

When it comes to video conversations, FaceTime has emerged as the go-to option for Apple users. And with the latest updates, you can now plan video or audio calls in advance. If you're wondering how, then follow this guide to learn how to schedule FaceTime calls on your iPhone, iPad, and Mac.

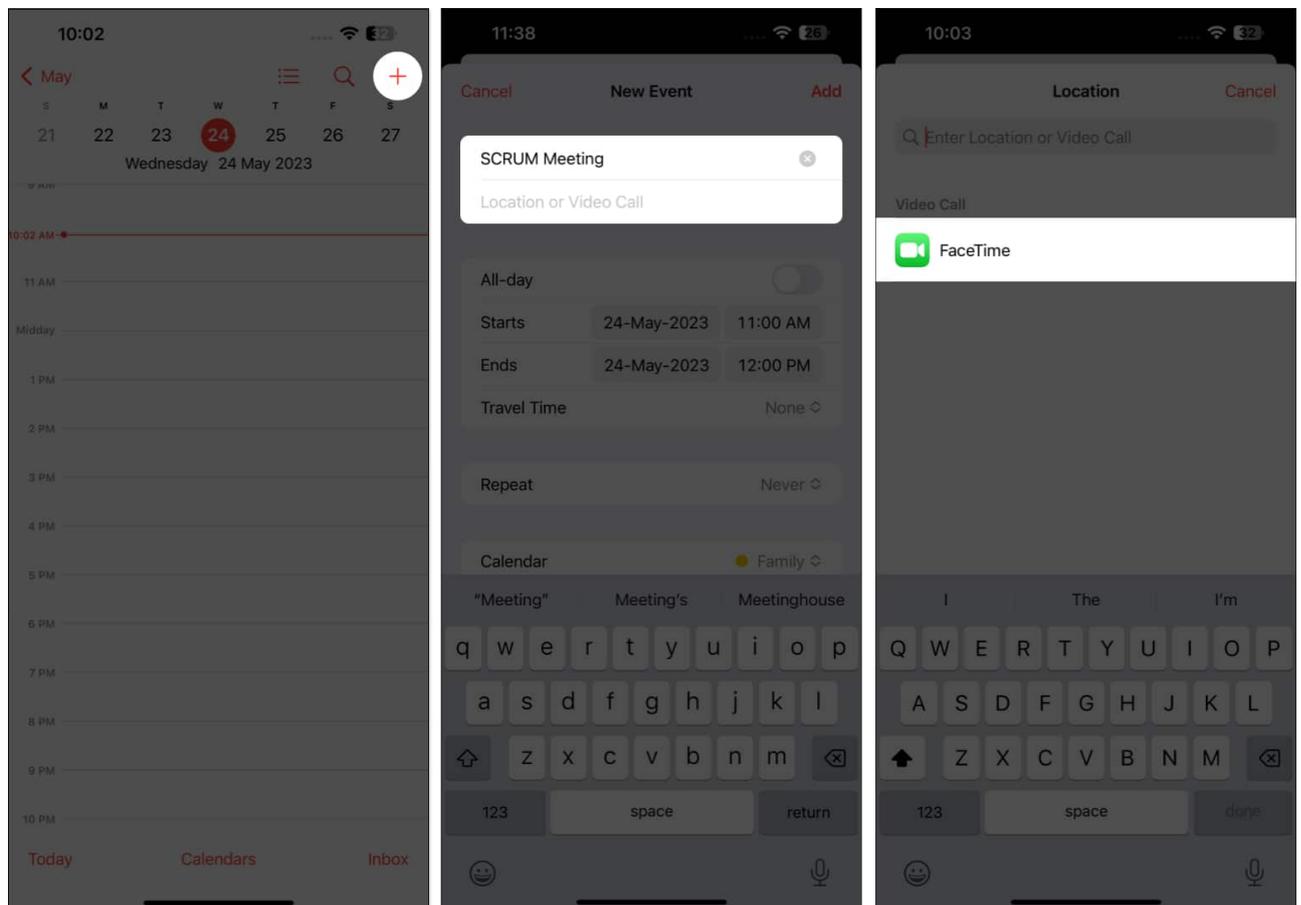


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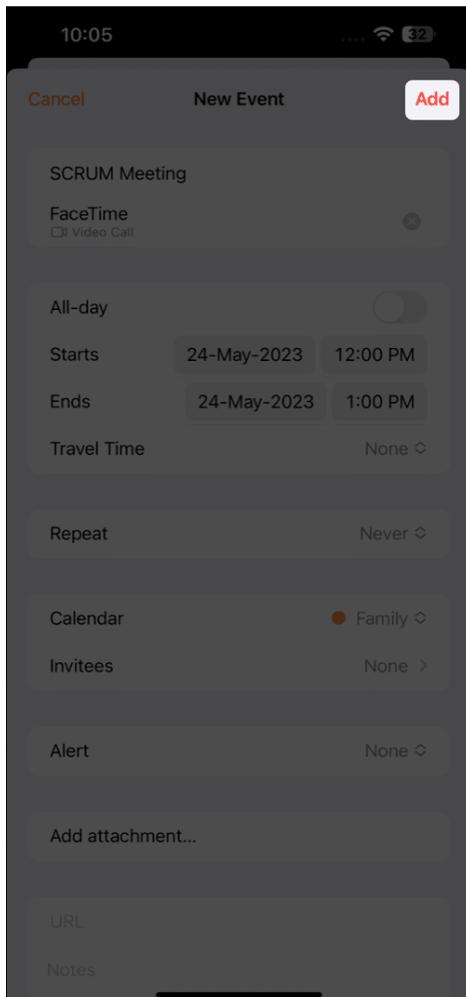
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## How to schedule FaceTime calls on iPhone or iPad

1. Launch **Calendar** on your iPhone or iPad.
2. Based on your preference, enter the **Title** of the Event.
3. Tap **Location or Video Call** → Select **FaceTime** when prompted.



