

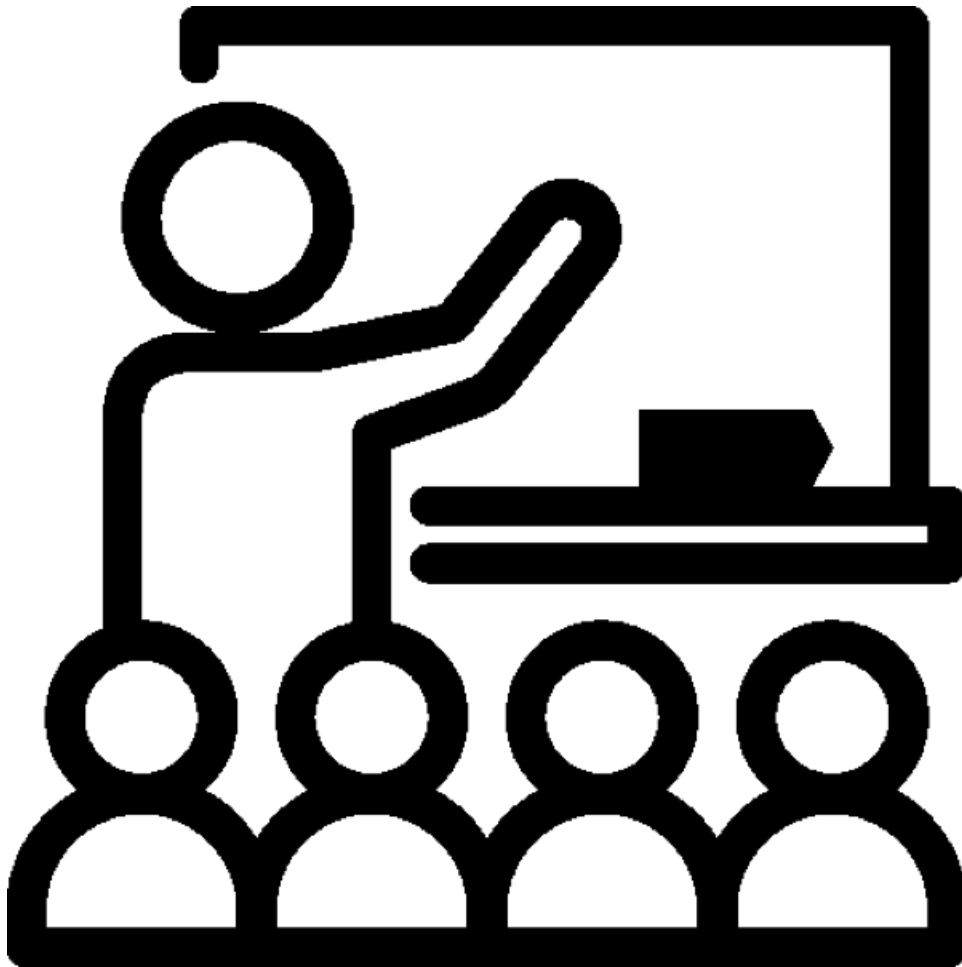


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USING GOOGLE DUO FOR VIDEO CALLS



