

How to use a Webcam*

Do you want to participate in face to face interaction with people located far away from you? You can use a webcam to do so. A webcam is a digital video device commonly inbuilt in a computer. Its main function is to transmit pictures over the Internet. It is popularly used with instant messaging services and for recording images.

***Note:** The instructions for this webcam are specific to a brand and may vary for other brands and products. Some webcam devices may require you to install software that comes with it.

Steps on How to Use a Webcam

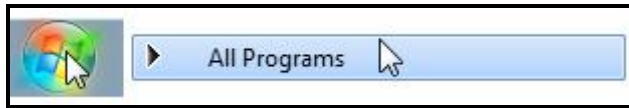
A. Start Your Webcam For Recording Still Images

1. **Start your webcam.** There are two ways you can do this:

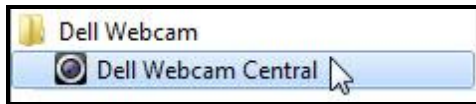
- **Click the webcam icon that is on your desktop.**

Note: Most Laptops and computers have built-in webcams and the software pre-installed.

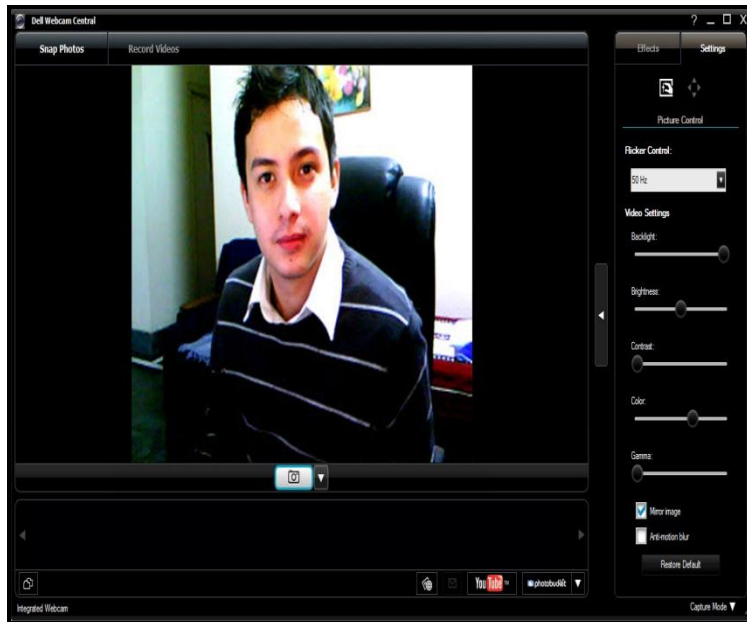
- **Or, Click Start | All Programs.**



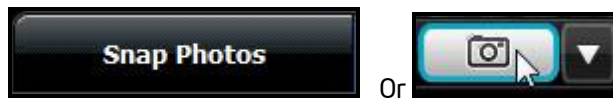
- **Then, go to the Webcam folder from the list and click the webcam icon.**



2. You will notice a window opens up on the screen displaying the image of the webcam's view.

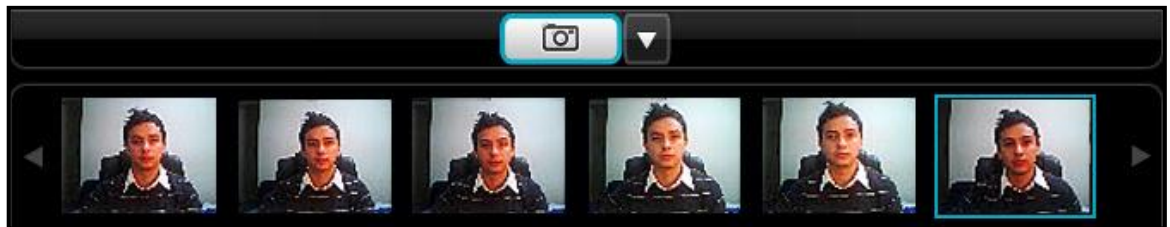


3. Click on the icon or words that prompt you to take the picture.



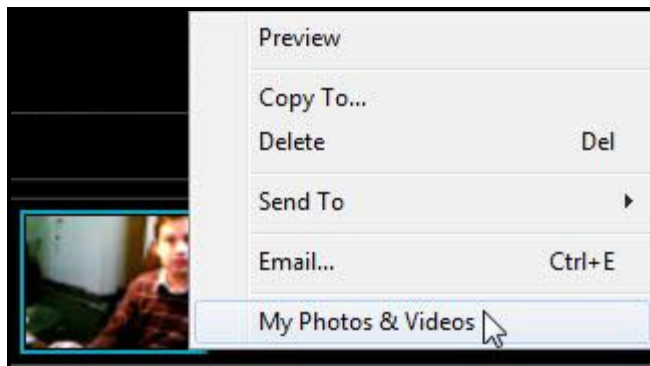
Note: Some laptop computers will have icons that look like a camera. In some computers, camera tasks will be displayed.

4. You will notice that a preview of the images taken appear at the bottom of the window. **Double-click the image or go to your photo library to view it.**



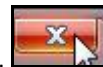
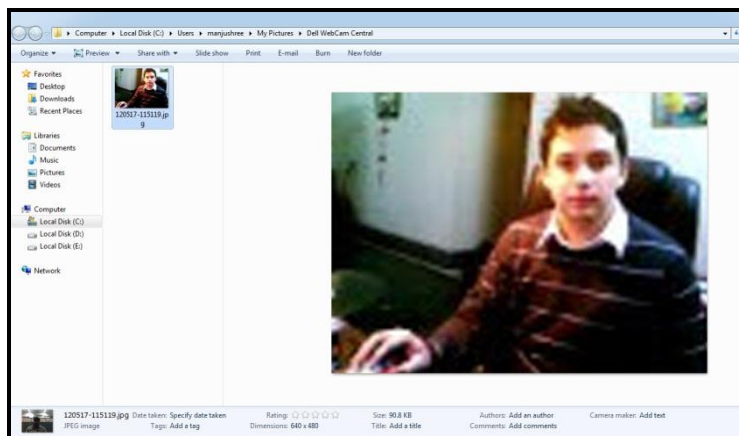
Note: Images are automatically saved in the default folders once you have taken a picture.

Or, right-click the image. Then, click the default folder where the image is automatically saved once you have taken a picture.



Note: Default folders in laptop computers may be named differently.

- The image can be viewed in the default folder.



- Click the Close button in the window to stop the webcam.

B. Use Your Webcam For Transmitting Live Video Images

- Sign in to an instant messaging program.

Note: If you have worked on the Email activity earlier, you can sign in using that information. (See **Activity: Create an Email account and send emails with or without attachments.**)

- From the menus listen in the chat application, select the option to start the webcam.

Note: Depending on the chat application you use, there will be different action commands listed on the menus to start the webcam. You can opt to start your webcam first, and then invite the person with whom you are chatting to view your webcam. Or, you can make a video call to the person. Most action commands are very easy to follow for you to start your webcam.

- You will notice a window opens up on the screen displaying the image of the webcam's view.
- Click the Close button in the window to stop the webcam.