Scheduling and Joining a BlueJeans Meeting
Using the Windows Outlook Plug-in and BlueJeans Desktop App

**Schedule**

1. Download & Install the **Windows Outlook Calendar App**
2. Open a Calendar invite
3. Click the BlueJeans button

Click Settings on an existing meeting to change meeting options such as:
- One-time meeting or personal meeting ID
- Mute audio and/or video on entry
- Start without moderator (enable/disable)
- Add a participant passcode

**Join with the BlueJeans Desktop App**

- **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**
- **Mute your camera**
- **Mute your audio**
- **Change your camera, mic or speakers**

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The In-Meeting Experience
BlueJeans Desktop App

In-Meeting Controls

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

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

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