My Video Chat for Seniors



•

FaceTime, Facebook Messenger, Google Duo, Google Meet, Microsoft Teams, Skype, WhatsApp, and Zoom



Michael Miller

FREE SAMPLE CHAPTER

SHARE WITH OTHERS

8+

in

Ju





Michael Miller



My Video Chat for Seniors Copyright © 2021 by Pearson Education, Inc.

AARP is a registered trademark.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning, or otherwise, except as permitted under Section 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. No patent liability is assumed with respect to the use of the information contained herein.

Limit of Liability/Disclaimer of Warranty: While the publisher, AARP, and the author have used their best efforts in preparing this book, they make no representations or warranties with respect to the accuracy or completeness of the contents of this book and specifically disclaim any implied warranties of merchantability or fitness for a particular purpose. No warranty may be created or extended by sales representatives or written sales materials. The advice and strategies contained herein may not be suitable for your situation. You should consult with a professional where appropriate. The publisher, AARP, and the author shall not be liable for any loss of profit or any other commercial damages, including but not limited to special, incidental, consequential, or other damages. The fact that an organization or website is referred to in this work as a citation and/or a potential source of further information does not mean that the publisher, AARP, and the author endorse the information the organization or website may provide or recommendations it may make. Further, readers should be aware that Internet websites listed in this work may have changed or disappeared between when this work was written and when it is read.

Microsoft and/or its respective suppliers make no representations about the suitability of the information contained in the documents and related graphics published as part of the services for any purpose. All such documents and related graphics are provided "as is" without warranty of any kind. Microsoft and/or its respective suppliers hereby disclaim all warranties and conditions with regard to this information, including all warranties and conditions of merchantability, whether express, implied or statutory, fitness for a particular purpose, title and non-infringement. In no event shall Microsoft and/or its respective suppliers be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, whether in an action of contract, negligence, or other tortious action, arising out of or in connection with the use or performance of information available from the services. The documents and related graphics contained herein could include technical inaccuracies or typographical errors. Changes are periodically added to the information herein. Microsoft and/or its respective suppliers may make improvements and/or changes in the product(s) and/or the program(s) described herein at any time. Partial screen shots may be viewed in full within the software version specified.

ISBN-13: 978-0-13-738125-8 ISBN-10: 0-13-738125-5 Library of Congress Control Number: 2020952432

ScoutAutomatedPrintCode

Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que Publishing cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark. Credit lines are listed below product photos.

Unless otherwise indicated herein, any third-party trademarks that may appear in this work are the property of their respective owners and any references to third-party trademarks, logos, or other trademarks are for demonstrative or descriptive purposes only. Such references are not intended to imply any sponsorship, endorsement, authorization, or promotion of Que Publishing products by the owners of such marks, or any relationship between the owner and Que Publishing or its affiliates, authors, licensees, or distributors.

Microsoft[®] and Windows[®] are registered trademarks of the Microsoft Corporation in the U.S.A. and other countries. Screenshots and icons reprinted with permission from the Microsoft Corporation. This book is not sponsored or endorsed by or affiliated with the Microsoft Corporation.

Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an "as is" basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book.

Special Sales

For information about buying this title in bulk quantities, or for special sales opportunities (which may include electronic versions; custom cover designs; and content particular to your business, training goals, marketing focus, or branding interests), please contact our corporate sales department at corpsales@ pearsoned.com or (800) 382-3419.

For government sales inquiries, please contact governmentsales@pearsoned.com.

For questions about sales outside the United States, please contact intlcs@pearson.com.

Editor-in-Chief Brett Bartow

Executive Editor Laura Norman

Marketing Stephane Nakib

Director, AARP Books Jodi Lipson

Director, AARP Technology Strategy Integration Michael Phillips

Editorial Services The Wordsmithery LLC

Managing Editor Sandra Schroeder

Senior Project Editor Lori Lyons

Technical Editor Brad Miser

Indexer Cheryl J. Lenser

Proofreader Sarah Kearns

Editorial Assistant Cindy Teeters

Designer Chuti Prasertsith

Compositor Bronkella Publishing

Graphics TJ Graham Art

Contents at a Glance

Chapter 1	ter 1 Understanding Video Chat: Understanding What It Is and	
	How It's Keeping Us Connected	
Chapter 2	Comparing Video Chat Platforms	
Chapter 3	Using Zoom	
Chapter 4	Getting More Out of Zoom	
Chapter 5	Using FaceTime	
Chapter 6	Using Facebook Messenger	105
Chapter 7	Using Skype	
Chapter 8	Using WhatsApp	133
Chapter 9	Using Google Duo and Meet	
Chapter 10	Using Microsoft Teams	
Chapter 11	Video Chatting with Facebook Portal, Amazon Echo Show,	
	and Google Nest Hub Max	169
Chapter 12	Tips and Tricks for Better Video Chats	195
Chapter 13	Enhancing Your Video Chats with Add-Ons and Accessories	
Chapter 14	Hosting Virtual Events	239
Chapter 15	Staying Safe While Video Chatting	253
	Glossary	266
	Index	

Table of Contents

Understanding Video Chat: What It Is and How It's Keeping Us Connected	3
What Video Chat Is—and How It Works	
What Video Chat Is	4
How Video Chat Works	5
How and Why People Use Video Chat	5
Chatting with Friends and Family	5
Meeting in Groups	6
Holding Business Meetings	6
Having Virtual Parties and Celebrations	7
Engaging in Distance Learning	7
Participating in Telehealth Appointments	7
Providing Remote Caregiving	8
And More	8
Video Chatting on Different Devices	8
Video Chat on a Computer	9
Video Chat on a Tablet	
Video Chat on a Mobile Phone	
Video Chat on a Smart Display	
Comparing Video Chat Platforms	15
Introducing the Major Video Chat Platforms	
Zoom	
Apple FaceTime	
Facebook Messenger	

Skype

WhatsApp

Google Duo

20

21

23

Google Meet	
Microsoft Teams	
Evaluating the Major Video Chat Platforms	
Which Video Chat Platform(s) Should You Use?	
Best for One-on-One Chats	
Best for Group Chats	
Best for Business Meetings	
Best for Live Large Meetings and Seminars	
Best for Apple Users	
Best for Android Users	
Best for Facebook Users	
Best for Video Chatting on Your Phone	
Which Device(s) Should You Use for Video Chat?	
Best for One-on-One Chats	
Best for Group Chats	
Best for Business Meetings	
Best for Mobility	
Best for Picture Quality	
Best for Non-Technical Users	

3 Using Zoom

-	0
5	Э

Learning All About Zoom	
Using Zoom on Different Devices	
Zoom on a Computer	
Zoom on an iPad	
Zoom on a Phone	
Participating in a Zoom Meeting	
Accept an Email Invitation	
Accept a Text Invitation	
Enter a Meeting Manually	
Switch Views	

vi My Video Chat for Seniors

	Mute Your Microphone	
	Turn Off Your Camera	60
	Leave a Meeting	60
Η	osting a Zoom Meeting	61
	Start an Instant Meeting	61
	Invite Participants via Email	62
	Invite Participants via Text	65
	Schedule a Meeting in Advance	66
	Manage a Meeting	69
	Assign Another Host and Leave the Meeting on a Computer	71
	Assign Another Host and Leave the Meeting on a Phone or Tablet	72
	End a Meeting Early	73

4 Getting More Out of Zoom

Advanced Features for Participants	
Apply a Virtual Background on a Computer	
Apply a Virtual Background on a Phone or Tablet	
React to the Meeting	
Chat with Other Participants on a Computer	
Chat with Other Participants on a Phone or Tablet	
Share Screen Content on a Computer	
Share Screen Content on a Phone or Tablet	
Advanced Features for Hosts	
Enable or Disable Options for Participants	
Transfer Host Duties	
Record a Zoom Meeting on Your Computer	
Managing Zoom Contacts	
Add a Zoom Contact	
Meet One-on-One with a Contact	
Invite a Contact to a Group Meeting	

Using FaceTime	95
Understanding Apple FaceTime	
Video Chatting with FaceTime	
Answer a FaceTime Request	
Start a Video Chat	
Using Group FaceTime for Larger Meetings	
Start a Group FaceTime Chat	
Add a Person to a Group Chat	

6 Using Facebook Messenger

Understanding Facebook Messenger	105
Video Chatting with Facebook Messenger	106
Start a Video Chat from the Messenger App on Your Phone or Tablet	
Start a Video Chat from the Facebook Website	
Answer a Video Call	110
Add Another Person to a Group Call	
Group Chatting with Messenger Rooms	112
Create a Messenger Room on a Computer	
Create a Messenger Room on a Phone or Tablet	
Invite Other Participants	114
Video Chat in a Messenger Room	

7 Using Skype

Understanding Skype	
Video Chatting with Skype	
Accept a Video Call	
Add a Contact	
Start a Video Chat	
Using Skype for Group Video Chats	
Add Another Person to a Video Chat	
Start a New Group Chat	
Participate in a Group Chat	

8 Using WhatsApp	133
Understanding WhatsApp	
Video Chatting with WhatsApp	
Answer a Video Call	
Make a Video Call	
Call a Group	
Add Other Participants to a Group Call	
9 Using Google Duo and Meet	143
Video Chatting with Google Duo	
Accept a Duo Call	
Make a Duo Call	
Create a Group Duo Call	
Video Meetings with Google Meet	
Accept a Google Meet Invitation	
Host an Instant Meeting on a Computer	
Host an Instant Meeting on a Phone	
10 Using Microsoft Teams	161
Understanding Microsoft Teams	
Video Chatting with Microsoft Teams	
Accept an Invitation	
Launch a Teams Meeting	
11 Video Chatting with Facebook Portal, Amazon B	•
and Google Nest Hub Max	169
Chatting with Facebook Portal	
Understanding Facebook Portal	
Choosing a Facebook Portal Model	
Using the Facebook Portal	
Change Portal Settings	