Instructions

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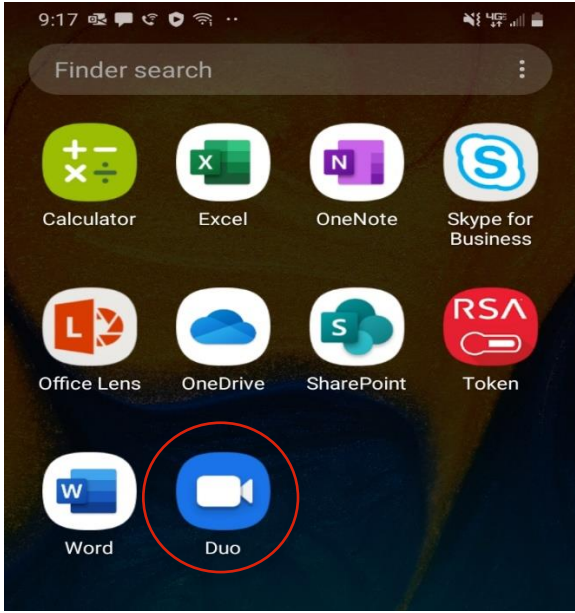
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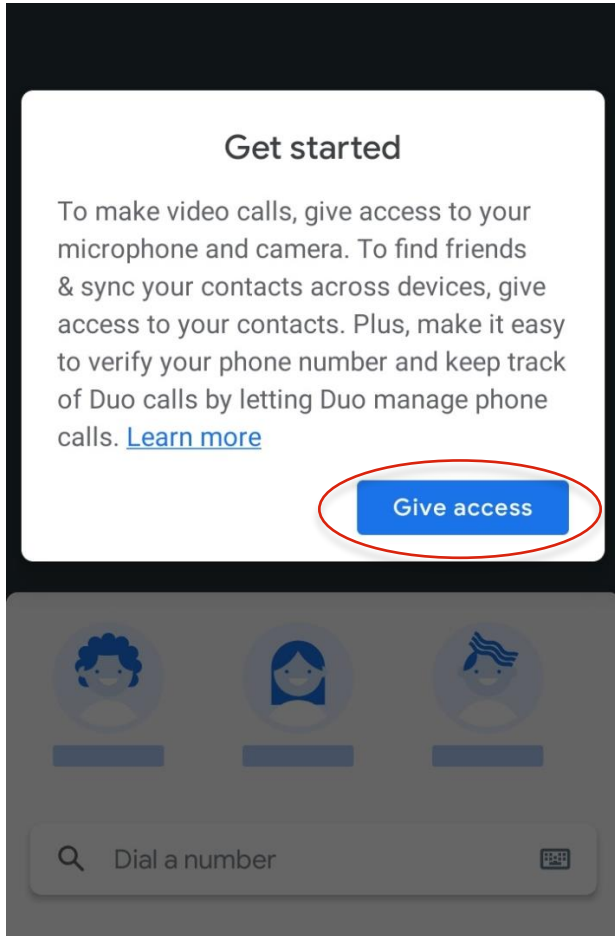
INTRODUCTION

The current preferred method for conducting contacts between children involved with DCS and their parents is virtual, utilizing video conferencing software. This guide contains instructions on how to use Google Duo to make a video call.

The first step in attending virtual meetings is to have a valid email account. If you wish to attend your Microsoft Teams meeting anonymously, please see the “Anonymous Gmail Account Setup Guide” for instructions on how to set up an anonymous Gmail account.