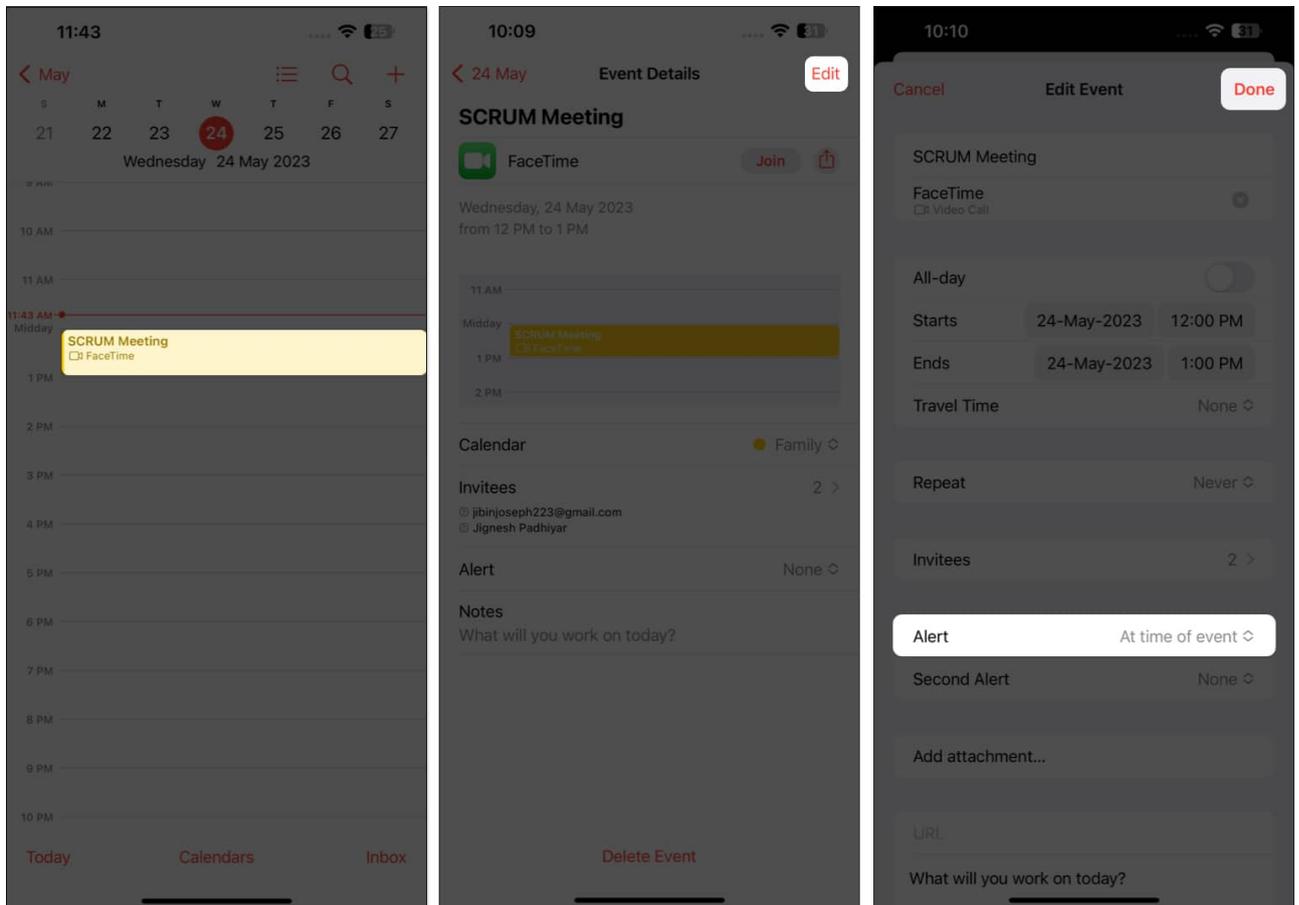
- Specify the **Date** and **Time** to initiate the call. Designate a **Travel Time** if applicable.
  - **Repeat:** If you tend to establish this call on a regular basis, set a Repeat rate.
  - **Calendar:** For those who operate multiple Apple IDs, tap the **Calendar** option and pick the account that suits your needs.
  - **Invitees:** Enter the Email-ID of the participants to set up an invite list for the event. Alternatively, tap the **(+)** icon to select the invitees from saved contacts. Tap **Done** to save your preferences.
  - **Alert:** You can pick a time slot you seek to notify the participants regarding the upcoming scheduled FaceTime event.
  - **Add attachment:** You can even share important information with the participants via attaching files or documents beforehand.
  - **URL/Notes:** Finally, based on the situation, you can add a **URL** or tag a **Note** along the invite to every invite.
4. Once your event is all set up, hit **Add** to conclude the process.



Simple, isn't it?

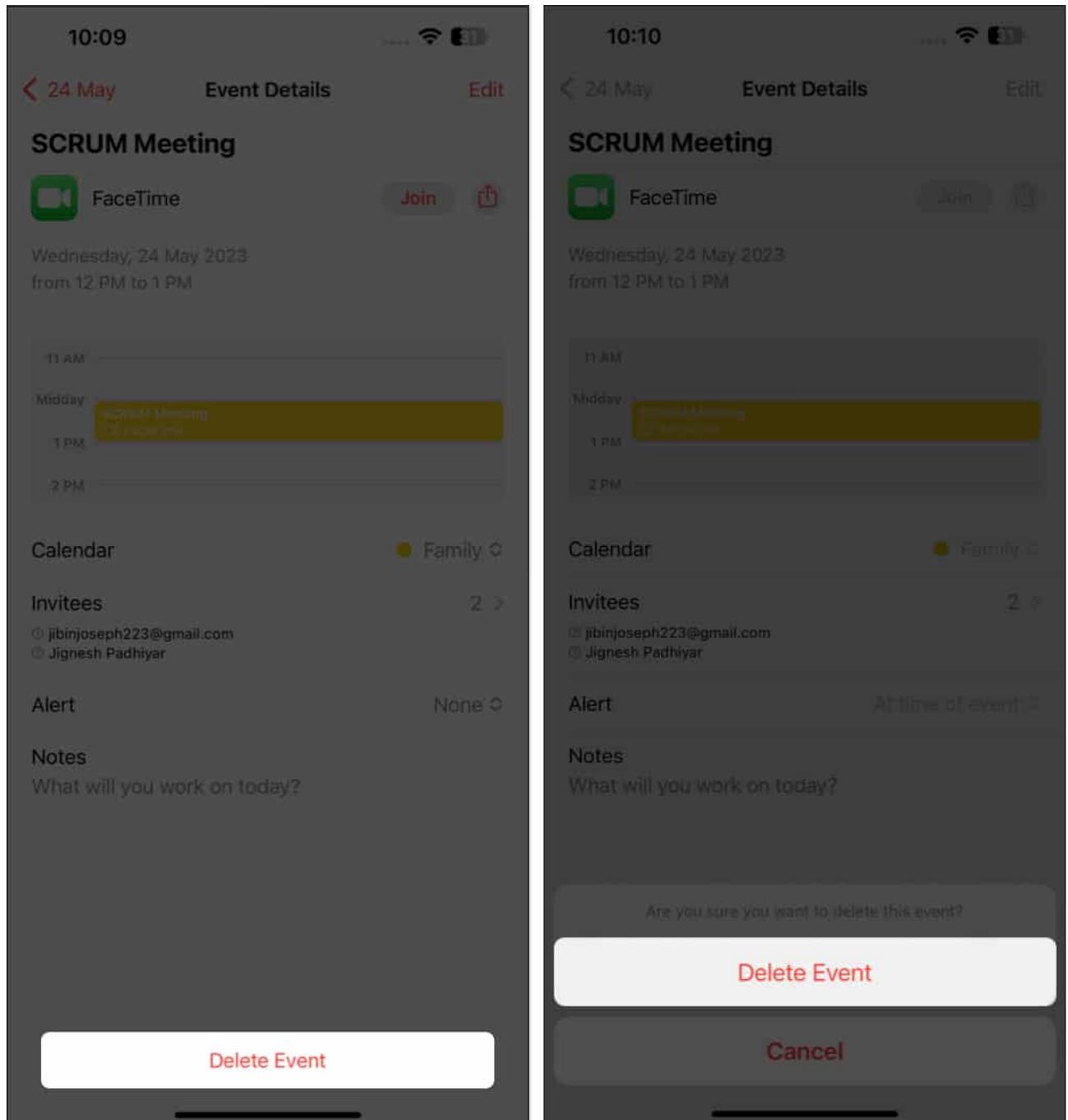
## How to edit or delete scheduled FaceTime calls on iPhone or iPad

1. Launch **Calendar** and locate the scheduled FaceTime **event**.
2. Tap the **event** → Hit **Edit** to modify the event.  
*I have set an Alert to demonstrate the process.*
3. Upon confirmation, tap **Done** to save the changes.