Configure Your Favorite Contacts	
Accept a Portal Call	
Make a Portal Call	
Participate in a Messenger Room	
Chatting with Amazon Echo Show	
How Video Chatting Works with Echo Show	
Choosing an Amazon Echo Show Model	
Answer a Video Call	
Video Call Another Echo Show	
Chatting with Google Nest Hub Max	
Get to Know the Google Nest Hub Max	
Accept a Google Duo Call	
Make a Google Duo Call	
Participate in a Google Meet Meeting	

12 Tips and Tricks for Better Video Chats

Creating the Right Environment	
Find a Quiet Place—and Close the Door	
Clean Up Your Room	
Choose a Better Background	
Improve the Lighting	
Change the Camera Position	
Making a Better Connection	
Improve Your Wi-Fi Connection	203
Connect via Ethernet Instead of Wi-Fi	
Minimize Network Traffic	
Close Unused Applications	
Upgrade Your Internet Plan	
Improving Your Appearance	208
Dress Appropriately	
Do Your Hair and Look Presentable	

x My Video Chat for Seniors

Get Comfortable	
Minimize Distractions	
Don't Fidget	
Look at the Camera—Not Yourself	
Mute Yourself—and Remember to Unmute	
Know Your Audience	
Preparing for a Video Meeting	
Tips If You're Hosting a Video Meeting	
Tips If You're Participating in a Formal Video Meeting	

13	Enhancing Your Video Chats with Add-Ons and Accessories	217
----	---	-----

Webcams and Microphones	
Webcams	
Microphones	
Headphones, Headsets, and Earbuds	
Headphones	
Headsets	
Earbuds	
Lighting and Backgrounds	
Lighting	
Green Screens and Other Backgrounds	
Stands and Tripods	
Laptop Stands	
Tablet Stands	
Tripods	

14 Hosting Virtual Events	239
What Is a Virtual Event?	
Types of Virtual Events	
Choosing the Right Chat Platform	

Hosting a Virtual Gathering	
Plan a Virtual Event	
Manage a Virtual Celebration	
Hosting a Webinar	
Choose One: Meeting or Webinar?	
Hosting Tips for Webinars	

Staying Safe While Video Chatting	253
Learning About Worrisome Privacy and Security Issues	
Are Companies Spying on Your Chats?	
Is the Government Spying on Your Chats?	
Are Hackers Spying on Your Chats?	
Are Your Chat Partners Sharing Your Chats?	
Privacy and Security Issues with Specific Chat Platforms	
Apple FaceTime	
Facebook Messenger	
Google Duo and Meet	
Microsoft Teams	
Skype	
WhatsApp	
Zoom	
Making Your Video Chats More Private and Secure	
Don't Publicize Chat Invitations	
Use a Unique Meeting ID	
Use a Strong Password	
Enable the Waiting Room	
Lock Your Meetings Once They Start	
Keep Your Chat Apps Updated	

Use Your Web Browser Instead of the App

xii My Video Chat for Seniors

Watch What You Screen Share	
Keep Private Information Out of the Background	
Don't Say or Show Anything You Don't Want Made Public	
Avoiding Screen Fatigue and Eye Strain	

Glossary

266

Index

271

About the Author

Michael Miller, a popular and prolific writer of more than 200 nonfiction books, is 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 iPad for Seniors, My TV for Seniors, My Windows 10 Computer for Seniors, My Facebook for Seniors, My Social Media for Seniors, My Internet for Seniors, 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

Follow the author on Twitter: molehillgroup

Dedication

To all the schoolkids who had to adapt to Zoom and distance learning during the COVID-19 crisis, including my grandchildren Alethia, Collin, Hayley, Jackson, Judah, and Lael.

Acknowledgments

Thanks to all the folks at Que/Pearson who helped make this book a reality, including but not limited to Laura Norman, Charlotte Kughen, Lori Lyons, Tricia Bronkella, Cheryl Lenser, Tammy Graham, and Sarah Kearns. Thanks also to technical editor Brad Miser, who verified all the technical details in the book and offered many useful suggestions. Special thanks to Jodi Lipson and Michael Phillips at AARP for recognizing the opportunity for this book, offering many good content ideas, and quickly and painstakingly reviewing the manuscript.

Finally, thanks to all my family members who willingly (or not) agreed to help out with all the many screenshots in this book. I couldn't have done it without you!

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*™, 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.

We Want to Hear from You!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

You can email or write to let us know what you did or didn't like about this book—as well as what we can do to make our books better.

Please note that we cannot help you with technical problems related to the topic of this book.

When you write, please be sure to include this book's title and author, as well as your name, email address, and phone number. We will carefully review your comments and share them with the author and editors who worked on the book.

Email: community@informit.com

Reader Services

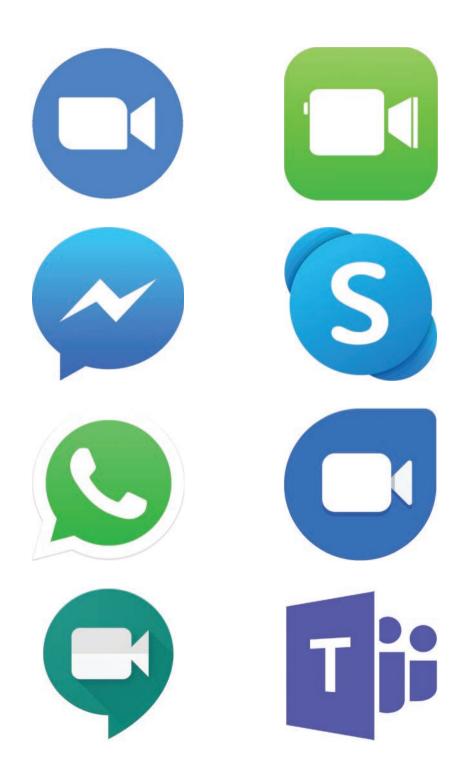
Register your copy of *My Video Chat for Seniors* at informit.com for convenient access to downloads, updates, and corrections as they become available. To start the registration process, go to www.informit.com/register and log in or create an account.* Enter the product ISBN, 9780137381258, and click Submit.

*Be sure to check the box that you would like to hear from us in order to receive exclusive discounts on future editions of this product.

Figure Credits

Chapter	Figure	Page	Credit
Cover			Marish/Shutterstock
_			Svetolk/Shutterstock
1	FIGCO-01	2	milkos/123RF
1	UNFIG01-01	4	stockwars/Shutterstock
1	UNFIG01-02	9	Melinda Nagy/Shutterstock
2	UNFIG02-01B	16	rawpixel/123RF
2	UNFIG02-01C	16	Oleg Doroshenko/123RF
2	UNFIG02-01D	16	Natalia Gavrilova/123RF
2	UNFIG02-01E	16	9nong/123RF
3	FIGCO-03B	38	rawpixel/123RF
3	FIGCO-03C	38	Oleg Doroshenko/123RF
3	FIGCO-03D	38	Natalia Gavrilova/123RF
3	FIGCO-03E	38	9nong/123RF
3	UNFIG-02B	42	rawpixel/123RF
3	UNFIG-06B	46	Natalia Gavrilova/123RF
3	UNFIG-18B	53	9nong/123RF
3	UNFIG-21B	55	Oleg Doroshenko/123RF
3	UNFIG-23B	56	rawpixel/123RF
3	UNFIG-23C	56	Oleg Doroshenko/123RF
3	UNFIG-23D	56	Natalia Gavrilova/123RF
3	UNFIG-23E	56	9nong/123RF
3	UNFIG-24B	56	rawpixel/123RF
3	UNFIG-24C	56	milkos/123RF
3	UNFIG-25B	57	9nong/123RF
3	UNFIG-28B	58	rawpixel/123RF
3	UNFIG-29B	59	rawpixel/123RF
3	UNFIG-29C	59	milkos/123RF
5	FIGCO-05B	94	Natalia Gavrilova/123RF
6	FIGCO-06B	104	Oleg Doroshenko/123RF
6	UNFIG06-20B	115	milkos/123RF
7	FIGCO-07A	118	9nong/123RF
7	FIGCO-07B	118	rawpixel/123RF
7	UNFIG07-21	130	rawpixel/123RF

Chapter	Figure	Page	Credit
10	FIGCO-10B	160	Oleg Doroshenko/123RF
10	FIGCO-10C	160	milkos/123RF
10	FIGCO-10D	160	9nong/123RF
10	UNFIG10-02B	163	milkos/123RF
10	UNFIG10-12B	166	Oleg Doroshenko/123RF
10	UNFIG10-12C	166	milkos/123RF
10	UNFIG10-12D	166	9nong/123RF
12	FIGCO-12	194	fizkes/Shutterstock
13	FIGCO-13	216	Agenturfotografin/Shutterstock
13	UNFIG13-02	221	FoodAndPhoto/Shutterstock
13	UNFIG13-05	226	photowarehouse/123RF
14	FIGCO-14	238	Twinsterphoto/Shutterstock
15	FIGCO-15	252	milkos/123RF
15	UNFIG15-01	265	Lio Putra/123RF



In this chapter, you discover the major video chat platforms—Zoom, FaceTime, Facebook Messenger, Skype, WhatsApp, Google Duo, Google Meet, and Microsoft Teams.

- → Introducing the Major Video Chat Platforms
- → Evaluating the Major Video Chat Platforms
- → Which Video Chat Platform(s) Should You Use?
- → Which Device(s) Should You Use for Video Chat?

