

Scheduling and Joining a BlueJeans Meeting

Using a Browser

Schedule

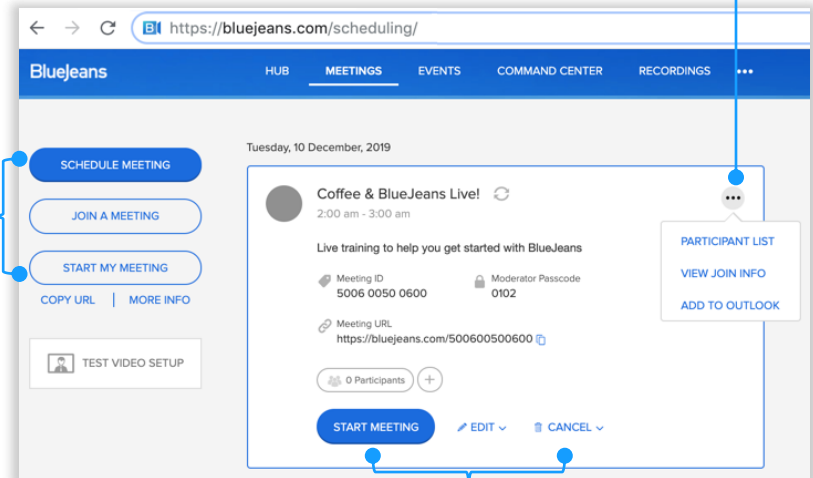
1. Login to bluejeans.com/scheduling
2. Click Schedule Meeting
3. Update the desired fields

Join a Meeting

- Click **Start Meeting** for an existing meetings.
- Click **Start My Meeting** for on-the-go meetings.
- Click **Join Meeting** to manually enter a meeting number.

Click to view additional meeting information

Schedule
Join
or
Start



Start or modify an existing meeting

In Meeting Experience

Mute your **audio** Share **content**
Mute your **camera** Leave/End meeting

Start/stop **recording**
(moderators only)



People:

- View participant list
- Mute/Mute all

Settings:

- Mute on entry
- Disable entry/exit tones
- Lock meeting
- Change video layout
- Change your **camera, microphone or speaker** (headset)

Switch your **video display** preference