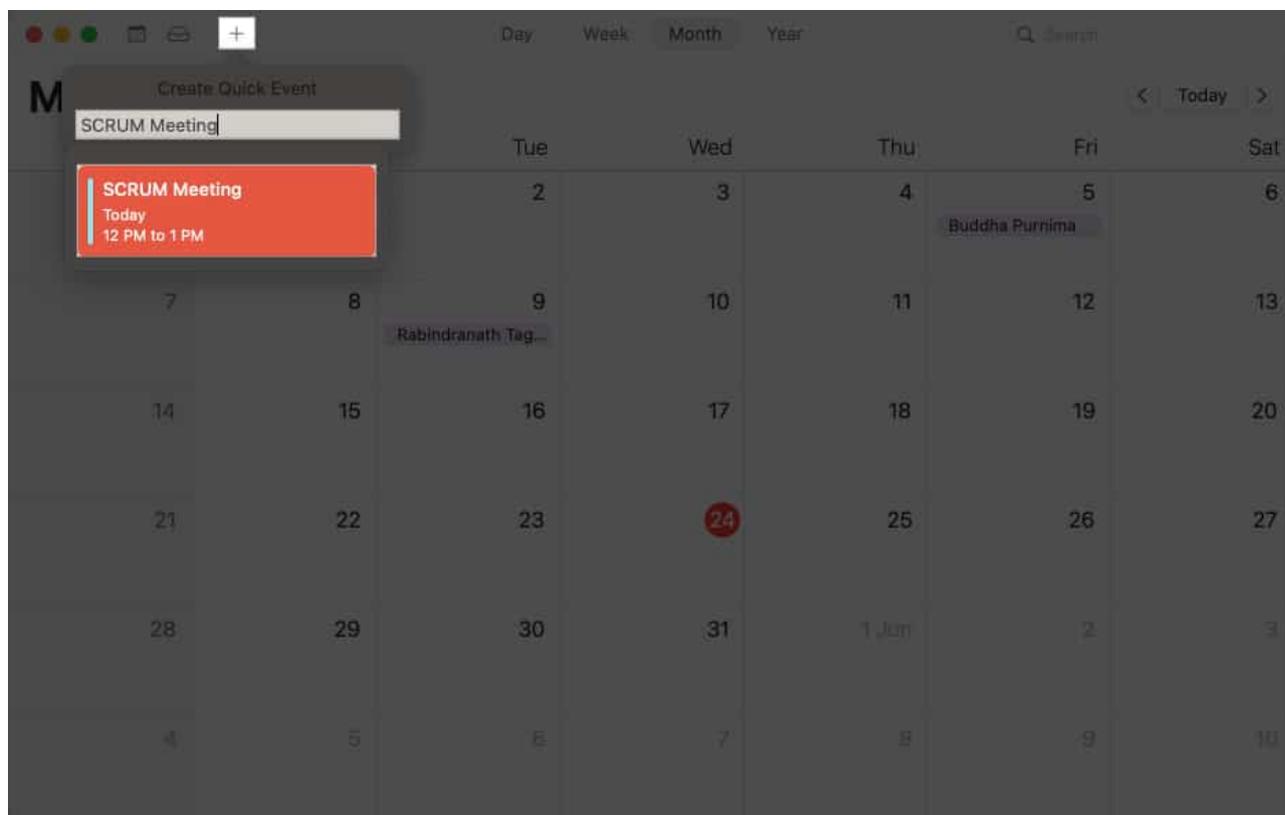
4. However, if you seek to **delete** the session.