2

Comparing Video Chat Platforms

All the video chat platforms discussed in this book do pretty much the same thing in pretty much the same fashion—although there are some differences between them. The question, then, is which video chat platform should you use—under which circumstances.

Read on to learn about the major video chat platforms: their main features, what devices they work on, their pros, and their cons. It'll help you choose which video chat platforms to use—and when.

Introducing the Major Video Chat Platforms

Which video chat platform you use when depends on the device you use, the number of people you want to chat with, how long you want to talk, and more. This section covers eight video chat platforms, all free and popular with individual users.

Zoom

16

Zoom is the most popular video chat platform today, used by about two-thirds of all people doing video chatting. Zoom started out targeting large businesses but gained popularity among individuals, schools, houses of worship, and other organizations with the onset of the COVID-19 pandemic. Today people use Zoom to connect with friends and family, hold small group meetings, do distance learning, celebrate milestones such as birthdays and anniversaries, conduct business meetings, and much more.



A Zoom meeting on an iPad

One reason Zoom became so popular is because it's fully cross-platform. That means anyone on any device—Android or iOS (Apple) phone or tablet, or Chromebook, Mac, or Windows computer—can use Zoom, as long as the device is connected to the Internet.

Another factor is that Zoom is extremely easy to use. You simply set up an account and download the app. Then the organizer, or host, enters the phone number or email addresses of the invited participants, each of whom receives a text message or email with a link. To join the meeting, just click the link. The first time you use Zoom, you're prompted to install the Zoom app (Zoom calls it the "Zoom client," and it's free), but on subsequent uses, the app should launch

automatically. The meeting opens with all participants appearing in their own little box in the onscreen grid.

Zoom is also popular because you can share files or content so everyone can view and collaborate in real time. With the free version of Zoom, a meeting can hold up to 100 participants for 40 minutes. Learn more at www.zoom.us.

Zoom

Learn more about Zoom in Chapter 3, "Using Zoom," and Chapter 4, "Getting More Out of Zoom."

Apple FaceTime

If you have an iPhone or iPad, you've probably used FaceTime video chat. Chatting with FaceTime is as easy as making a phone call. FaceTime also works on Mac computers, although it's not available for Android phones or tablets or for Windows computers.



Group FaceTime on an iPad

Apple, iOS, and iPadOS

Apple's iPhones run an operating system known as iOS. Apple's iPads run a similar operating system called iPadOS. In this book and elsewhere, both iPhones and iPads are often referred to as iOS devices.

If you have an Apple device, FaceTime shows up as a calling feature and taps directly into your device's contacts. With the tap of an onscreen button, you can initiate or answer a video call.

If you want to hold a group video chat, you use a feature that Apple calls Group FaceTime. This lets you hold chats with up to 32 participants with no time limits.

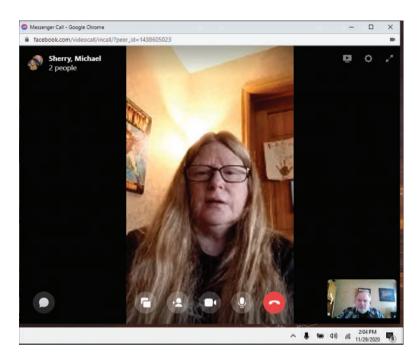
FaceTime is included for free with all Apple computers and devices, no additional installation necessary.

FaceTime

Learn more about FaceTime in Chapter 5, "Using FaceTime."

Facebook Messenger

Facebook Messenger is a messaging and video chat app from the Facebook social network. It's available to all Facebook members on all devices (Android and iOS phones and tablets, as well as Chromebook, Mac, and Windows computers). It is only available to people who are Facebook members.



Facebook Messenger on a computer

On a computer, you use Facebook Messenger from the Facebook website, in any web browser. On phones and tablets, you download the Messenger app separately from the Facebook app or use your phone's web browser. (Facebook also makes separate Facebook Portal devices that enable Messenger voice and video calls through a smart display or, in the case of the Portal TV device, your TV.)

Messenger lets Facebook users participate in audio and video calls with their Facebook friends. By default, all calls are person to person, although Facebook offers Messenger Rooms for group chat. A Room can have up to 50 participants; you can even invite people who don't have Facebook accounts to a Room. There is no time limit on Messenger video chats.

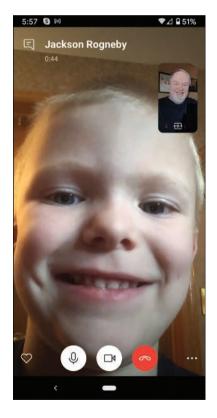
Because of how easy it is to use—and how many people use Facebook every day—Facebook Messenger is increasing in popularity, especially among older users. Learn more at www.messenger.com.

Facebook Messenger

Learn more about Facebook Messenger in Chapter 6, "Using Facebook Messenger."

Skype

Skype was one of the first video chat platforms. Like Zoom, it's available across most major platforms—Android and iOS phones and tablets, as well as Mac and Windows computers (but not Chromebooks). I have an Android phone, and I use Skype almost daily to chat with one of my granddaughters who has an Apple iPhone.



Skype on an Android phone

Microsoft, Skype, and Teams

Skype is owned by Microsoft, which also offers the newer Microsoft Teams chat platform discussed later in this chapter. Microsoft has transitioned all Skype business users to the Teams platform but maintains the Skype platform for consumer users.

Like all the other services discussed here, Skype video chats are completely free. Learn more at www.skype.com.

Skype

Learn more about Skype in Chapter 7, "Using Skype."

WhatsApp

WhatsApp is a mobile-based messaging and video chat platform that is extremely popular among school-aged kids but is also gaining popularity among more mature users. It's actually more popular outside the United States, with a huge following in Latin America, India, and parts of Asia and Europe. The app is available for both Android and iOS devices.



The WhatsApp app on an Android phone

WhatsApp started out as a messaging platform for younger users and still is used by many to send text messages and photos to friends. (It includes lots of stickers and emoji that the kids seem to like.) The platform has added voice and video chat, as well, which makes it a popular choice, especially for those already using it for texting.

Know, however, that when it comes to voice and video chatting, WhatsApp is strictly for mobile phone users. You can voice and video chat on Android and iOS devices but not on the web-based version of the service, which is limited solely to text messages.

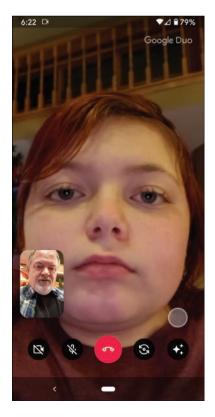
By default, WhatsApp video chats are one to one. You can, however, add up to eight total participants to a group video call with no time restrictions. If you want to include even more participants, you can shift from WhatsApp to Messenger Rooms in the Facebook Messenger app. (WhatsApp is owned by Facebook and shares the Messenger Rooms technology.) WhatsApp is a free service, like all the other video chat platforms discussed here. Learn more at www.whatsapp.com.

WhatsApp

Learn more about WhatsApp in Chapter 8, "Using WhatsApp."

Google Duo

Google Duo is a newer video chat platform from Google, designed to compete with Apple FaceTime for both iPhone and Android smartphone use. You'll find Google Duo preinstalled on many Android phones (including Google's line of Pixel phones). You can also download the Duo app for free from the Google Play Store for Android devices or Apple's App Store for iPhones and iPads. There's also a web version available, so you can use it on your Chromebook, Mac, or Windows computer.



Google Duo on an Android phone

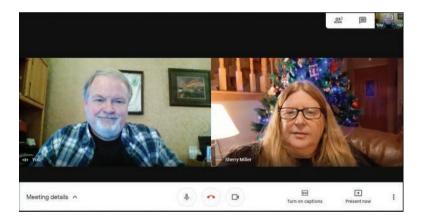
Duo is primarily designed for one-on-one video calls (and in the Android and iOS apps is integrated with your phone's calling app). You can, however, set up group video chats with up to 32 participants with no time limits. Google Duo is free, although you need a Google account to use it. Learn more at duo.google. com.

Google Duo and Google Meet

Learn more about Google Duo and Google Meet in Chapter 9, "Using Google Duo and Meet."

Google Meet

Also from Google is Google Meet. Unlike Duo, Google Meet is designed for larger video meetings of up to 100 participants for up to 60 minutes.



Google Meet on a Windows computer

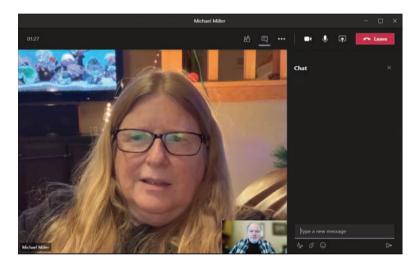
Google Meet was originally designed for secure business meetings. During the early weeks of the COVID-19 crisis, however, Google reengineered it to be more consumer friendly (and to compete more directly with Zoom). Today, Google Meet is free for consumers to use; all you need is a Google account.

Google Meet is available for all devices and platforms, including Android, iOS, Mac, Windows, and Chrome OS. Google also offers paid accounts with additional features, including no 60-minute time limit on chats.

Learn more at meet.google.com.

Microsoft Teams

The final video chat platform in our sights is Microsoft Teams. Teams is actually a collaboration platform targeted at businesses as part of the Microsoft 365 offering.



Microsoft Teams on a Windows computer

The business version of Microsoft Teams includes text messaging, voice and video calling, video conferencing, and file sharing between Microsoft's Office apps; the cost is a minimum of \$5 per user per month. There is also a free version of Microsoft Teams designed for consumers that focuses on messaging and audio and video chat.

