



**BlueJeans**

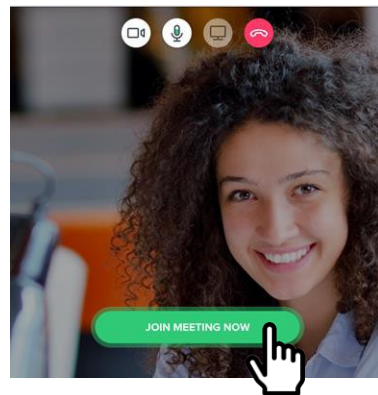
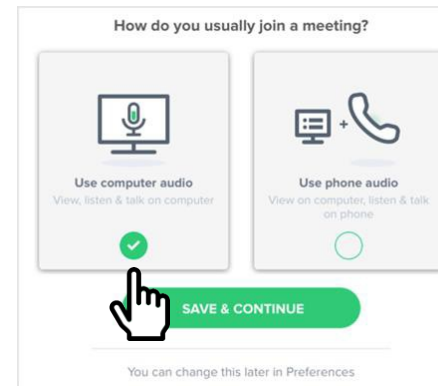
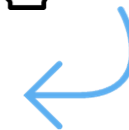
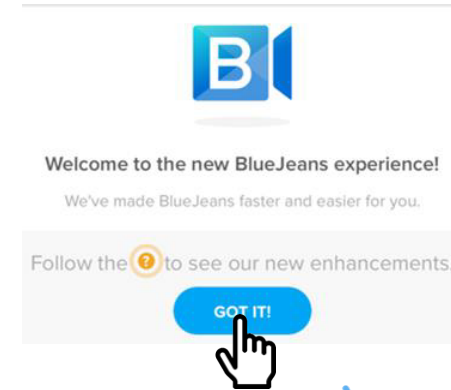
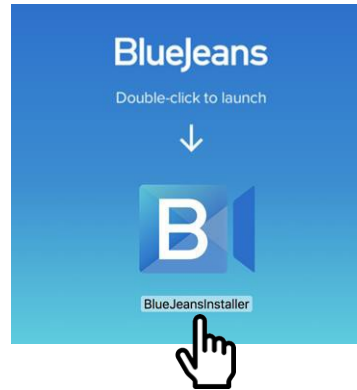
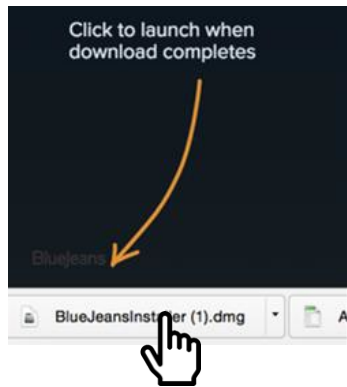
BlueJeans App

Updated: February 2020

# 1. Download and Configure your app

# Download and Run Wizards to Install

Download the Desktop App from  
[bluejeans.com/downloads](https://bluejeans.com/downloads)



Finally, check to make sure your appearance looks good before joining the meeting – mute mic or camera if needed. Click **join** to enter the meeting.

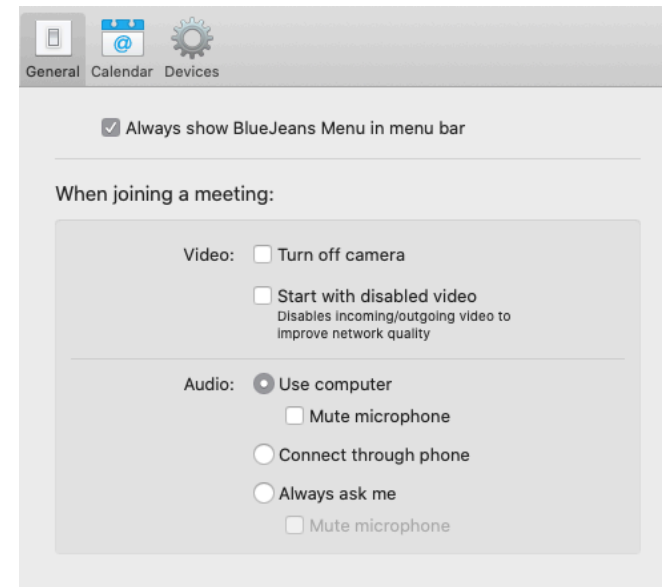
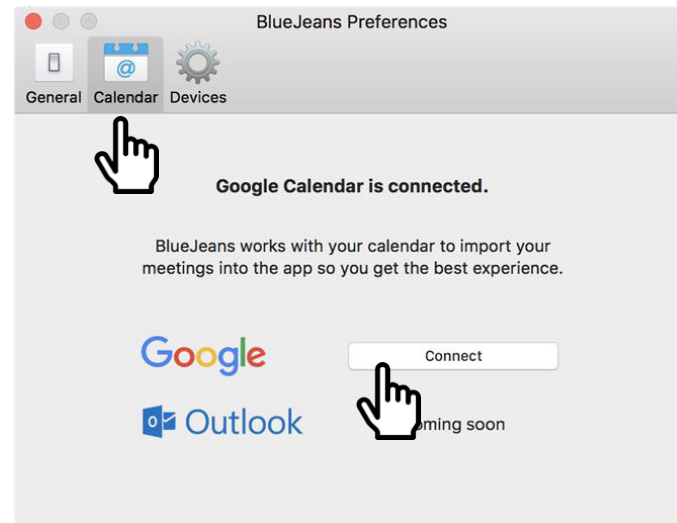
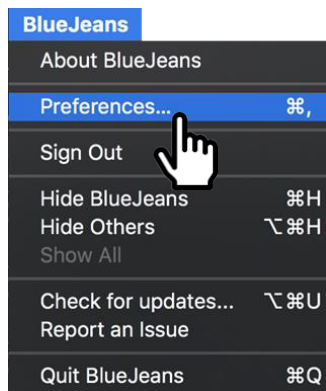
**Set your audio preference:** using your computer for audio or from a phone line. We recommend using your computer audio.

