



**SPECIAL
POINTS OF
INTEREST:**

- Chat with anyone, anywhere, anytime.
- Free to use.
- Conference calls made easy.
- Can't set up a time with everyone? No problem record it and they can watch the call later.
- No webcam? Call if from a cell-phone or landline.
- In the middle of class but need to tell someone something. Start a chat and type it to them.
- Keep in touch with other faculty in the building.
- Parents who are at the office are always just a call away.
- ooVoo makes it so easy to keep in touch with everyone.

Hot to use ooVoo in education.

How to Use Video Calling - in 3 easy steps:

1. Optimize your video calling experience:

- Bandwidth requirements: minimum 128kbps downstream or upstream. For High Resolution, 384 kbps downstream or upstream bandwidth is recommended.
- Equipment: your camera and microphone need to work for you to get most out of ooVoo. In ooVoo, go to File, Settings, and the configure or test your equipment under Camera or Audio Devices.
- Lighting: Because cameras are less sensitive to light than the human eye, it is important to have good lighting when using ooVoo. The most typical cause of poor video quality is lack of light in your room. Try turning on more lights, or move to an

area where there is more light.

2. Video call from ooVoo:

- In the Contacts tab, you will see a list of your friends. They must be online to video call them.
- You have three options to start a video call:
 - ✦ Double click on your friend's picture.
 - ✦ Click once on the video call icon to the right of the friend's picture, or
 - ✦ After you highlight your friend's picture, click on the Video Call icon at the very bottom of ooVoo.
 - ✦ Once in a Video Call
 - ✦ If your friends have ooVoo:
 - ✦ You can always add more ooVoo friends on video by clicking on the "Invite" tab in the upper right corner of the video call window

- ✦ If you want to video call with friends who do not yet have ooVoo:
 - ✦ Click on the Web Video Call tab, and email or text your Web Video Call Link to your non-ooVoo friends.

- ✦ After they click on the link, they will join your running Video Call from their Web browser.

3. Add Phone friends who may not be near their computer:

- When in a video call, click on the "Invite" tab, then click on the smaller "Phone" tab, and dial your friends phone number (this feature requires one of the ooVoo phone plans).