This free version of Microsoft Teams includes one-on-one and group voice and video chats. It's available on all platforms, including Android and iOS as well as via web browser on Windows, Mac, and Chromebook computers. Group video chats can have up to 250 participants and last up to 24 hours, making Teams a good choice for all-day meetings or chats. Learn more at www.microsoft.com/microsoft-365/microsoft-teams/group-chat-software.

Microsoft Teams

Learn more about Microsoft Teams in Chapter 10, "Using Microsoft Teams."

>>>Go Further OTHER VIDEO CHAT PLATFORMS

The eight video chat platforms discussed in this chapter are the most popular among home users, but they're not the only platforms vying for eyeballs. There are a number of video chat platforms targeted at the business or enterprise market that have millions of individual users. These platforms typically offer more functionality than mere video conferencing, including enhanced security, real-time collaboration and file sharing, and integration with Microsoft Office and other apps.

Among the most popular of these enterprise-level video communications platforms are

- BlueJeans (www.bluejeans.com)
- Cisco Webex (www.webex.com)
- GoToMeeting (www.gotomeeting.com)
- Wickr (www.wickr.com)

As noted, these platforms are not designed for casual consumer use and have few home users.

Evaluating the Major Video Chat Platforms

What are the differences between all these video chat platforms and how do they compare? Refer to Table 2.1 for a breakdown of the details of each of the major video chat platforms.

Chat Platform	Consumer Plans	Operating Systems/ Devices	Max Number of Users	Time Limits	Pros	Cons
Apple FaceTime	Free	iOS, Mac	32	Unlimited	Easy to use, integrated into Apple devices.	Only for users of Apple devices.
Facebook Messenger	Free	All (Android, ChromeOS, iOS, Mac, Windows)	8 (50 in Messenger Rooms)	Unlimited	Facebook "friends," works with Facebook	Only for Facebook users, clunky interface, dif- ficult to cre- ate and share "rooms," some privacy issues.
Google Duo	Free	All (Android, ChromeOS, iOS, Mac, Windows)	32	Unlimited	Easy to use, especially for Android phone users.	Users must have Google accounts.
Google Meet	Free	All (Android, ChromeOS, iOS, Mac, Windows)	100	60 min- utes	Cross- platform.	Users must have Google accounts, limit on meet- ing length.
Microsoft Teams	Free	All (Android, ChromeOS, iOS, Mac, Windows)	250	24 hours	Largest number of participants, all-day meeting length.	Business- focused design may not be as user-friendly as other plat- forms.

Table 2.1 Features of Major Video Chat Platforms

Chapter 2 Comparing Video Chat Platforms

Chat Platform	Consumer Plans	Operating Systems/ Devices	Max Number of Users	Time Limits	Pros	Cons
Skype	Free	Android, iOS, Mac, Windows	100	4 hours per call, 10 hours per day, 100 hours per month.	Cross- platform across most devices, good for group meetings.	Not avail- able for Chromebook. Looks less modern than newer plat- forms.
WhatsApp	Free	Android, iOS	8	Unlimited	Primarily for smartphone users, inte- grates with Facebook Messenger Rooms for large group chats.	For smart- phones only.
Zoom	Free	All (Android, ChromeOS, iOS, Mac, Windows)	100	40 min- utes	Cross- platform across any device, easy to use, easy to share your screen.	Chats limited to 40 min- utes, not able to directly call someone (must send a link).

28

>>>Go Further WHICH PLATFORM IS THE MOST POPULAR?

When it comes to video chat platforms, which are the most popular? It depends on who's chatting.

Among users of all ages, Zoom is the number one platform, with 66% of the total. FaceTime is number two with 48%, followed by Facebook Messenger (31%), Skype (27%), Google Hangouts/Duo/Meet (22%), WhatsApp (19%), Microsoft Teams (17%), and other (7%), according to a survey from research firm Ipsos.

For users aged 55+, it breaks down this way:

- Zoom, 66%
- FaceTime, 43%
- Skype, 26%
- Facebook Messenger, 20%
- WhatsApp, 17%
- Microsoft Teams, 16%
- Google Hangouts/Duo/Meet, 13%
- Other, 10%

The numbers total more than 100% because many people use more than one platform.

The survey also asked why people use video chat. People aged 55+ said they use video chat for:

- Visiting with family and/or friends (72%)
- Work (33%)
- Telehealth (8%)
- Education (7%)
- Exercise (7%)

Only 1% of people in this age group said they used video chat for dating.

Which Video Chat Platform(s) Should You Use?

With all the video chat platforms available, which should you choose for yourself? Well, there's no simple answer to that because each platform has strengths and weaknesses.

You'll probably end up using more than one video chat platform, depending on your needs and who you're communicating with. Each platform has its strengths and weaknesses. Table 2.2 shows my take on which platform is best suited for what.

Best For	Facebook Messenger	FaceTime	Google Duo	Google Meet	Microsoft Teams	Skype	WhatsApp	Zoom
One-on- One Chats	1	1	1			1	1	
Group Chats	✓ (Messenger Rooms)			1		1		1
Business Meetings				1	1			\checkmark
Live Streaming Large Meetings and Webinars				1	J			5
Apple Users		1						
Facebook Users	1							
Video Chatting on Your Phone	1	~	1				1	

Table 2.2 Best Video Chat Platforms for Specific Uses

30

Best for One-on-One Chats

- Facebook Messenger (Facebook users only)
- FaceTime (Apple devices only)
- Google Duo
- Skype
- WhatsApp

When it comes to one-on-one video chats, you want a simple solution—and fancy group chat features don't matter much. For this scenario, if you and the person you're chatting with have Apple devices, consider FaceTime; if you're both on Facebook, go with Facebook Messenger; and for cross-platform use, go with Google Duo or Skype. WhatsApp is another option, if you and the other person you're chatting with both use it.

Best for Group Chats

- Facebook Messenger Rooms
- Google Meet
- Skype
- Zoom

For group chats, you need a solution that is cross-platform because it's likely that people in the group will be using all manner of devices—some iPhones, some Android phones, some iPads, some Windows computers, and some Mac computers. You also need a platform that's easy for everybody to use.

For all these reasons, the number one choice for small or large group chats is Zoom. It's fully cross-platform, so nobody is excluded. You can set up a chat with the press of a button, and any participant can join just by clicking a link in an email or text message. Zoom is also very versatile in operation, with multiple display options, virtual backgrounds, screensharing, and other advanced options—if you need them. You can have up to 100 participants per meeting, and the 40-minute meeting limit is not that restricting. There are three good alternatives to Zoom for small and medium-sized group chats: Facebook Messenger Rooms, Google Meet, and Skype. All three are just about as easy to use and make it easy to create meetings and invite participants. They are also all cross-platform.

Best for Business Meetings

- Google Meet
- Microsoft Teams
- Zoom

Zoom is also the number-one choice for most business meetings. The crossplatform compatibility is a necessity, and the screen sharing and display options help make meetings more functional. Zoom also lets meeting participants engage in side text chats and makes it easy to switch Zoom from interactive to presentation mode, which is good for larger meetings.

Google Meet and Microsoft Teams are two other viable platforms for business use. Google Meet is just about as easy to use as Zoom, although all participants need Google accounts. (Most people have Google or Gmail accounts already, and it's easy enough to open a new one.) Microsoft Teams isn't quite as userfriendly as Meet or Zoom but may hold appeal for some people. Like Zoom, both offer robust screen- and file-sharing functionality; Teams also is fully integrated with all Microsoft Office apps, which most businesses use.

Best for Live Large Meetings and Seminars

- Google Meet
- Microsoft Teams
- Zoom

If you're hosting a meeting or seminar with a large number of passive participants—that is, you're not looking for interactivity—then Zoom, Google Meet, or Microsoft Teams all do the job. Zoom is probably the platform of choice, just because more people are familiar with it, but any of these three platforms offer similar functionality. It's really more about putting on a live presentation than hosting a meeting where every participant gets a voice in real time, which all three of these platforms offer the tools to do.

Best for Apple Users

• FaceTime

If you and the people you want to chat with all have Apple devices—iPhones, iPads, and Macs—then for day-to-day video chatting, FaceTime can't be beat. FaceTime works super smoothly within the Apple ecosystem, to the point where anything else seems clunky. If you're in the Apple family and are just chatting (without needing to share something on your screen), use FaceTime.

Best for Android Users

Google Duo

If you're an Android user—with a Google Pixel, Samsung Galaxy, or similar phone or tablet—you can't use FaceTime. Instead, the best video chat platform for you is Google Duo. (In fact, Duo may already be installed on your device, especially if you have a Google Pixel phone.) Google Duo integrates well with your device's built-in phone app and, as an added benefit, is cross-platform. That means that your friends and family can install and use Google Duo on their devices, even if they're not running the Android operating system.

Best for Facebook Users

• Facebook Messenger

Here's another platform-specific recommendation. If you and your friends are all on Facebook—and are currently using Facebook Messenger to send individual and group text messages back and forth—then you might as well use Facebook Messenger for your video chats, too. Many people keep Facebook open practically 24/7 on their phones and computers, so using Facebook for video chatting feels like it's just another app in the operating system. Granted, Messenger might not have all the bells and whistles found on other chat platforms, but if all you need is the basics—and you're tied into the Facebook network—then Messenger may be the way to go.