# Sync your Calendar to the App

After the download, the wizard will instruct you to sync your calendar.

To do this manually, from the top left menu, **click Preferences to sync your Calendar** with your App.

Access the **General tab** to change **video** (there is an option here to start with disabled video to improve network quality) and **audio** default settings





# Manage and Join Meetings from your Dashboard

**Start** an always ready Personal meeting

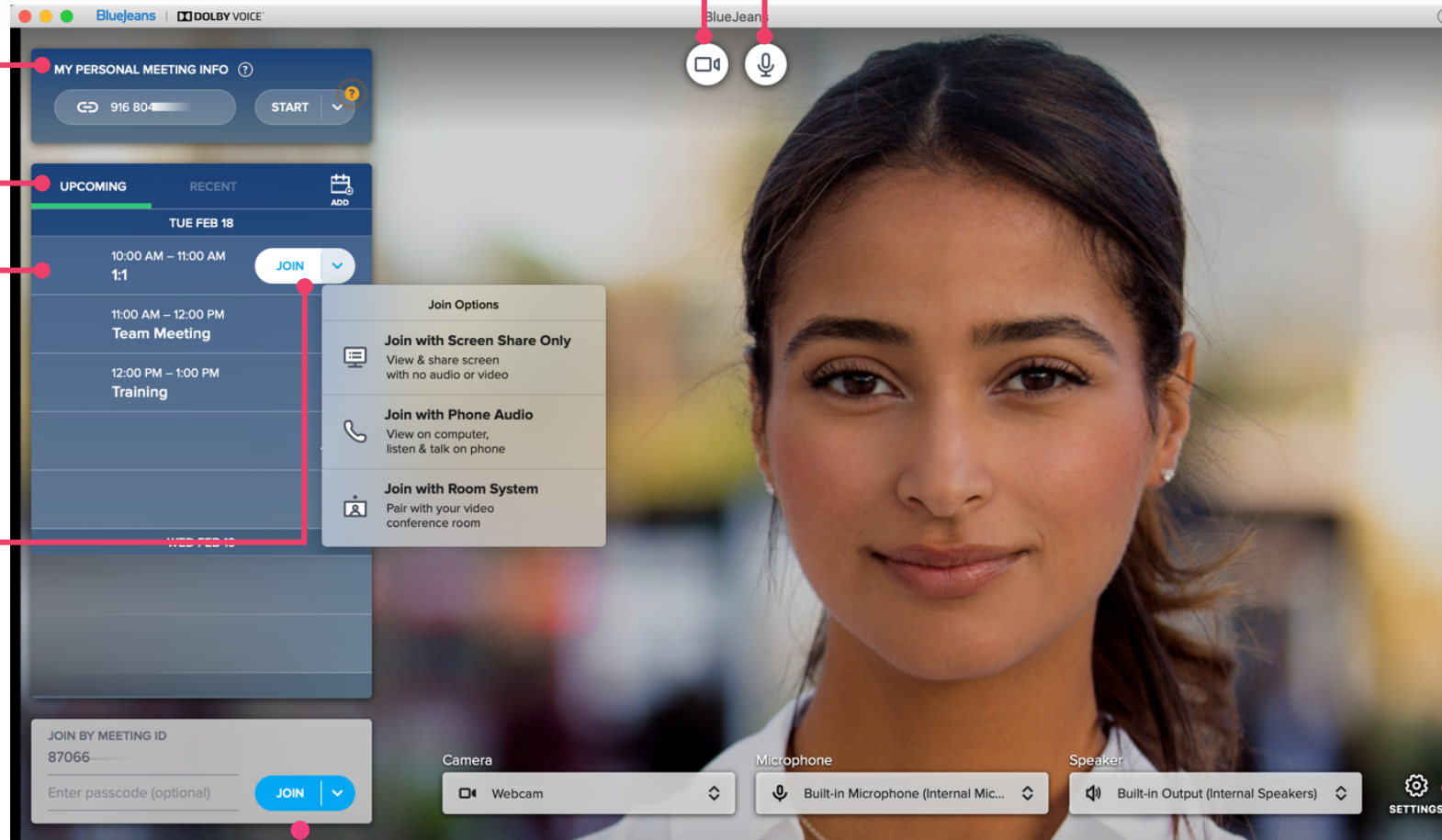
**View** upcoming or recent meetings

Hover to view **join** meeting button or click to view meeting details.

