

# Scheduling and Joining a BlueJeans Meeting

Using the O365 Outlook Calendar and BlueJeans Desktop App

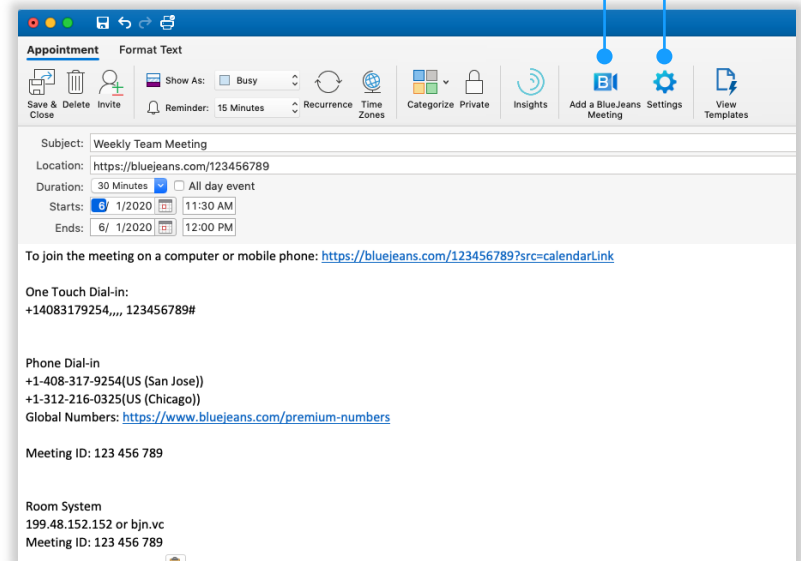
Add a BlueJeans Meeting      Edit Meeting Settings

## 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

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 app interface. Callouts point to the following features:

- Start/stop recording (moderators only)**: Points to the 'Start Rec' button in the top left corner.
- Mute your camera**: Points to the camera icon in the top toolbar.
- Mute your audio**: Points to the microphone icon in the top toolbar.
- Share content**: Points to the screen sharing icon in the top toolbar.
- Exit**: Points to the red phone icon in the top toolbar.
- View and mute participants**: Points to the 'PEOPLE' button in the top toolbar.
- Group and 1:1 chat**: Points to the 'CHAT' button in the top toolbar.
- Edit settings**: Points to the 'SETTINGS' button in the top toolbar.
- Change your camera, microphone or speaker (headset)**: Points to the settings panel on the right, specifically the camera, microphone, and speaker sections.
- Moderator controls**: Points to the 'MODERATOR CONTROLS' section in the settings panel.
- Switch your video display preference**: Points to the video display preference icon in the bottom left corner.

## 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