Best for Video Chatting on Your Phone

- Facebook Messenger (Facebook users only)
- FaceTime (iPhones only)
- Google Duo
- WhatsApp

Some people video chat from their computers. Some people video chat from their tablets. But many, many people video chat from their ever-present smart-phones. If this describes you, then Facebook Messenger (if you're talking to other Facebook users), Apple FaceTime (if you're talking only to fellow iPhone users), Google Duo, or WhatsApp is probably all you need. All these platforms offer simple and intuitive phone-based operation, which makes video chatting just about as easy as making a traditional phone call.

Which Device(s) Should You Use for Video Chat?

In addition to deciding on what video chat platform to use, you probably also have a choice of what device to use for your video chatting. Depending on your situation, you may be able to chat on your phone, your tablet, or your laptop or desktop computer. You may even have other options, such as a smart speaker with a screen or a dedicated video chat device, such as Facebook Portal. Which device should you chat with?

Best for One-on-One Chats

When it comes to one-on-one chats, convenience is key. This probably means using whatever device you're closest to at the moment. If you're working at your desk and want to chat, use your computer. If you're sitting in your car or your living room, just pull out your phone. You don't need a big screen to chat oneon-one with a family member or friend.

Best for Group Chats

Group chats, on the other hand, benefit from a device with a larger screen. If you have a half-dozen or more people displayed in little boxes, it's nice to have

a bigger screen to see everyone clearly. This pretty much rules out using your phone. If it's a smaller group meeting, a tablet might suffice, but for meetings with large numbers of people, nothing beats the bigger screen of a laptop or (even better) desktop computer.

Best for Business Meetings

If you're participating in a business meeting, you may need access to documents and files on your computer during the meeting. This means using the same device for the video chat as you do for your regular work—either a laptop or desktop computer. This way you can open the video meeting in one window and the other documents you need in other windows—and even keep your email app going in the background, too.

Best for Mobility

When you're moving around, you need a device that's more mobile, which probably means your phone. A tablet might do in a pinch, but the good old smartphone is the ultimate mobile device.

Best for Picture Quality

So far, the focus has been on your end of the video chat. What about what other people see—the quality of the picture captured by the camera in the device you're using? Although there are significant variations in camera quality from device to device, here's some general advice.

It's likely that your phone or tablet will have a better camera than the one built into or connected to your laptop or desktop computer. You use your phone or tablet to take high-quality photographs and videos; you don't use your computer in the same fashion. For this reason, most newer and more expensive phones and even some tablets have very good cameras and lenses that take very good pictures, even in low light.

On the other hand, your computer's camera, whether built in to the device or an external webcam, is likely not optimized for picture quality and in many cases delivers much lower resolution than the cameras in many phones and tablets.

Put simply, you'll likely look better if you use the camera in your phone or tablet than if you use your computer's camera or a webcam.

If picture quality is important to a particular video chat or meeting, use the device with the best front-facing camera—which is probably your phone or tablet.

Best for Non-Technical Users

Many people use video chat to keep in touch with relatives who are less than comfortable with today's technology. Clicking into a Zoom meeting or answering a Skype call may seem easy to you but could be frustratingly beyond the capabilities of some less tech-savvy people.

If you want to chat with someone less technical who might not have a computer or tablet or even current smartphone, consider purchasing that person a device specifically for video chatting. There are several available.

First, there are smart displays, which are like smart speakers (like the Amazon Echo Dot) but with a screen. If you're in the Amazon ecosystem, that means the Echo Show (www.amazon.com); in the Google ecosystem, that's a Nest Hub Max (store.google.com/product/google_nest_hub_max). If you have a similar device in your home, it's extremely easy to make a video call from your device to the other one, or vice versa.



Video chatting on an Amazon Echo Show device

Video Chat Devices

Learn more about chatting with dedicated video chat devices in Chapter 11, "Video Chatting with Facebook Portal, Amazon Echo Show, and Google Nest Hub Max."

Then there's the Facebook Portal (portal.facebook.com), which is a family of devices designed specifically for video chatting over the Facebook Messenger service. Facebook offers several portals with their displays of various sizes, as well as a Portal TV unit which has a built-in camera and connects to your TV to view the video chat. The Portal TV gained popularity during the COVID-19 crisis and is especially popular among older users.

Index

Ą

AboveTEK Flexible Arm Stand, 235 accepting. See also answering contact requests in Skype, 123 email invitations for Google Meet, 154 for Microsoft Teams, 163-164 for Zoom, 47-48 text invitations for Zoom, 50 accessories for video chats backgrounds and green screens, 230-231 earbuds, 226 headphones, 223-225 headsets, 225-226 importance of quality, 221 laptop stands, 232-233 lighting, 227-229 microphones, 220-223 tablet stands, 234-235 tripods, 235-236 webcams, 218-220 where to buy, 232

Active Speaker View (Zoom), 53 active video chat, 8 activities for virtual celebrations, 245 adding contacts in Skype, 122-123 in Zoom, 90 participants to Facebook Messenger calls, 110-111 in Group FaceTime, 102-103 in Skype, 126-127 in WhatsApp, 139 add-on apps for Zoom, 237 Adorama, 232 Alexa Care Hub, 189 Amazon, 232 Amazon Alexa Care Hub, 189 Amazon Echo Dot, 36 Amazon Echo Show, 36, 182-188 capabilities of, 183 models of, 183-184

272 INDEX

Amazon Echo Show

video chats answering calls, 185-186 startina, 186-188 answering. See also accepting Amazon Echo Show calls, 185-186 Facebook Messenger calls, 110 Facebook Portal calls, 179 FaceTime requests, 96 Google Duo calls, 145-147 with Google Nest Hub Max, 190-191 Skype calls, 120-121 WhatsApp calls, 134-135 appearance for video chats, 208-212 clothing, 209 comfortable surroundings, 210 fidgeting, 211 fitting in with audience, 212 hair and makeup, 210 minimizing distractions, 210-211 muting and unmuting, 211 previewing, 212 where to look, 211 Apple FaceTime, 17-18, 95-103 capabilities, 95 feature comparison, 27

group chat adding participants, 102-103 starting, 100-101 hardware requirements, 95-96 popularity, 29 purpose comparison, 30, 33-34 one-on-one chats, 31 requests, answering, 96 security and privacy issues, 258 end-to-end encryption, 254-255 troubleshooting, 103 video chats Memoii in, 99-100 starting, 97-99 applications, closing unused, 207 applying virtual backgrounds in Zoom, 75-78 Appointlet, 237 appointments via video chat, 7 apps Houseparty, 243 updating, 262 web browsers versus, 262 Zoom add-ons, 237 assigning new host in Zoom, 71-73, 88 attending meetings, tips for. 214 audience, fitting in with, 212 awkwardness, avoiding in virtual celebrations, 246-247

B

backgrounds applying in Zoom, 75-78 choosing, 197-198 finding for Zoom, 79 green screens, 230-231 in Messenger Rooms, 116 security and privacy issues, 263 virtual, 198 backlighting, avoiding, 200 beauty filter (Zoom), 210 Best Buy, 232 B&H Photo, 232 BlueJeans, 26 blue-light blocking glasses, 264 Blue Snowball microphones, 222 body language, 246 breakout rooms in Zoom, 93 browsers apps versus, 262 compatibility with Microsoft Teams, 162 joining Zoom meetings, 48-49, 263 business meetings best devices for, 35 best platforms for, 32 via video chat. 6 business version of Zoom, 40

С

cameras. See also webcams looking at, 211 position for video chats, 200-202 security and privacy issues, 263 switching in Zoom, 53 turning off for meetings/webinars, 249 in Zoom, 60 Canva, 79 caregiving with Alexa Care Hub, 189 via video chat, 8 celebrations via video chat. 7 cell phones. See mobile phones changing Facebook Portal settings, 175-177 Chat screen (Zoom) on computer, 42 on tablet, 43 chatting with participants in Zoom, 81-83 children, video chatting with, 215 choosing Amazon Echo Show models, 183-184 background for video chats, 197-198 devices for video chat, 203 Facebook Portal models, 172-173

lighting for video chats, 198-200 location for video chats, 196 meetings versus webinars, 247-248 platforms for virtual events, 241-243 Cisco Webex, 26 classes via video chat, 7 cleanliness, environment for video chats, 197 closing unused applications, 207 clothing for video chats, 209 cohosts for meetings/ webinars, 249 color temperature, 227 comfortable surroundings for video chats, 210 comparing video chat devices, 34-37 video chat platforms features, 26-28 popularity, 29 purposes, 30-34 computers accessories for backgrounds and green screens, 230-231 earbuds, 226 headphones, 223-225 headsets, 225-226 lighting, 227-229 microphones, 220-222 stands, 232-233 webcams, 218-220 where to buy, 232

applying virtual backgrounds on Zoom, 75-77 assigning new host on Zoom, 71 chatting with participants on Zoom, 81-82 Google Duo on, 144 Google Meet on, 154 hosting instant meetings, 155-156 purpose comparison business meetings, 35 group chats, 34 one-on-one chats, 34 picture quality, 35 sharing screen content on Zoom, 83-84 video chat on, 9 creating Messenger Rooms, 112 via Facebook Messenger, 108-109 Zoom, 41-42 conferences. See meetings; webinars configuring favorite contacts in Facebook Portal, 178 connections. See Internet connection for video chats contacts. See also participants accepting requests in Skype, 123 adding in Skype, 122-123 in Zoom, 90 favorites in Facebook Portal, 178

inviting in Zoom, 91-92

contacts

managing in Zoom, 90-92 one-on-one meetings in Zoom, 91 Contacts screen (Zoom) on computer, 42 on mobile phone, 45 on tablet, 43

