

Scheduling and Joining a BlueJeans Meeting

Using the Google Calendar Extension and BlueJeans Desktop App

Schedule

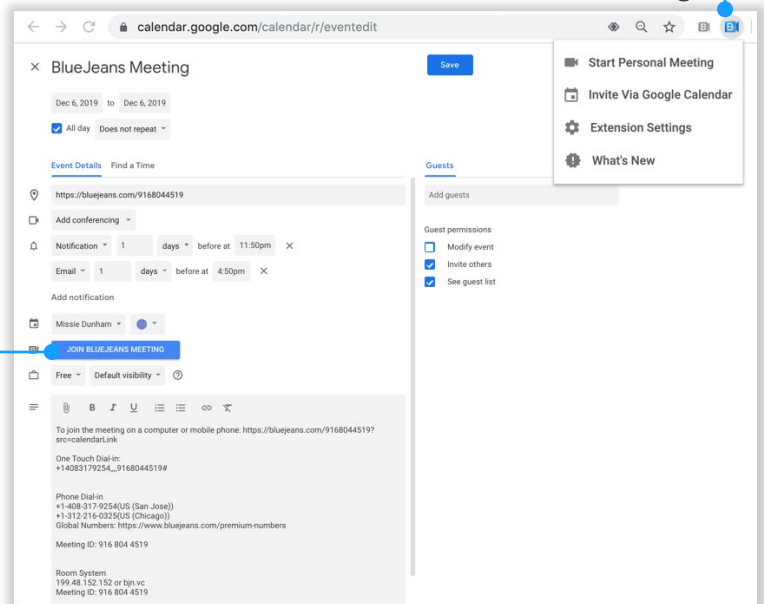
1. Download & Install the **Google Chrome Browser Extension Calendar App**
2. Open a Calendar invite
3. Click the BlueJeans button

Click Extension Settings to change options such as:

- One-time meeting or personal meeting ID
- Add a participant passcode

Add/Join a BlueJeans Meeting

Edit Meeting
Extension Settings



Join with BlueJeans Desktop App

Mute your camera Mute your audio

Start an ad hoc meeting

Join a Scheduled meeting
(click Join or the down arrow for additional join options)

Join manually by entering a Meeting ID

Change your camera, mic or speakers

The In-Meeting Experience

BlueJeans Desktop App

In-Meeting Controls

The screenshot shows the BlueJeans desktop application window. The main video feed displays four participants in a meeting. Below the video is a gallery of smaller video thumbnails for participants named Anne, Rachel, Daniel, and Leopoldo. The top toolbar contains icons for Start/stop recording, Mute camera, Mute audio, Share content, Exit, People, Chat, Apps, and Settings. The Settings panel is open on the right, showing options for Camera (HD Pro Webcam C920), Microphone (Built-in Microphone), and Speakers (Built-in Output). It also includes Moderator Controls such as 'Fit video to view', 'Mute people on entry', 'Disable entry and exit notifications', and 'Lock current meeting'.

Callouts point to the following features:

- Start/stop recording (moderators only)
- Mute your camera
- Mute your audio
- Share content
- Exit
- View and mute participants
- Group and 1:1 chat
- Edit settings
- Change your camera, microphone or speaker (headset)
- Moderator controls
- Switch your video display preference

Tips

KEYBOARD SHORTCUTS

- M = Mic Mute/Unmute
- V = Video Off/On
- Space Bar = Hold to unmute while you talk



GOOD INTERNET CONNECTION

Use a LAN connection or strong WIFI for best performance



MUTE

- Yourself if not talking
- All for large meetings



HEADSETS

Control background noise (avoid speakerphone)



ON THE GO

Use the Mobile App