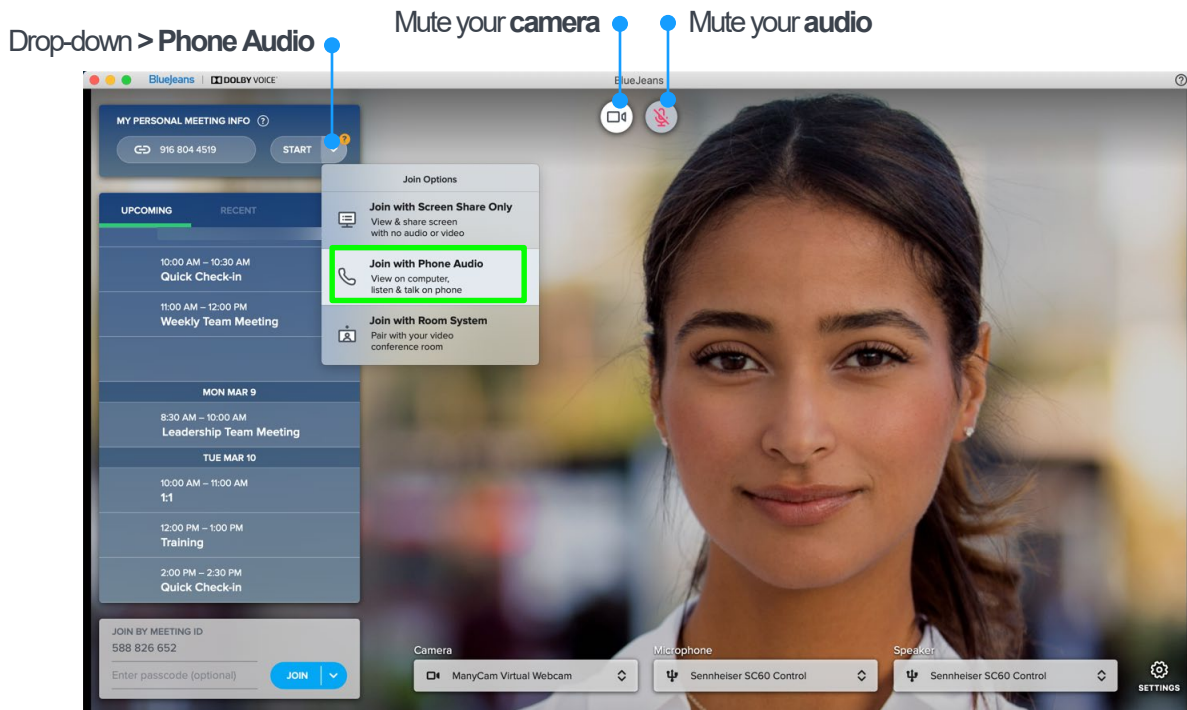


# Joining a BlueJeans Meeting

## Using Phone Audio

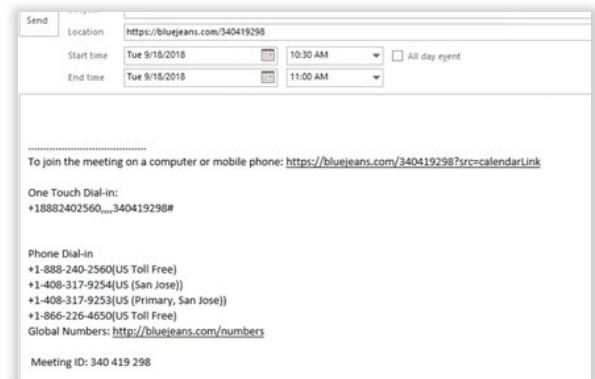
### Start from the Desktop App

1. Download & Install the **BlueJeans Desktop App** (this will allow you to view content on your computer and share your web cam)
2. Click the **drop-down arrow** next to the desired meeting
3. Select **Join with Phone Audio**



### Or call using the dial-in phone number

1. Open the meeting invite
2. Click On Touch Dial-in to call, or simply dial the number.



# 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, and a window control menu. The window control menu includes PEOPLE, CHAT, APPS, and SETTINGS. The SETTINGS panel is open, showing options for CAMERA (HD Pro Webcam C920), MICROPHONE (Built-in Microphone), and SPEAKERS (Built-in Output). It also includes a 'Fit video to view' checkbox and a 'MODERATOR CONTROLS' section with options for muting people on entry, disabling notifications, and locking the 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