INDEX

COVID-19, effect on video chatting, 12

D

decorations for virtual celebrations, 245 dedicated devices purpose comparison for nontechnical users, 36-37 video chat on, 11-12 desktop computers. See computers devices for video chat. See also computers; mobile phones; tablets Amazon Echo Show, 182-188 answering calls, 185-186 capabilities of, 183 models of, 183-184 starting video chats, 186-188 choosing, 203 dedicated devices, 11-12 Facebook Portal, 170-182 answering calls, 179 capabilities of, 170-171 changing settings, 175-177

configuring favorite contacts, 178 controls, 174-175 limitations of, 171 Messenger Room chats, 181 models of, 172-173 popularity of, 171 privacy issues, 175 setup, 173 starting video chats, 180-181 Story Time feature, 182 Google Nest Hub Max, 189-193 answering calls, 190-191 capabilities of, 189 meetings with Google Meet, 193 starting video chats, 192 purpose comparison, 34-37 diffused light, 228 distance learning via video chat. 7 distractions, minimizing, 210-211 doctor appointments via video chat, 7 downloading Zoom, 47 dress code for virtual celebrations, 245 dual-band routers, 205 Duo, 23-24, 143-150, 153 feature comparison, 27 group chats, starting, 150, 153 invitations, sending, 148 popularity, 29

purpose comparison, 30 mobile phones, 34 one-on-one chats, 31 security and privacy issues, 259 end-to-end encryption, 254-255 video calls answering, 145-147 starting, 148-150 video chats answering with Google Nest Hub Max, 190-191 starting with Google Nest Hub Max, 192

E

earbuds, 223, 226 Echo Dot, 36 Echo Show, 36, 182-188 capabilities of, 183 models of, 183-184 video chats answering calls, 185-186 starting, 186-188 effects in Messenger Rooms, 116 in Skype, 126 email invitations Google Meet, accepting, 154 meetings/webinars, 249 Microsoft Teams, accepting, 163-164 virtual celebrations including instructions in, 243 sending, 243

Zoom accepting, 47-48 sending, 62-64 enabling options for participants in Zoom, 86-88 encryption, 254 ending meetings in Zoom, 73 end-to-end encryption, 254 entering. See joining enterprise-level video chat platforms, 26, 40 environment for video chats, 195-203 background, 197-198 camera position, 200-202 cleanliness, 197 device used, 203 lighting, 198-200 pets, 196 privacy and quiet, 196-197 Ethernet connections, 206 exiting. See leaving extenders (Wi-Fi), 204 external keyboards, 234 eye strain, avoiding, 264

F

Facebook Messenger, 18-19, 105-116 feature comparison, 27 hardware requirements, 105 Messenger Rooms versus, 111-112 popularity, 29

purpose comparison, 30, 33 security and privacy issues, 258 video chats adding people to group calls, 110-111 answering calls, 110 starting, 107-109 Facebook Messenger Rooms, 19, 22, 105, 112-116 creating room, 112-113 effects and backgrounds, 116 with Facebook Portal, 181 inviting participants, 114-115 Messenger versus, 111-112 switching from WhatsApp, 140 video chatting, 115 Facebook Portal, 37, 170-182 capabilities of, 170-171 changing settings, 175-177 configuring favorite contacts, 178 controls, 174-175 limitations of, 171 models of, 172-173 popularity of, 171 privacy issues, 175 setup, 173 Story Time feature, 182 video chats, 11-12 answering calls, 179 in Messenger Rooms, 181 starting, 180-181

FaceTime, 17-18, 95-103 capabilities, 95 feature comparison, 27 group chat adding participants, 102-103 starting, 100-101 hardware requirements, 95-96 popularity, 29 purpose comparison, 30, 33-34 one-on-one chats, 31 requests, answering, 96 security and privacy issues, 258 end-to-end encryption, 254-255 troubleshooting, 103 video chats Memoji in, 99-100 starting, 97-99 family, reasons for video chatting, 5-6 fatigue, avoiding, 264-265 favorite contacts in Facebook Portal, configuring, 178 feature comparison for video chat platforms, 26-28 fidgeting, minimizing, 211 field of view, 173 finding virtual backgrounds for Zoom, 79 foreign governments, spying by, 256

INDEX friends

friends inviting to WhatsApp, 137 reasons for video chatting, 5-6

G

Gallery View (Zoom), 53, 57 games with Houseparty, 243 for virtual celebrations, 245 Getty Images, 79 gifts for virtual celebrations, 246 Google Duo, 23-24, 143-150, 153 feature comparison, 27 group chats, starting, 150, 153 invitations, sending, 148 popularity, 29 purpose comparison, 30 mobile phones, 34 one-on-one chats, 31 security and privacy issues, 259 end-to-end encryption, 254-255 video calls answering, 145-147 starting, 148-150 video chats answering with Google Nest Hub Max, 190-191 starting with Google Nest Hub Max, 192 Google Hangouts, 29

Google Meet, 24-25, 153-159 email invitations, accepting, 154 feature comparison, 27 instant meetings, hosting, 155-159 meetings with Google Nest Hub Max, 193 popularity, 29 purpose comparison, 30 business meetings, 32 aroup chats, 31-32 livestreaming meetings, 32 security and privacy issues, 259 Google Nest Hub Max, 36, 189-193 capabilities of, 189 meetings with Google Meet, 193 video chats answering calls, 190-191 starting, 192 GoToMeeting, 26 government agencies, spying by, 256 green screen effect, 76 green screens, 230-231 group chat. See also meetings best devices for, 34 best platforms for, 31-32 in Facebook Messenger, 19 adding people to calls, 110-111

in FaceTime, 18 adding participants, 102-103 starting, 100-101 in Google Duo, 24 startina, 150, 153 in Google Meet. See **Google Meet** with Messenger Rooms, 112-116 creating room, 112-113 effects and backgrounds, 116 with Facebook Portal, 181 inviting participants, 114-115 video chattina, 115 in Microsoft Teams. See Microsoft Teams in Skype adding people, 126-127 participating in, 130-131 starting, 128-130 in WhatsApp, 22 adding participants, 139 starting, 138-139 switching to Messenger Rooms, 140 in Zoom. See Zoom Group FaceTime, 18, 95 adding participants, 102-103 starting chat, 100-101 group meetings via video chat, 6 auest lists for virtual celebrations, 242

leaving meetings in Zoom

277

Н

hackers, spying by, 256-257 hair for video chats, 210 Hallmark Channel Virtual Backgrounds, 79 hands, raising in Zoom, 61 hardware requirements Facebook Messenger, 105 FaceTime, 95-96 meetings/webinars, 248 Microsoft Teams, 162 video chat, 10 WhatsApp, 134 Zoom, 39-40 headphones, 223-225 headsets, 223-226 microphones in, 222 health, tips for, 264-265 Home screen (Zoom) on computer, 41 on tablet, 43 hosting instant meetings (Google Meet) on computer, 155-156 on mobile phone, 157-159 meetings/webinars, 247-250 in Microsoft Teams, 164-167 tips for, 213 in Zoom, 61, 64-73, 83-89 virtual celebrations, 242-247 managing, 244-247 planning, 242-245

hosts, assigning in Zoom, 71-73, 88 Houseparty, 243

icebreakers for virtual celebrations, 245 InnoGear Webcam Stand, 236 instant meetings Google Meet on computer, 155-156 on mobile phone, 157-159 Zoom, 61-62 instructions, including in email invitations, 243 Internet connection for video chats, 203-208 closing unused applications, 207 Ethernet, 206 minimizing network traffic, 207 upgrading, 207-208 upload limitations, 208 Wi-Fi improvements, 203-205 wired connections for meetings/webinars, 248 invitations email accepting for Google Meet, 154 accepting for Microsoft Teams, 163-164 accepting for Zoom, 47-48

including instructions in. 243 for meetings/webinars, 249 sending for virtual celebrations, 243 sending for Zoom, 62-64 in Google Duo, 148 public, 261 text accepting for Zoom, 50 sending for Zoom. 65-66 invitina contacts in Zoom, 91-92

friends to WhatsApp, 137 participants to Messenger Rooms, 114-115 iOS devices, 18 iPads. See tablets

J–K–L

joining meetings in Google Meet, 154 in Zoom, 48-49, 51-53, 263

keyboards, external, 234

landscape orientation for Facebook Portal, 173 laptop computers. *See* computers law enforcement agencies, spying by, 256 leaving meetings in Zoom, 60 lighting, 227-229 choosing, 198-200 tips for, 264 Lingmo Translate, 237 livestreaming meetings, best platforms for, 32 location for video chats, choosing, 196 locking meetings, 262 Lume Cube Panel Mini lights, 228

278

Μ

makeup for video chats, 210 managing contacts in Zoom, 90-92 meetings in Zoom, 69-71 virtual celebrations, 244-247 Meet. See Google Meet Meet & Chat screen (Zoom) on mobile phone, 45 meeting IDs, 261 meetings. See also business meetings; group chat; webinars via Google Meet, 153-159 accepting email invitations, 154 with Google Nest Hub Max, 193 hosting instant meetings, 155-159 joining, 154 hosting, 247-250 locking, 262

via Microsoft Teams accepting email invitations, 163-164 hostina, 164-167 scheduling, 167 recordina, 250 tips for, 248-250 via video chat business meetings, 6, 32, 35 aroup meetings, 6 livestreaming, 32 preparations for, 213-214 webinars versus, 247-248 via Zoom accepting email invitations, 47-48 accepting text invitations, 50 assigning new host, 71-73,88 breakout rooms, 93 ending, 73 hosting, 61, 64-73, 83-89 instant, 61-62 joining, 48-49, 51-53, 263 leaving, 60 managing, 69-71 one-on-one, 91 privacy issues, 68 reacting to, 80 recording, 89 scheduling, 66-68 sending email invitations, 62-64 sending text invitations, 65-66