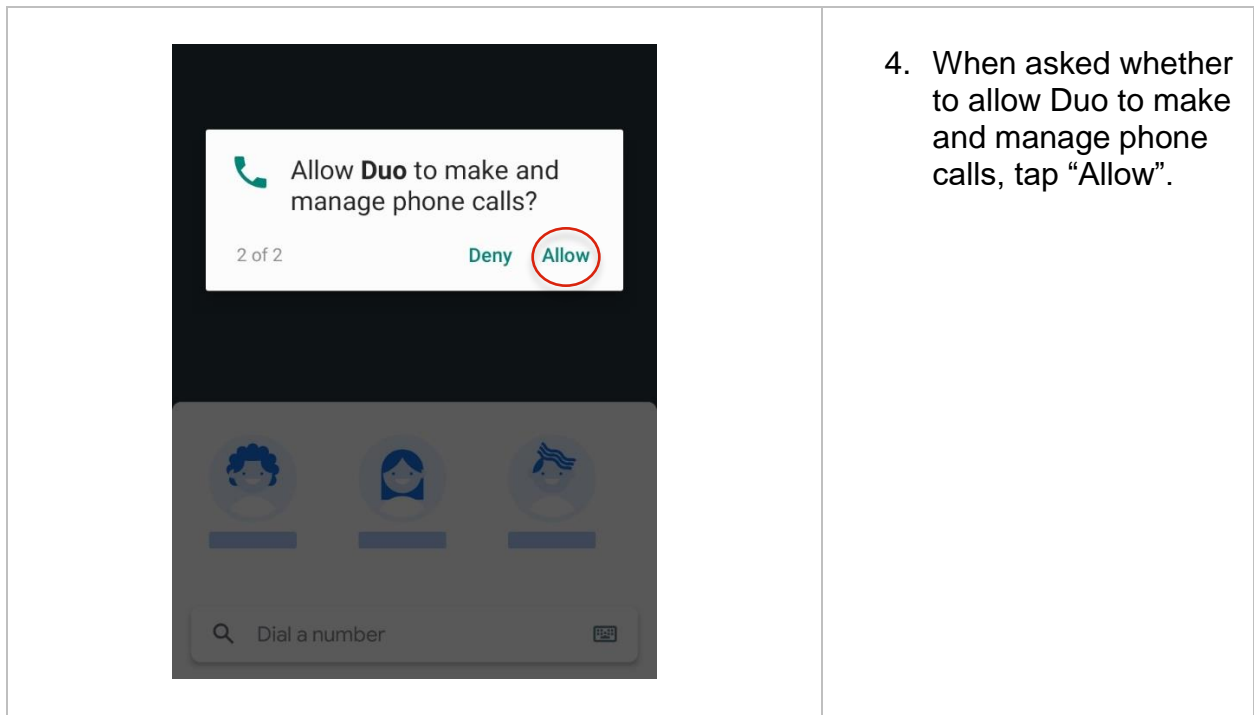
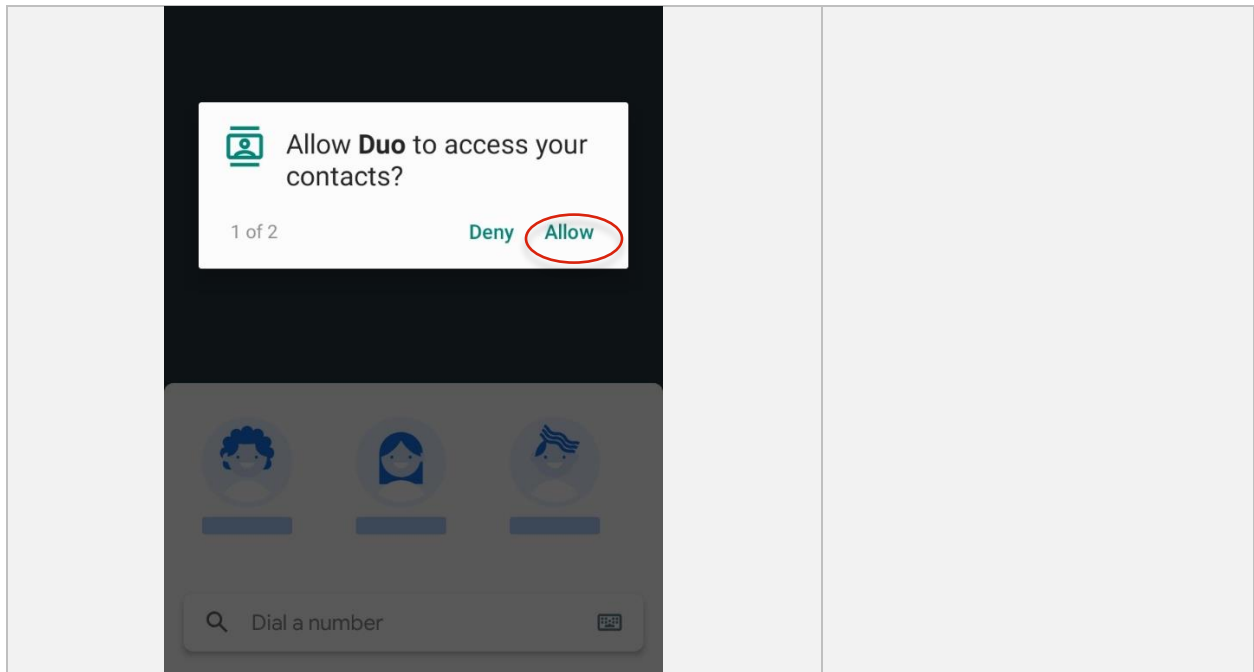
SETTING UP GOOGLE DUO THE FIRST TIME YOU USE IT