5. Open the event in **Calendar** → Tap **Delete Event** → **Delete Event** when prompted.

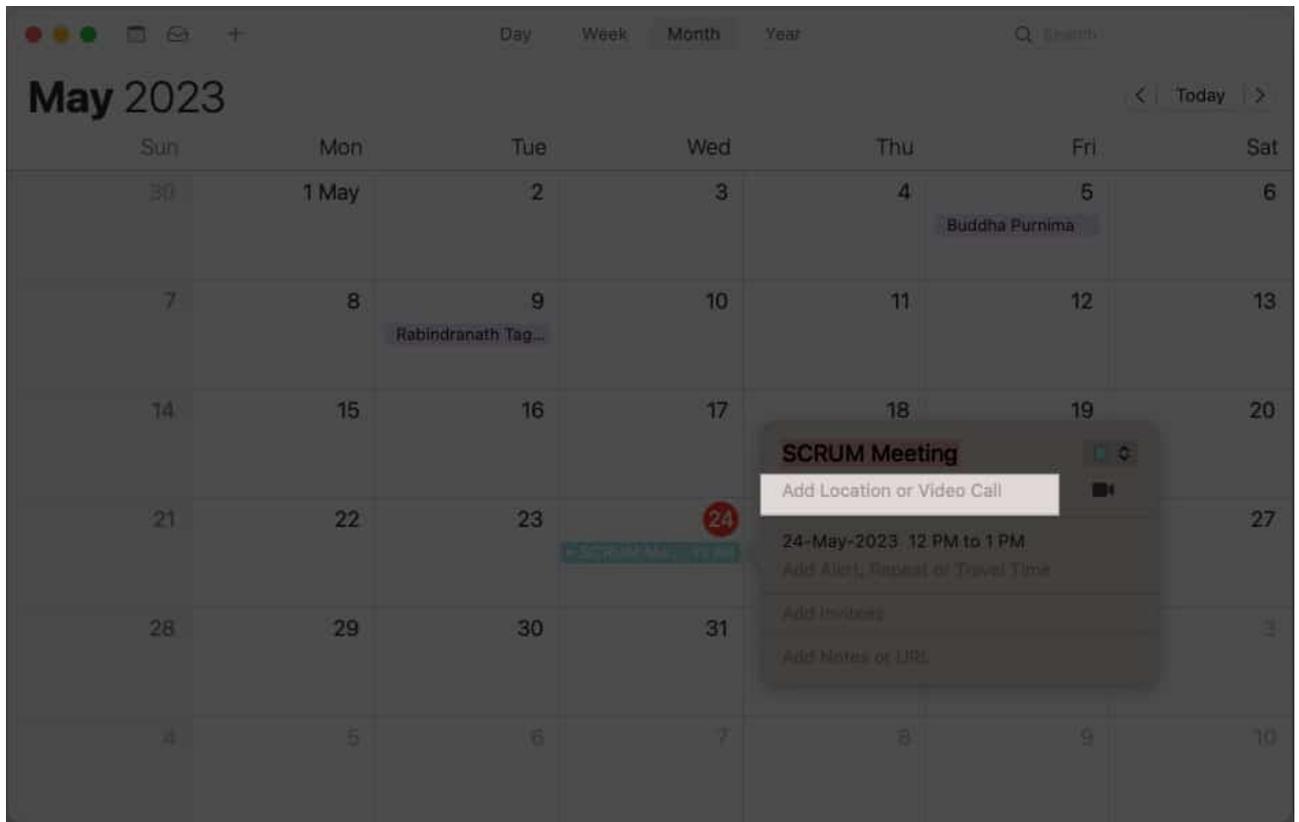


## How to schedule FaceTime calls on Mac

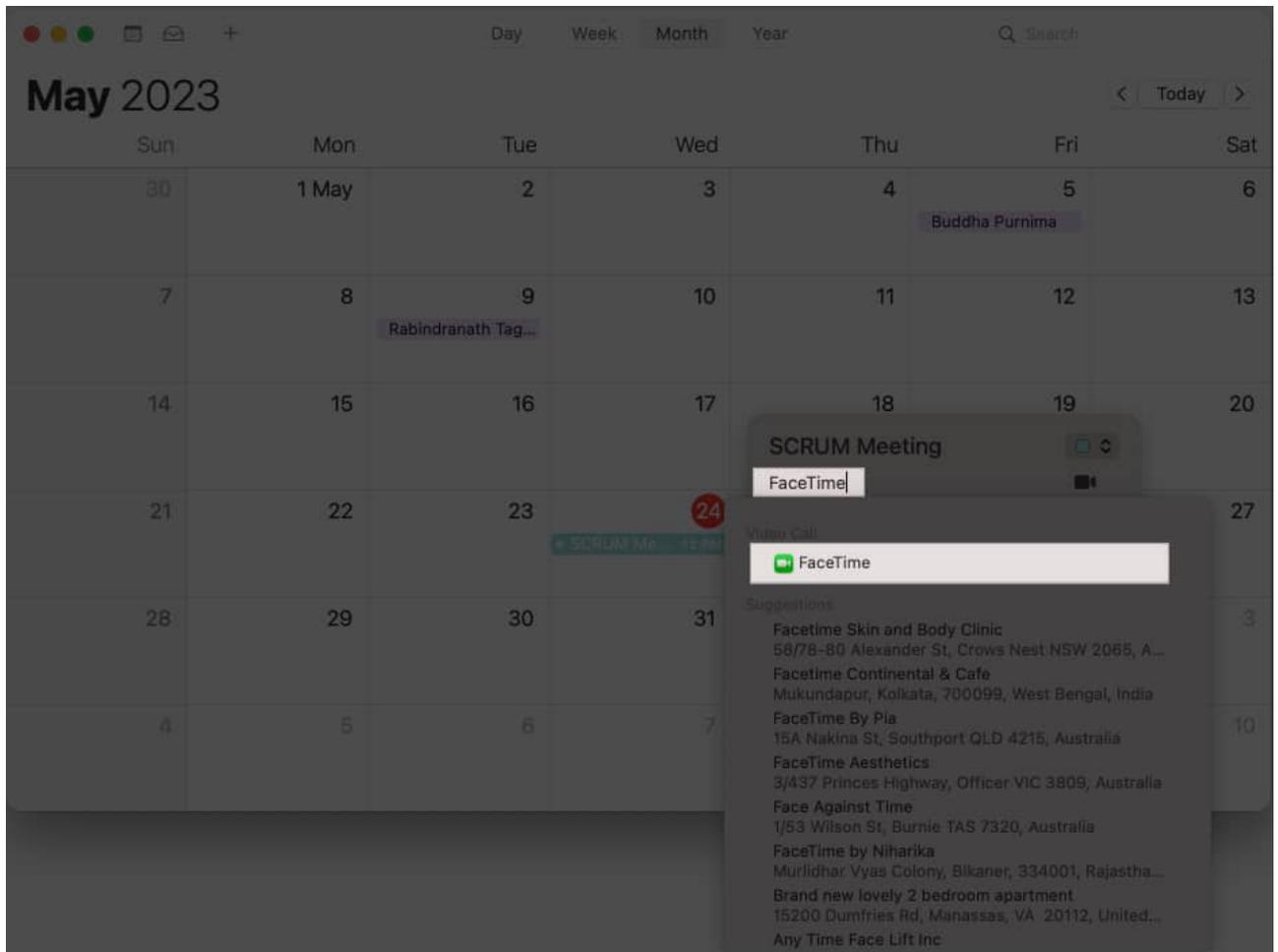
1. Access **Calendar** on your Mac.
2. Click on the **(+)** icon → **Name** the Event.
3. Press **Return** or **select** the same to tweak your preferences.



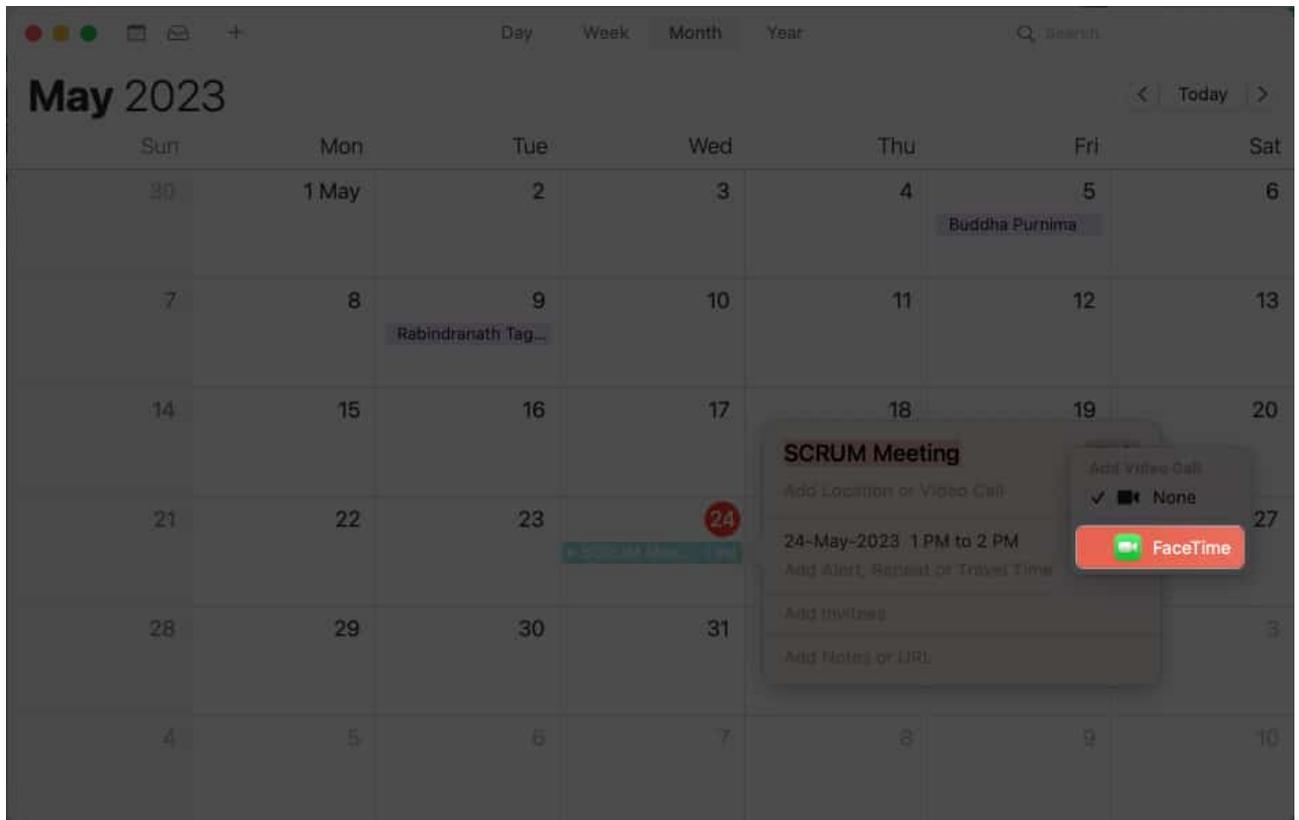
4. When prompted, click **Add Location or Video Call**.