Meetings screen (Zoom) on computer, 42 on mobile phone, 45 on tablet, 43 Memoji, 99-100 mental health, tips for, 264-265 mesh networks, 204 Messenger, 18-19, 105-116 feature comparison, 27 hardware requirements, 105 Messenger Rooms versus, 111-112 popularity, 29 purpose comparison, 30, 33 security and privacy issues, 258 video chats adding people to group calls, 110-111 answering calls, 110 starting, 107-109 Messenger Rooms, 19, 22, 105, 112-116 creating room, 112-113 effects and backgrounds, 116 with Facebook Portal, 181 inviting participants, 114-115 Messenger versus, 111-112 switching from WhatsApp, 140 video chatting, 115

participants

microphones, 220-223 headset mics, 222 muting and unmuting, 211 for meetings/webinars, 249 in Zoom, 59, 69 USB connectors, 222-223 Microsoft Teams, 25, 161-167 email invitations, accepting, 163-164 features of, 27, 161-162 hardware requirements, 162 meetings hosting, 164-167 scheduling, 167 popularity, 29 purpose comparison, 30 business meetings, 32 livestreaming meetings, 32 security and privacy issues, 259 Skype comparison, 161 web browser compatibility, 162 minimizing distractions, 210-211 fidgeting, 211 network traffic, 207 mobile phones accessories for backgrounds and green screens, 230-231 earbuds, 226 headphones, 223-225 headsets, 225-226 lighting, 227-229 microphones, 223

tripods, 235-236 where to buy, 232 applying virtual backarounds on Zoom, 78 assigning new host on Zoom, 72 best video chat platforms for, 34 chatting with participants on Zoom, 82-83 Google Duo on, 144 Google Meet on, 154 hosting instant meetings, 157-159 purpose comparison mobility, 35 one-on-one chats, 34 picture quality, 35-36 sharing screen content on Zoom, 85-86 video chat on, 10-11 creating Messenger *Rooms*, 113 via Facebook Messenger, 107-108 Zoom, 44-45 mobility, best devices for, 35 models of Amazon Echo Show, 183-184 of Facebook Portal, 172-173 Modsy TV Show Interiors, 79 MP (megapixel), 173 muscle strain, avoiding, 264-265 music, sharing for virtual celebrations, 245

muting microphones, 211 for meetings/webinars, 249 in Zoom, 59, 69

Ν

Nest Hub Max. *See* Google Nest Hub Max network traffic, minimizing, 207 Newegg, 232 noise-cancelling headphones, 224 nontechnical users, best devices for, 36-37

0

one-on-one chats best devices for, 34 best platforms for, 31 one-on-one meetings via Zoom, 91 online classes via video chat, 7 orientation for Facebook Portal, 173

Ρ

participants. See also contacts adding to Facebook Messenger calls, 110-111 in Group FaceTime, 102-103 in Skype, 126-127 in WhatsApp, 139 INDEX

chatting with in Zoom, 81-83 enabling options in Zoom, 86-88 inviting to Messenger Rooms, 114-115 viewing list in Zoom, 69 parties via video chat, 7 passive video chat, 8 passwords for Zoom meetings, 261 personal appearance for video chats, 208-212 clothing, 209 comfortable surroundings, 210 fidgeting, 211 fitting in with audience, 212 hair and makeup, 210 minimizing distractions, 210-211 muting and unmuting, 211 previewing, 212 where to look, 211 pets and video chats, 196 phones. See mobile phones physical health, tips for, 264-265 picture quality best devices for, 35-36 resolution, 219 troubleshooting, 219 Pixar Backgrounds, 79 pixels, 219 planning virtual celebrations, 242-245

platforms for video chat, 5 enterprise-level platforms, 26 Facebook Messenger, 18-19, 105-116 adding people to group calls, 110-111 answering calls, 110 feature comparison, 27 hardware requirements, 105 Messenger Rooms versus, 111-112 popularity, 29 purpose comparison, 30.33 security and privacy issues, 258 starting video chats, 107-109 Facebook Messenger Rooms, 19, 22, 105, 112-116 creating room, 112-113 effects and backgrounds, 116 with Facebook Portal, 181 inviting participants, 114-115 Messenger versus, 111-112 switching from WhatsApp, 140 video chatting, 115 FaceTime, 17-18, 95-103 adding participants to *aroup chat, 102-103* answering requests, 96 capabilities, 95 hardware requirements, 95-96

Memoji usage, 99-100 security and privacy issues, 258 starting Group FaceTime chats. 100-101 starting video chats, 97-99 troubleshooting, 103 feature comparison, 26-28 Google Duo, 23-24, 143-150, 153 answering video calls, 145-147 answering with Google Nest Hub Max. 190-191 security and privacy issues, 254-255, 259 sending invitations, 148 starting group chats, 150, 153 starting video calls, 148-150 starting with Google Nest Hub Max, 192 Google Meet, 24-25, 153-159 accepting email invitations, 154 with Google Nest Hub Max, 193 hosting instant meetings, 155-159 security and privacy issues, 259 Microsoft Teams, 25, 161-167 accepting email invitations, 163-164 features of, 161-162

platforms for video chat

281

hardware requirements, 162 hosting meetings, 164-167 scheduling meetings, 167 security and privacy issues, 259 Skype comparison, 161 web browser compatibility, 162 popularity comparison, 29 purpose comparison, 30-34 security and privacy issues, 258-260 trackina, 254-256 Skype, 20-21, 119-131 accepting contact requests, 123 adding contacts, 122-123 adding people to group chat, 126-127 answering calls, 120-121 effects, 126 history of, 119 participating in group chat, 130-131 security and privacy issues, 259 software requirements, 120 starting group chat, 128-130 starting video chats, 123-125 starting voice calls, 124 updating apps, 262

virtual events, choosing for. 241-243 WhatsApp, 21-23, 133-140 adding participants to aroup chats, 139 answering video calls, 134-135 hardware requirements, 134 history of, 133 inviting friends to, 137 security and privacy issues, 134, 254-255, 260 starting group chats, 138-139 starting video calls, 136-137 switching to Messenger Rooms, 140 Zoom, 16-17, 39-53, 57-92 accepting email invitations, 47-48 accepting text invitations, 50 adding contacts, 90 add-on apps, 237 assigning new host, 71-73,88 beauty filter, 210 business version, 40 chatting with participants, 81-83 on computer, 41-42 enabling options for participants, 86-88 ending meetings, 73 with Google Nest Hub Max, 190

hardware requirements, 39-40 hosting meetings, 61, 64-73,83-89 instant meetings, 61-62 interface differences, 41 inviting contacts, 91-92 ioinina meetinas, 51-53 joining via web browser, 48-49, 263 leavina meetinas, 60 managing contacts, 90-92 managing meetings, 69-71 meetings versus webinars, 247-248 on mobile phone, 44-45 muting microphone, 59,69 one-on-one meetings, 91 raising hands, 61 reacting to meetings, 80 recording meetings, 89 scheduling meetings, 66-68 security and privacy issues, 68, 260-261 sending email invitations, 62-64 sending text invitations, 65-66 sharing screen content, 83-86 switching cameras, 53 switching views, 53, 57-59 on tablet, 43 terminology, 39 time limits, 242 turning off camera, 60

INDEX

viewing participant list, 69 virtual backgrounds, 75-79 waiting room, 69, 91, 261 Zoom Business, 250 popularity comparison for video chat platforms, 29 Portal, See Facebook Portal Portal+, 172 Portal Mini, 172 Portal TV, 37, 172 Facebook Messenger with, 106 portrait orientation for Facebook Portal, 173 positioning camera for video chats, 200-202 preparing for video meetings, 213-214 attending meetings, 214 hosting meetings, 213 previewing appearance for video chats, 212 privacy issues, 253-258 end-to-end encryption, 254 environment for video chats, 196-197 Facebook Portal, 175 government and law enforcement agencies, 256 hackers, 256-257 recording and sharing chats, 257-258

tips for improving privacy, 260-264 background view, 263 locking meetings, 262 meeting IDs, 261 passwords, 261 public invitations, 261 screen sharing, 263 updating apps, 262 waiting room, 261 web browsers versus apps, 262 video chat platforms, 258-260 Facebook Messenger, 258 FaceTime, 258 Gooale Duo, 259 Google Meet, 259 Microsoft Teams, 259 Skvpe, 259 tracking by, 254-256 WhatsApp, 260 Zoom, 260 with webcams, 220 in Zoom, 68 private chats in Zoom, 81-83 public invitations, 261 purpose comparison for video chat devices, 34-37 for video chat platforms, 30-34

Q-R

quiet environment for video chats, 196

Rain Design mStand, 233 raising hands in Zoom, 61 ransomware attacks, 257 reacting to meetings in Zoom, 80 reasons for video chatting, 5-8 business meetings, 6 caregiving, 8 distance learning, 7 friends and family, 5-6 group meetings, 6 parties and celebrations, 7 statistics on, 29 telehealth appointments, 7 recording meetings/webinars, 250 in Zoom, 89 video chats, 257-258 remote caregiving via video chat, 8 reordering thumbnails in Zoom, 57 resolution, 219 ring lights, 228 routers, dual-band, 205

S

scheduling meetings in Microsoft Teams, 167 in Zoom, 66-68 screen sharing security and privacy issues, 263 in Zoom, 83-86

starting

283

security issues, 253-258 end-to-end encryption, 254 government and law enforcement agencies, 256 hackers, 256-257 for meetings/webinars, 249 recording and sharing chats, 257-258 tips for improving security, 260-264 background view, 263 locking meetings, 262 meeting IDs, 261 passwords, 261 public invitations, 261 screen sharing, 263 updating apps, 262 waitina room, 261 web browsers versus apps, 262 video chat platforms, 258-260 Facebook Messenger, 258 FaceTime, 258 Google Duo, 259 Google Meet, 259 Microsoft Teams, 259 Skype, 259 tracking by, 254-256 WhatsApp, 134, 260 Zoom, 260 sending email invitations for virtual celebrations, 243 for Zoom, 62-64