 <p>A screenshot of an iPhone home screen. At the top, the status bar shows the time 9:17, signal strength, Wi-Fi, and battery icons. Below the status bar is a 'Finder search' bar. The home screen contains several app icons arranged in a grid: Calculator, Excel, OneNote, Skype for Business, Office Lens, OneDrive, SharePoint, Token, Word, and Duo. The Duo app icon, which is a blue circle with a white video camera icon, is circled in red.</p>	<ol style="list-style-type: none">1. Open the Duo app. Tap “I Agree” on the message that comes up.
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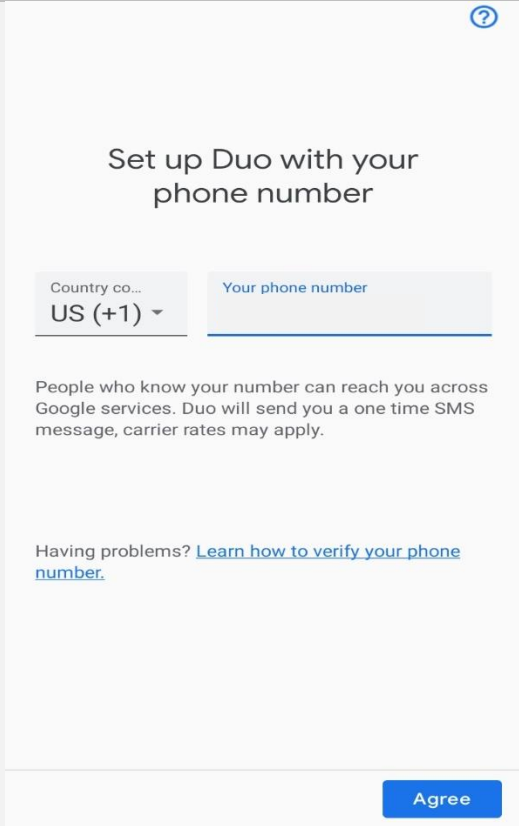
2. On the “Get started” screen, tap on “Give access”.

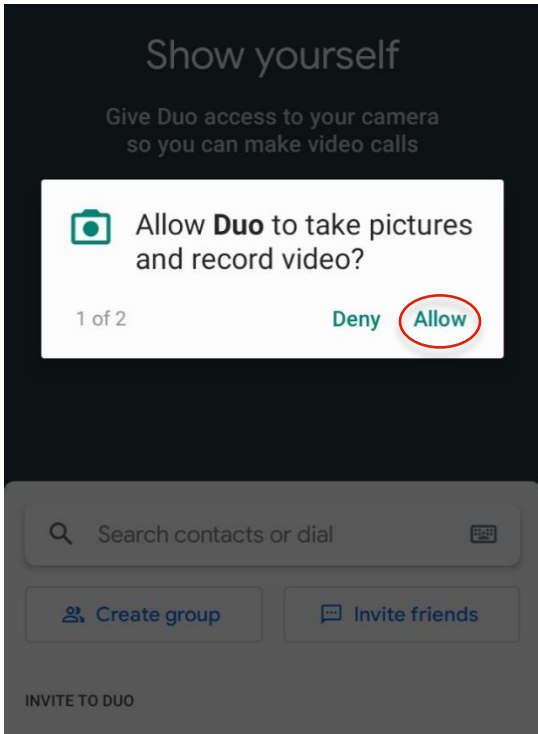
3. When asked whether to allow Duo access to your contacts, tap “Allow” (**Note: the following steps may not occur in the same order for you as they do in this guide, but the same instructions should be followed, even if they are done in a different order).**