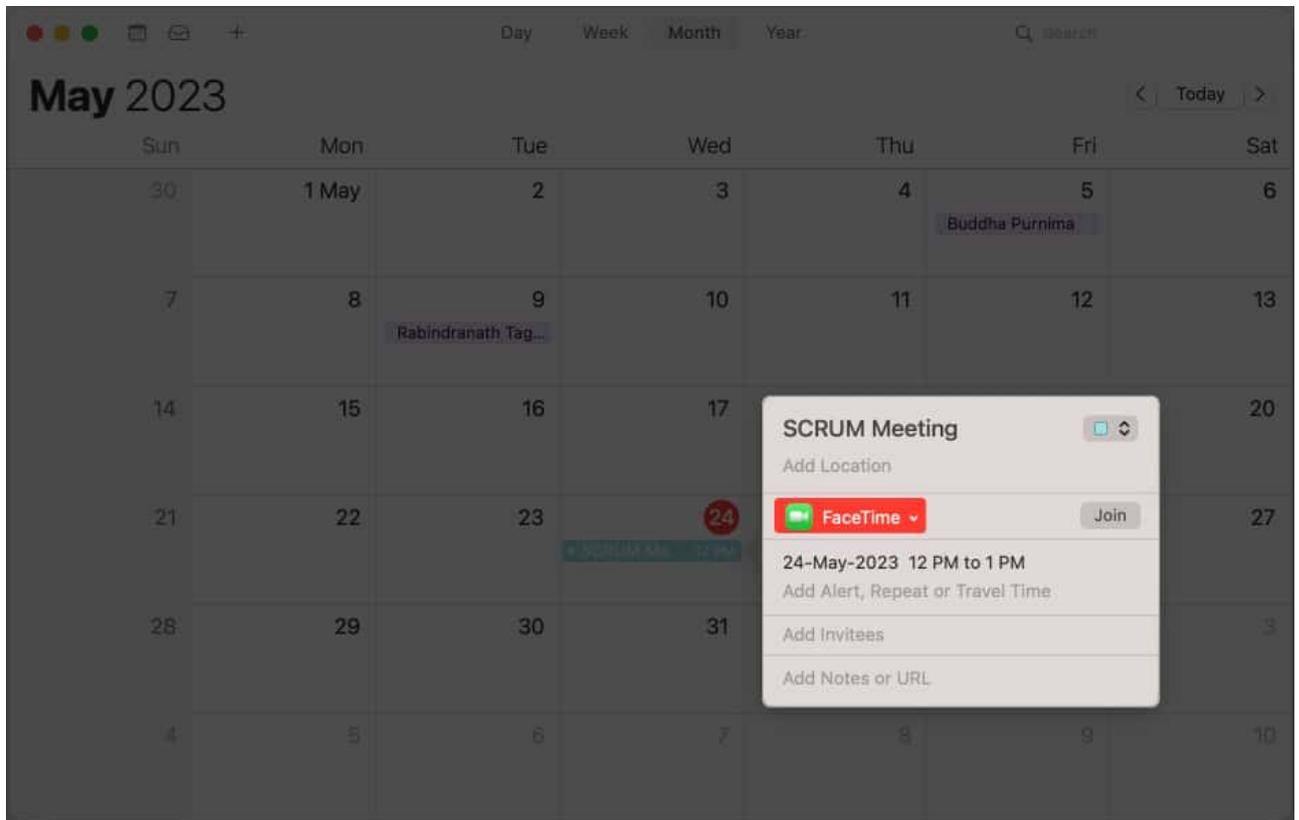
5. Type **FaceTime** and select **FaceTime** from the results.