Duo, 148 text invitations for Zoom, 65-66 setting up Facebook Portal, 173 settings in Facebook Portal, changing, 175-177 Settings screen (Zoom) on mobile phone, 45 sharing music for virtual celebrations, 245 recorded Zoom meetings, 90 screen security and privacy issues, 263 in Zoom, 83-86 video chats, 257-258 Skype, 20-21, 119-131 contacts accepting requests, 123 adding, 122-123 effects, 126 feature comparison, 28 group chat adding people, 126-127 participating in, 130-131 starting, 128-130 history of, 119 Microsoft Teams comparison, 161 popularity, 29 purpose comparison, 30 group chats, 31-32 one-on-one chats, 31 security and privacy issues, 259

invitations in Google

software requirements, 120 video chats answering calls, 120-121 startina, 123-125 voice calls, starting, 124 smart displays. See devices for video chat smartphones. See mobile phones software requirements for Skype, 120 Speaker View (Zoom), 53 Speedtest, 204 stands for laptops, 232-233 for tablets, 234-235 typing stands, 235 starting group chats FaceTime, 100-101 Google Duo, 150, 153 Skype, 128-130 WhatsApp, 138-139 instant meetings in Zoom, 61-62 meetings with Google Nest Hub Max, 193 video calls *Google Duo, 148-150* WhatsApp, 136-137 video chats Amazon Echo Show, 186-188 Facebook Messenger, 107-109 Facebook Portal, 180-181 FaceTime, 97-99

Google Nest Hub Max, 192 Skype, 123-125 voice calls via Skype, 124 Star Wars Backgrounds, 79 Story Time feature (Facebook Portal), 182 SurveyMonkey, 237 switching cameras in Zoom, 53 to Messenger Rooms from WhatsApp, 140 thumbnails in Zoom, 57 views in Zoom, 53, 57-59

T

tablets accessories for backgrounds and green screens, 230-231 earbuds, 226 headphones, 223-225 headsets, 225-226 lighting, 227-229 microphones, 223 stands, 234-235 where to buy, 232 applying virtual backgrounds on Zoom, 78 assigning new host on Zoom, 72 chatting with participants on Zoom, 82-83 purpose comparison mobility, 35 picture quality, 35-36 sharing screen content on Zoom, 85-86

video chat on, 10 creating Messenger Rooms, 113 via Facebook Messenger, 107-108 Zoom, 43 Teams, 25, 161-167 email invitations. accepting, 163-164 features of, 27, 161-162 hardware requirements, 162 meetings hosting, 164-167 scheduling, 167 popularity, 29 purpose comparison, 30 business meetings, 32 livestreaming meetings, 32 security and privacy issues, 259 Skype comparison, 161 web browser compatibility, 162 teams for meetings/ webinars, 249 telehealth appointments via video chat, 7 testing appearance for video chats, 212 text invitations for Zoom accepting, 50 sending, 65-66 themes for virtual celebrations, 245 thumbnails, switching in Zoom, 57 time limits on Zoom, 242

tips for video chats environment control. 195-203 background, 197-198 camera position, 200-202 cleanliness, 197 device used, 203 lighting, 198-200 pets, 196 privacy and quiet, 196-197 Internet connection, 203-208 closing unused applications, 207 Ethernet, 206 minimizing network traffic. 207 upgrading, 207-208 upload limitations, 208 Wi-Fi improvements, 203-205 meeting preparations, 213-214 attending meetings, 214 hosting meetings, 213 personal appearance, 208-212 clothing, 209 comfortable surroundings, 210 fidgeting, 211 fitting in with audience, 212 hair and makeup, 210 minimizing distractions, 210-211 muting and unmuting, 211

video chat

285

previewing, 212 where to look, 211 with young children, 215 tracking by video chat platforms, 254-256 transferring hosts in Zoom, 71-73, 88 tripods, 235-236 troubleshooting picture quality, 219 turning off cameras in Zoom, 60 typing stands, 235

U

UBeesize Phone Tripod, 235 unmuting microphone, 211 Unsplash, 79 unused applications, closing, 207 updating video chat apps, 262 upgrading Internet connection, 207-208 upload limitations on Internet connections, 208 USB connectors for microphones, 222-223

V

video chat accessories for backgrounds and green screens, 230-231 earbuds, 226 headphones, 223-225

headsets, 225-226 importance of quality, 221 laptop stands, 232-233 lighting, 227-229 microphones, 220-223 tablet stands, 234-235 tripods, 235-236 webcams, 218-220 where to buy, 232 active chats, 8 alternative terms, 4 COVID-19 effect on, 12 defined, 4 devices for. See also computers; mobile phones; tablets Amazon Echo Show, 182-188 choosing, 203 computers, 9 dedicated devices, 11-12 Facebook Portal. 170-182 Google Nest Hub Max, 189-193 mobile phones, 10-11 purpose comparison, 34-37 tablets, 10 hardware requirements, 10 passive chats, 8 physical and mental health tips, 264-265 platforms, 5 choosing for virtual events, 241-243 enterprise-level platforms, 26

Facebook Messenger, 18-19, 105-116 FaceTime, 17-18, 95-103 feature comparison, 26-28 Google Duo, 23-24, 143-150.153 Google Meet, 24-25, 153-159 Microsoft Teams, 25, 161-167 popularity comparison, 29 purpose comparison, 30-34 security and privacy issues, 258-260 Skype, 20-21, 119-131 tracking by, 254-256 updating apps, 262 WhatsApp, 21-23, 133-140 Zoom, 16-17, 39-46, 50-92 Zoom Business, 250 reasons for using, 5-8 business meetings, 6 caregiving, 8 distance learning, 7 friends and family, 5-6 group meetings, 6 parties and celebrations, 7 statistics on, 29 telehealth appointments, 7 recording and sharing, 257-258

tips for environment control. 195-203 Internet connection, 203-208 meeting preparations, 213-214 personal appearance, 208-212 with young children, 215 usage statistics, 4 video files as Zoom backgrounds, 77 video filters in Zoom, 77 viewing participant list in Zoom, 69 views, switching in Zoom, 53, 57-59 virtual backgrounds, 198 applying in Zoom, 75-78 finding for Zoom, 79 virtual caregiving with Alexa Care Hub, 189 virtual celebrations, hosting, 242-247 managing, 244-247 planning, 242-245 virtual events defined, 239 meetings/webinars, hosting, 247-250 platforms, choosing, 241-243 types of, 240 virtual celebrations, hosting, 242-247 voice calls with Skype, starting, 124

W

waiting room, 261 in Zoom, 69, 91 web browsers apps versus, 262 compatibility with Microsoft Teams, 162 joining Zoom meetings, 48-49, 263 webcams, 10, 218-220 picture quality, 35, 219 privacy issues, 220 resolution, 219 tripods for, 236 Webex, 26 webinars hosting, 247-250 meetings versus, 247-248 recording, 250 tips for, 248-250 in Zoom, raising hands, 61 West Elm Video Conference Backgrounds, 79 WhatsApp, 21-23, 133-140 feature comparison, 28 group chats adding participants, 139 starting, 138-139 hardware requirements, 134 history of, 133 inviting friends to, 137 popularity, 29 purpose comparison mobile phones, 34 one-on-one chats, 31

security and privacy issues, 134, 260 end-to-end encryption, 254-255 switching to Messenger Rooms, 140 video calls answering, 134-135 starting, 136-137 Wickr, 26 Wi-Fi improvements, 203-205 wired connections for meetings/webinars, 248

X-Y-Z

young children, video chatting with, 215

Zoom, 16-17, 39-46, 50-92 add-on apps, 237 beauty filter, 210 business version, 40 cameras switching, 53 turning off, 60 contacts adding, 90 inviting, 91-92 managing, 90-92 downloading, 47 email invitations accepting, 47-48 sending, 62-64 feature comparison, 28 with Google Nest Hub Max, 190 hands, raising, 61

286

INDEX

Zoom Virtual Backgrounds

hardware requirements, 39-40 interface differences, 41 on computer, 41-42 on mobile phone, 44-45 on tablet, 43 meetings assigning new host, 71-73,88 breakout rooms, 93 endina, 73 hosting, 61, 64-73, 83-89 instant, 61-62 joining, 51-53 *joining via web* browser, 48-49, 263 leavina, 60 managing, 69-71 one-on-one, 91 reacting to, 80 recording, 89

scheduling, 66-68 webinars versus. 247-248 microphone, muting, 59, 69 participants chatting with, 81-83 enabling options for, 86-88 viewing list, 69 popularity, 29 purpose comparison, 30 business meetings, 32 group chats, 31-32 livestreaming meetings, 32 screen content, sharing, 83-86 security and privacy issues, 68, 260-261 meeting IDs, 261 passwords, 261 public invitations, 261

terminology, 39 text invitations accepting, 50 sendina. 65-66 time limits, 242 views, switching, 53, 57-59 virtual backgrounds applying, 75-78 finding, 79 waiting room, 69, 91, 261 Zoom App Marketplace, 237 Zoombombing, 68, 261 Zoom Business, 250 Zoom Chat, 40 Zoom fatigue, avoiding, 264-265 Zoom Video Webinar add-on, 250 Zoom Virtual Backgrounds, 79

287