**How to Help Protect Your Personal Information and Make Calls on Apple FaceTime:**

If you would like to change FaceTime’s caller ID to your work email or any other email, please follow these instructions (takes less than 5 minutes):

Tap “Settings” app on your home screen.

1. Tap on the top row which has your name and “Apple ID, ID, iCloud, iTunes….”
2. Select “Name, Phone Numbers, Email”
3. Locate “Reachable at” and select edit
   1. At the bottom, select “Add email or Phone Number,” then select “Add an Email Address”
   2. Enter email address and press “Return”
      1. Verification code will be sent to this email address. Enter the verification code that is sent

Under “Settings”, select the FaceTime icon:

1. Under “You can be reached by FaceTime at”
   1. Tap the email address you want for caller ID
   2. By default, your cell phone number also has a check mark (can’t change this)
2. Under Caller ID
   1. Tap the email address you want (make sure the other email addresses are unchecked)  
      \*\*\*Your caller ID has now been changed to new email address\*\*\*

Under “Contacts” app:

1. Create new contact with generic name like “Video Visit”
2. Add your patient’s iphone number
3. Middle of screen, see a row that says “FaceTime” with the FaceTime and Phone icon
   1. Press FaceTime icon  
      Do NOT use the “video” icon under contact name.

To make additional calls (with new caller ID info), you MUST do the following:

1. Under “Contacts”
   1. Search “Video Visit”
   2. Press Edit (top right)
   3. Edit phone number to next patient’s iphone number and press “DONE”

Middle of screen, row that says “FaceTime” select FaceTime icon