6. Alternatively, you can tap the **camera** icon and select **FaceTime** directly.

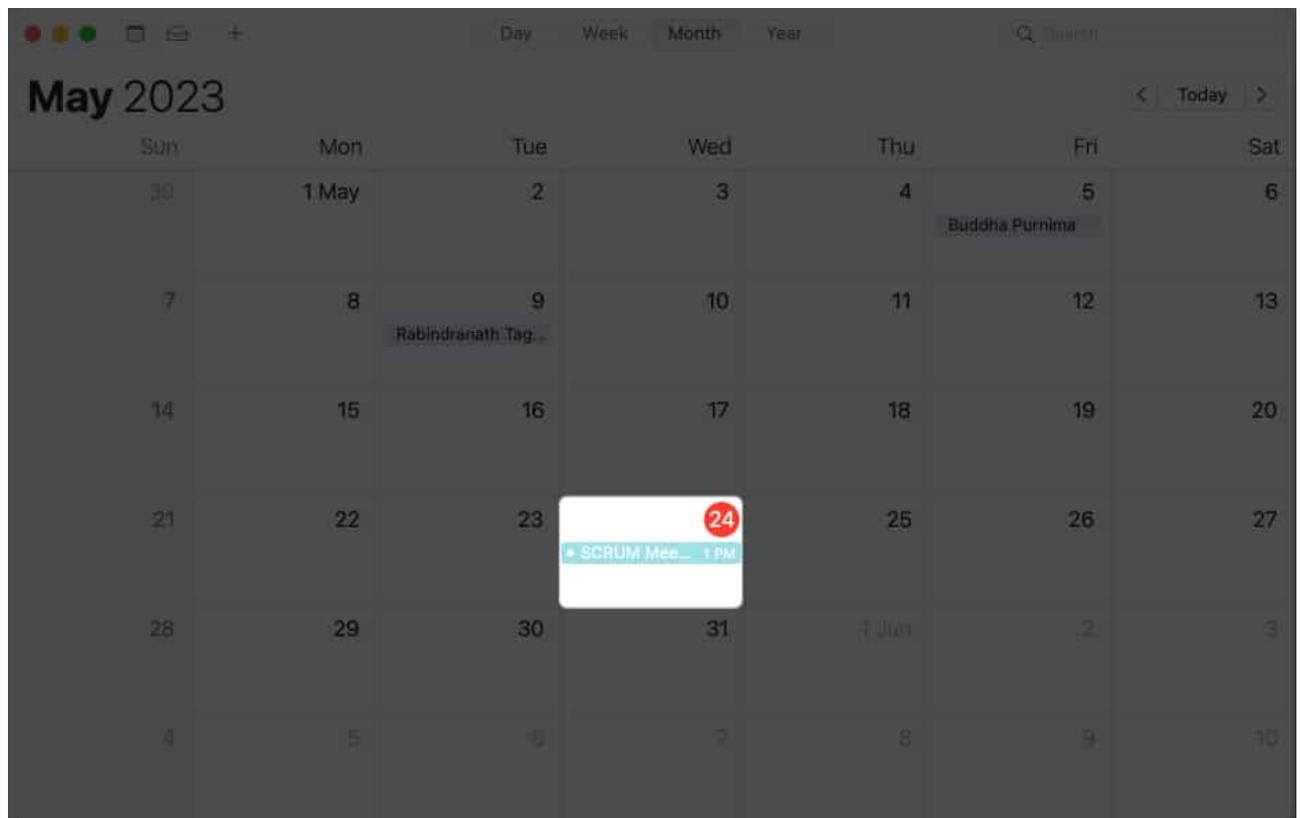


7. Here, you can modify the event to your preference.

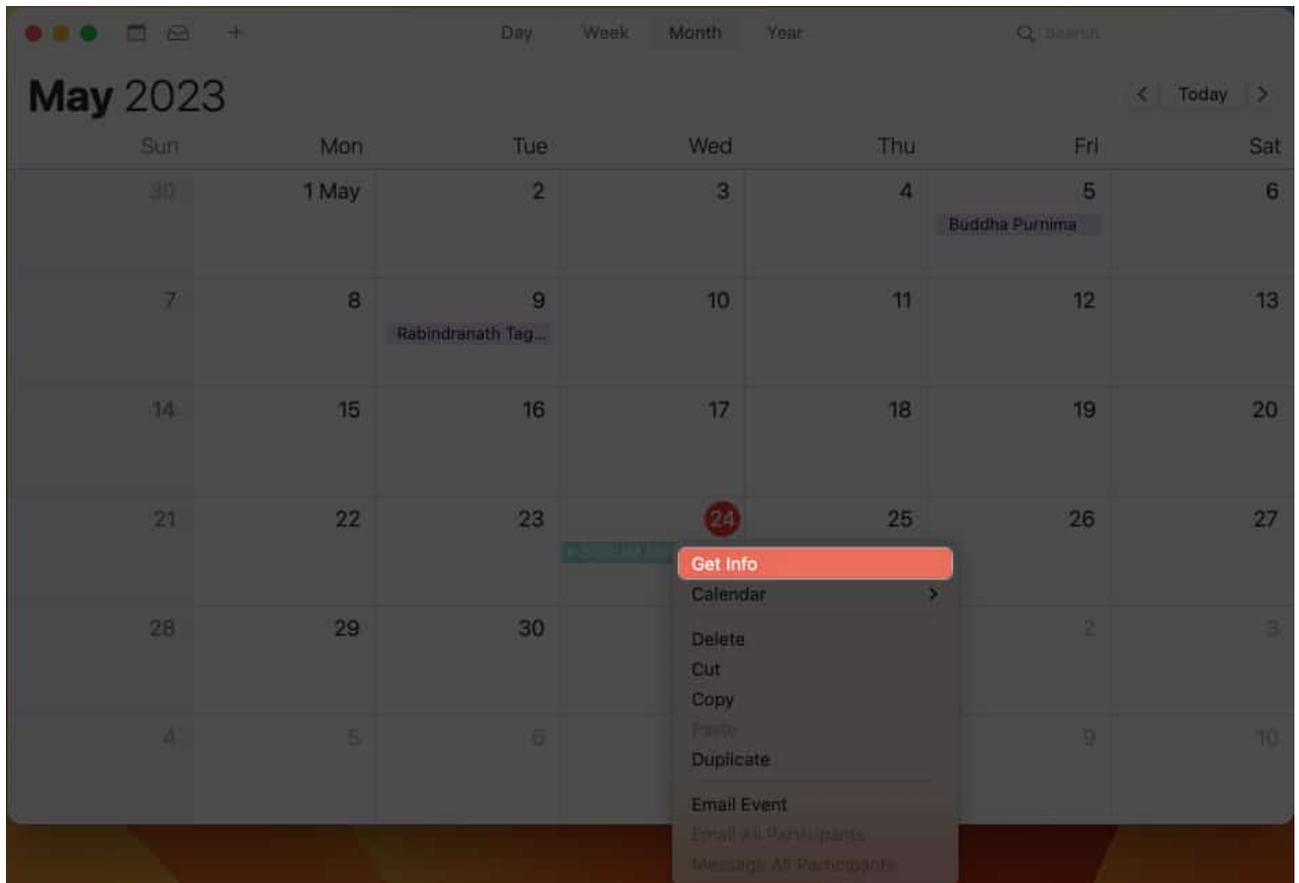


## Edit or delete scheduled FaceTime calls on Mac

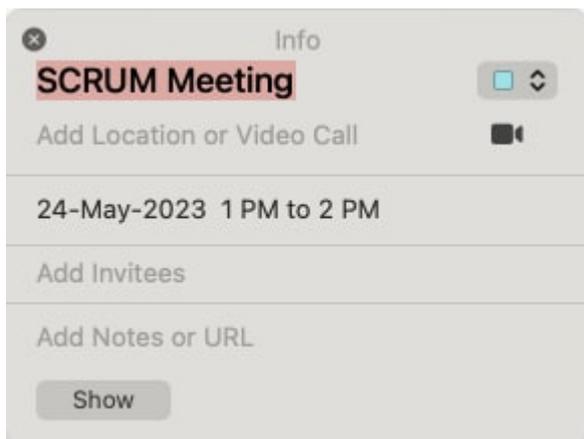
1. Launch the **Calendar** and locate the **event**.



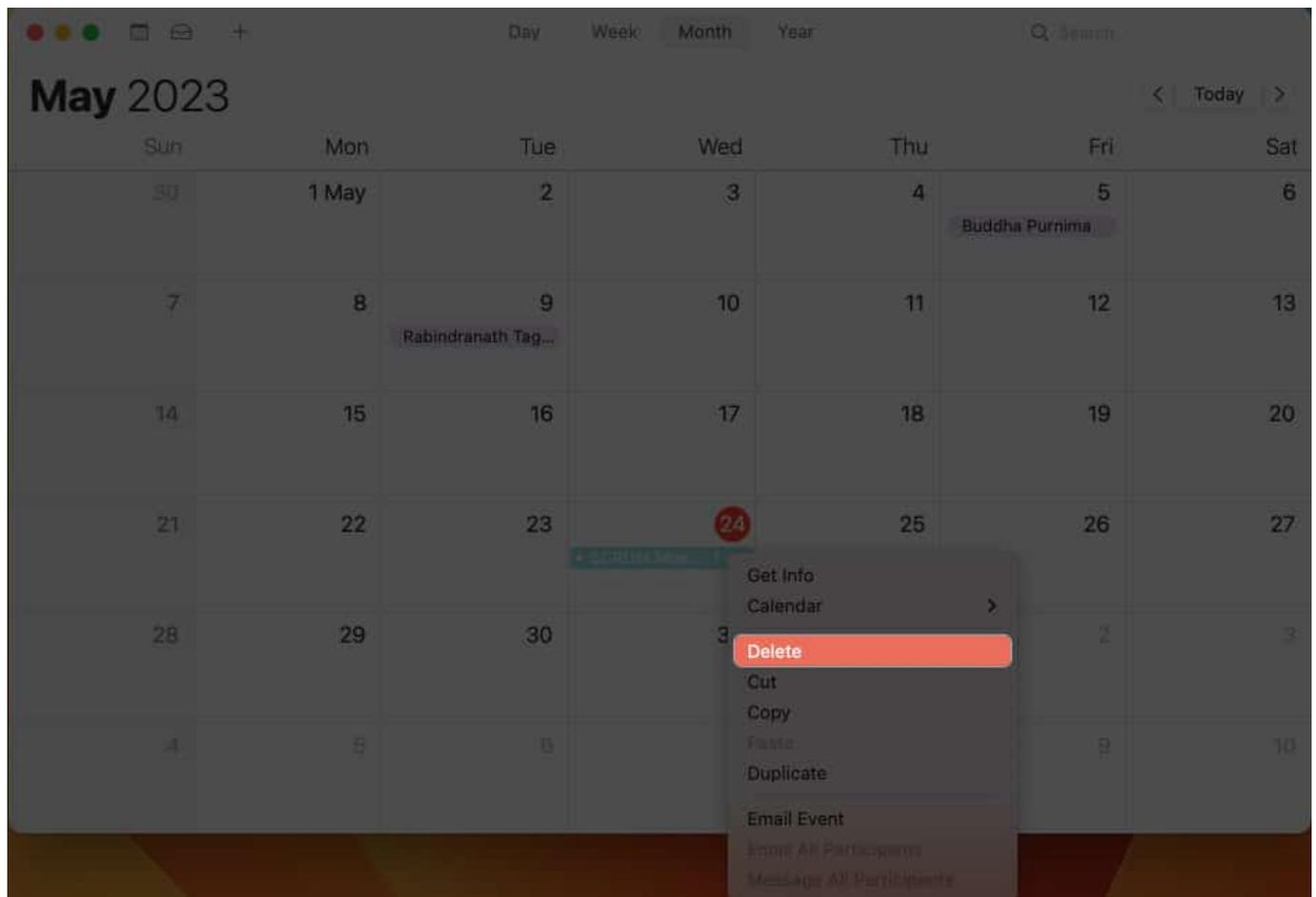
2. **Right-click** the event and access the **Get Info** option.



