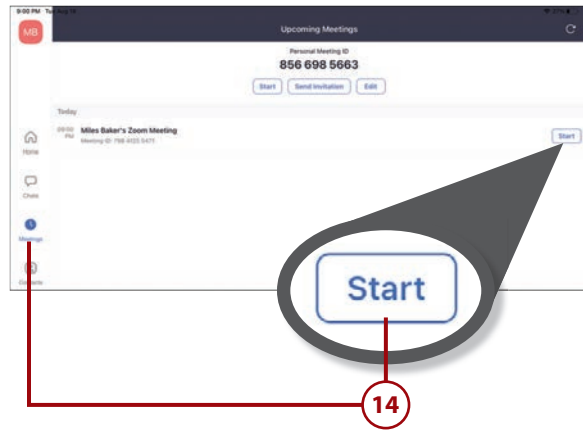
The screenshot shows the 'New Event' panel. At the top, there are three buttons: 'Cancel' (blue), 'New Event' (black), and 'Add' (blue). Below these is a text field containing 'Miles Baker's Zoom Meeting'. Further down, there is a URL: 'https://us04web.zoom.us/j/79841255471?pwd=WjlyemduS2JKckZSaHBOUEM1Y21nU...'. Below the URL, there are several settings: 'All-day' (toggle), 'Starts' (Aug 18, 2020 9:00 PM), 'Ends' (9:30 PM), 'Repeat' (Never), and 'Travel Time' (None).

The screenshot shows the 'Upcoming Meetings' panel. At the top, there is a header 'Upcoming Meetings' with a close button. Below this, there is a section for 'Personal Meeting ID' (856 698 5663) with buttons for 'Start', 'Send Invitation', and 'Edit'. Below this, there is a section for 'Today' with a list of meetings. The first meeting is 'Miles Baker's Zoom Meeting' with a 'Start' button. At the bottom, there is a sidebar with icons for Home, Chats, Meetings, and Contacts. The 'Meetings' icon is highlighted with a large magnifying glass.

- 9 Tap Add Invitees.
- 10 Tap Send Email. (Or, to send an invitation via text message, tap Send Message.)
- 11 Enter one or more email addresses into the To field.
- 12 Tap in the message field and enter your own message, if you like, in addition to the automatically generated link, meeting ID, and passcode.
- 13 Tap Send.



- 14 When it's time for the meeting to start, tap Meetings in the Zoom sidebar, then tap Start for your meeting.



## >>>Go Further

### OTHER VIDEO CHAT SERVICES

FaceTime and Zoom are just two of many services that offer voice and video messaging and meetings. Other popular services include

- Facebook Messenger ([www.messenger.com](http://www.messenger.com))
- Google Hangouts ([hangouts.google.com](http://hangouts.google.com))
- Google Meet ([meet.google.com](http://meet.google.com))
- Skype ([www.skype.com](http://www.skype.com))

Most of these services operate similarly to the ones discussed in this chapter and offer some level of free access. All have iPad apps available for download from the App Store. Don't be surprised to find a Google Meet or Skype invitation in your mailbox from someone you know!



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