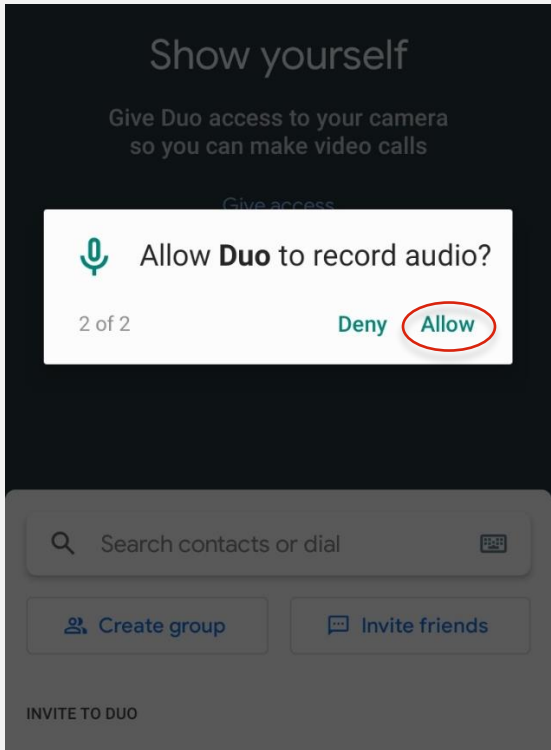
4. When asked whether to allow Duo to make and manage phone calls, tap "Allow".