3. Now, make the required **changes** and **close** the pop-up window.



**Note:** To delete the scheduled call, **right-click the event** → **Delete**.

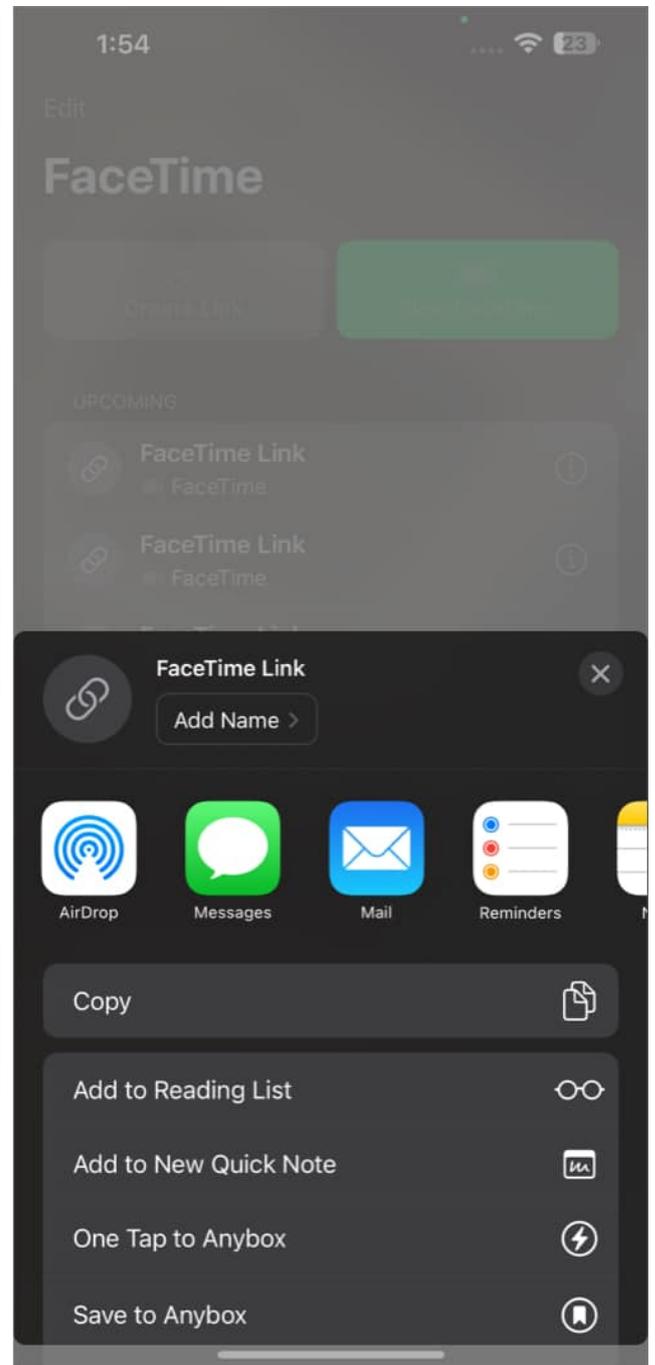
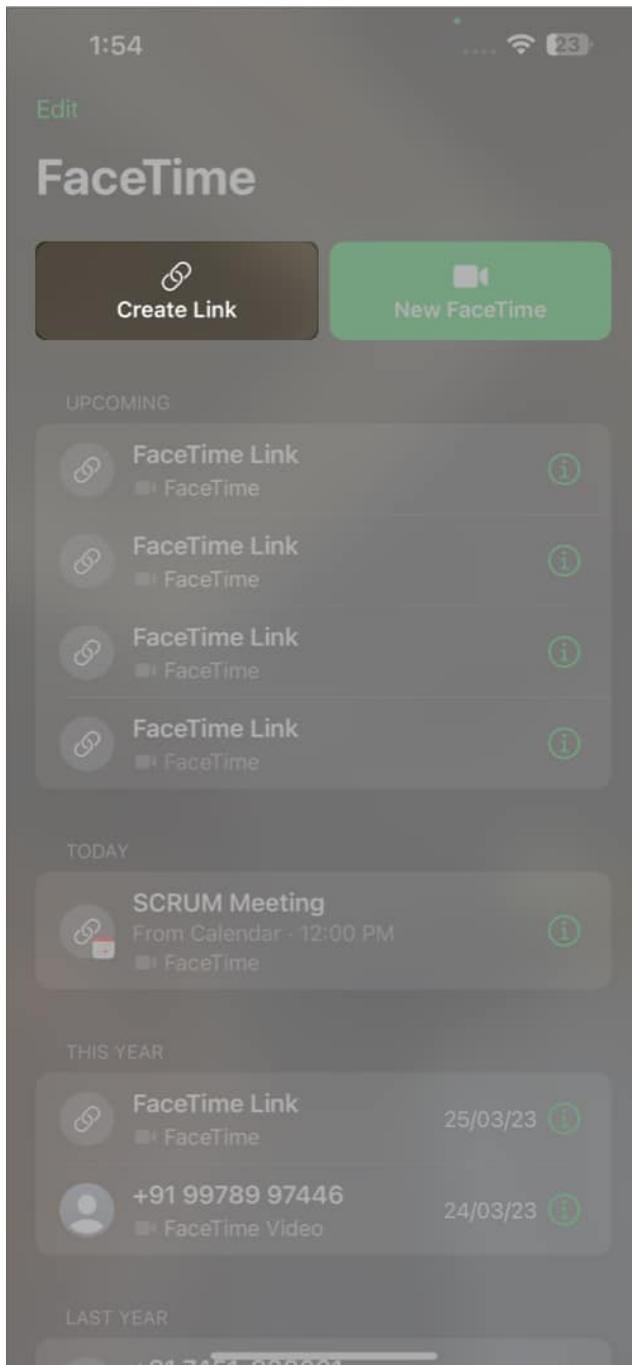


## How to share FaceTime link to schedule calls on iPhone, iPad, and Mac

The techniques for scheduling a FaceTime call are insanely convenient. But wait until I tell you about the next one. Did you know you can organize a FaceTime call and share the link to it? The receiver can then use this link to jump on the call as many times as possible at a fitting time.

