Scheduling and Joining a BlueJeans Meeting
Using the O365 Outlook Calendar and BlueJeans Desktop App

**Schedule**

1. Download & Install the **O365 Outlook Calendar App**
2. Open a Calendar invite
3. Click the BlueJeans button

Click Settings 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
- Prompt attendees to join via browser or app

**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
- View and mute participants
- Start/stop recording (moderators only)
- Exit
- Share content

Start your meeting with BlueJeans.

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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