5. On the "Set up Duo with your phone number" screen, enter your phone number.

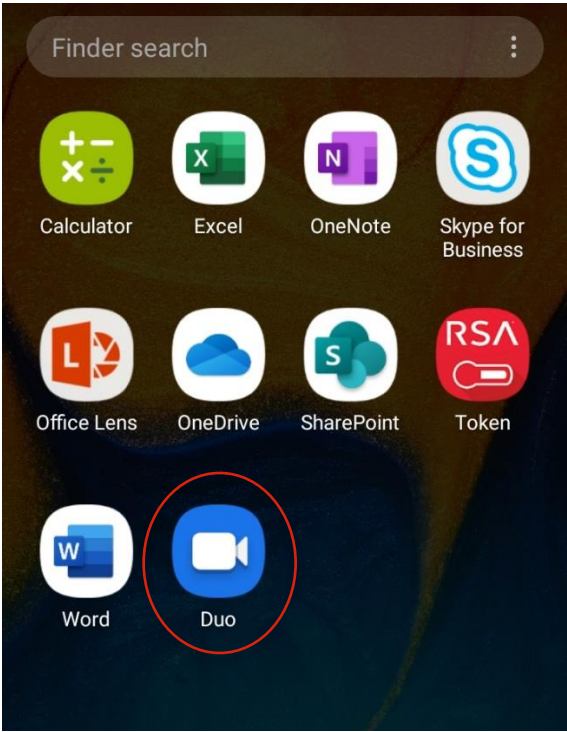
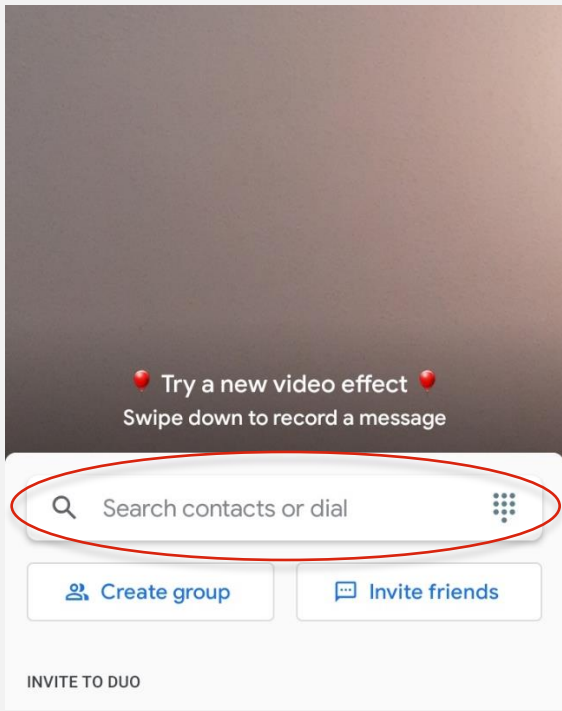
	<p>A verification text will be sent to your phone. Enter the verification code on the screen that comes up, and tap “Continue”.</p>
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	<p>6. When asked whether to allow Duo to take pictures and record video, tap “Allow”.</p>
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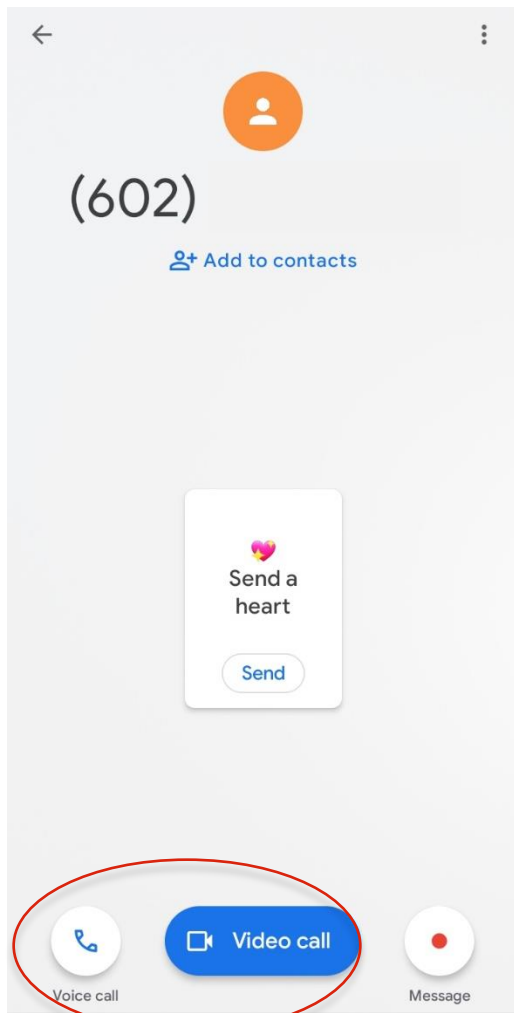
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	<p>7. When asked whether to allow Duo to record audio, tap “Allow”.</p>
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MAKING A VIDEO CALL WITH GOOGLE DUO

 <p>A screenshot of an iPhone home screen showing various app icons. The Duo app icon, which is a blue circle with a white video camera, is circled in red. Other visible icons include Calculator, Excel, OneNote, Skype for Business, Office Lens, OneDrive, SharePoint, Token, and Word.</p>	<ol style="list-style-type: none">1. On your cell phone, tap on the Duo app.
 <p>A screenshot of the Duo app interface. At the top, there is a dark banner with the text "Try a new video effect" and "Swipe down to record a message". Below this is a search field with a magnifying glass icon on the left and a grid icon on the right, containing the text "Search contacts or dial". This search field is circled in red. Below the search field are two buttons: "Create group" and "Invite friends". At the bottom, there is a link that says "INVITE TO DUO".</p>	<ol style="list-style-type: none">2. Tap on the "Search contacts or dial" field. Tap on a contact name or enter a phone number.

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3. Choose whether you want to make a video call or a voice call.

4. When you are done with your call, tap “End call” to hang up.