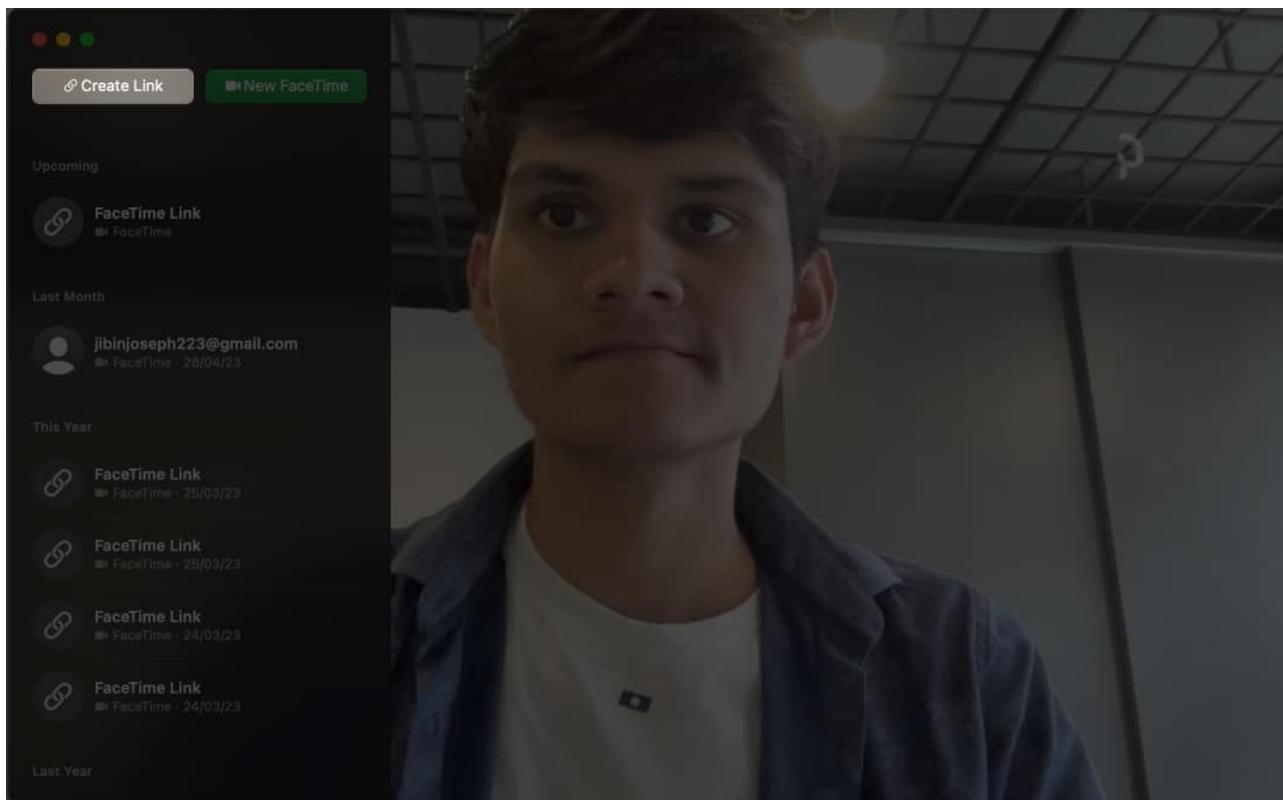
### On iPhone and iPad

1. Open **FaceTime** on your device.
2. Tap **Create Link**.
3. Share the same via any medium that is feasible to you.

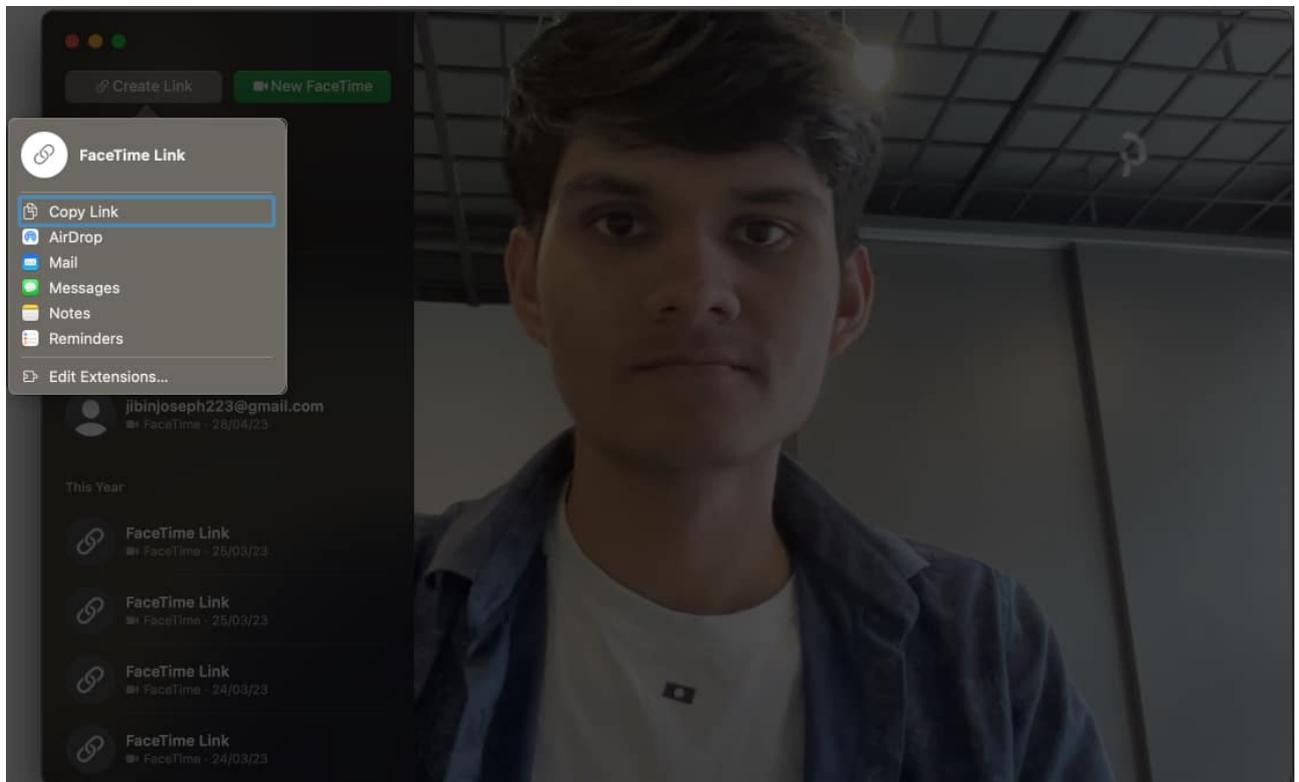


## On Mac

1. Launch **FaceTime** → Click **Create Link**.



2. You'll be prompted with a list of options you can use to share the link with the significant user.



**Note:** This link can only be terminated by the owner and is set to last indefinitely. Hence you can use it over and over again if you desire.

## Wrapping up

Gone are the days when you had to set up or organize a call with seconds on the clock. This guide can help you to schedule a FaceTime call on your Apple device.

Thank you for reading. Please share your thoughts in the comments below.

## FAQs

### Can I schedule a FaceTime call without an internet connection?

Scheduling a FaceTime call in Calendar does not require an internet connection. However, you must have an active cellular or Wi-Fi connection in your device for a successful FaceTime call.

## **Can I schedule a group video call on FaceTime?**

Yes, you can use the “Invitees” option to add multiple participants to the event. This will automatically result in the setting up of the group FaceTime.

### **Read more:**

- [How to use SharePlay on Facetime and Messages](#)
- [How to check FaceTime call duration on iPhone, iPad, and Mac](#)
- [How to share screen on FaceTime using iPhone, iPad, and Mac](#)