Use drop down arrow for **more connection options**:

- View and screen share (no camera or mic)
- Join with phone audio.
- Pair your laptop with your Room System.

Mute your camera   Mute your microphone



Change your **camera, mic or speakers**

Connect to a **meeting manually** by entering the Meeting ID and passcode (optional if you're the moderator)

## 2. In the Meeting

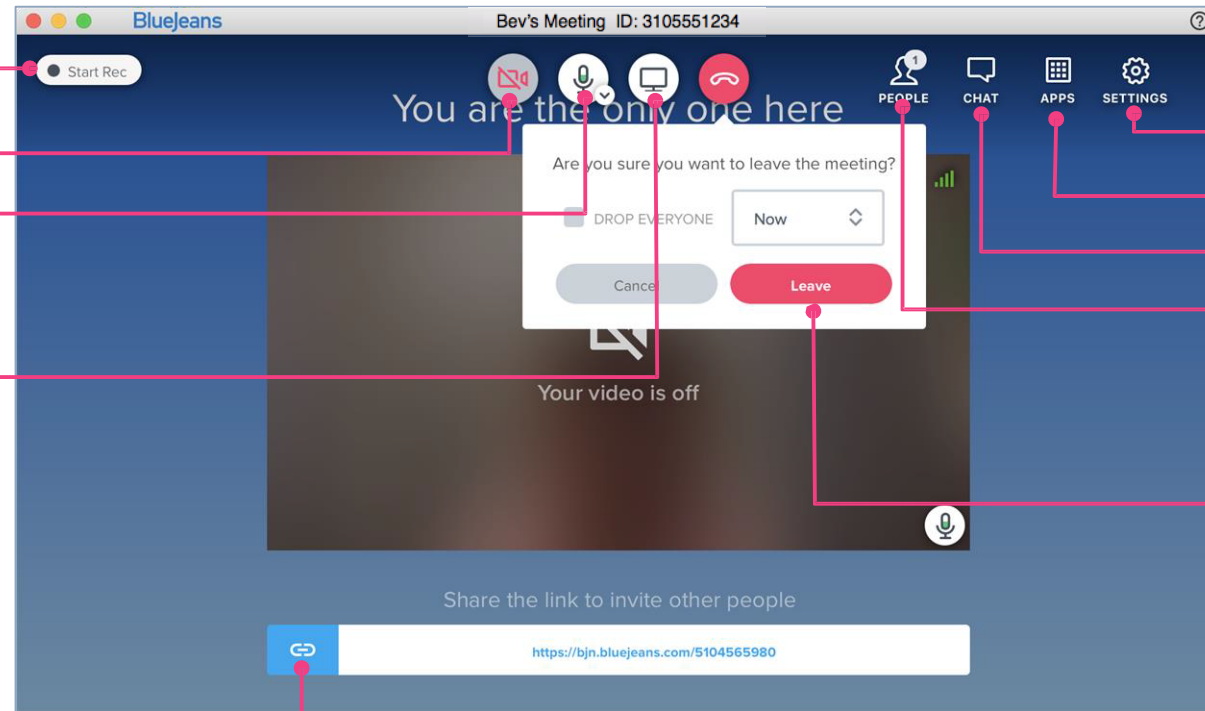
# Joining the Meeting, the First to Arrive

Start / Stop recording (only available for moderator)

Camera muted

Mic not muted, click drop down arrow to mute or change to phone audio

Share your screen (desktop or an application)



Get help

Edit Settings

Access In Meeting Apps

Group / 1:1 Chat

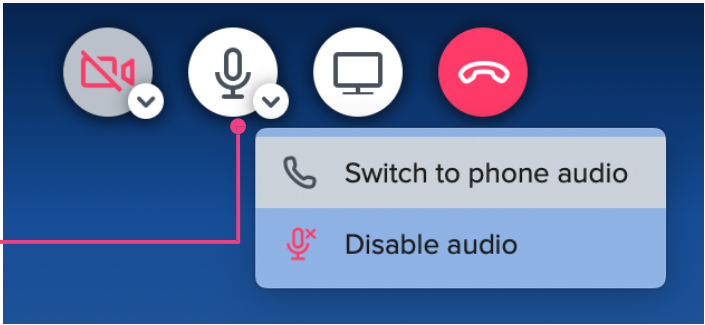
View participants

Leave meeting: before confirming to leave, the moderator has the option to let the meeting continue or disconnect all participants

Copy meeting link to share with other participants

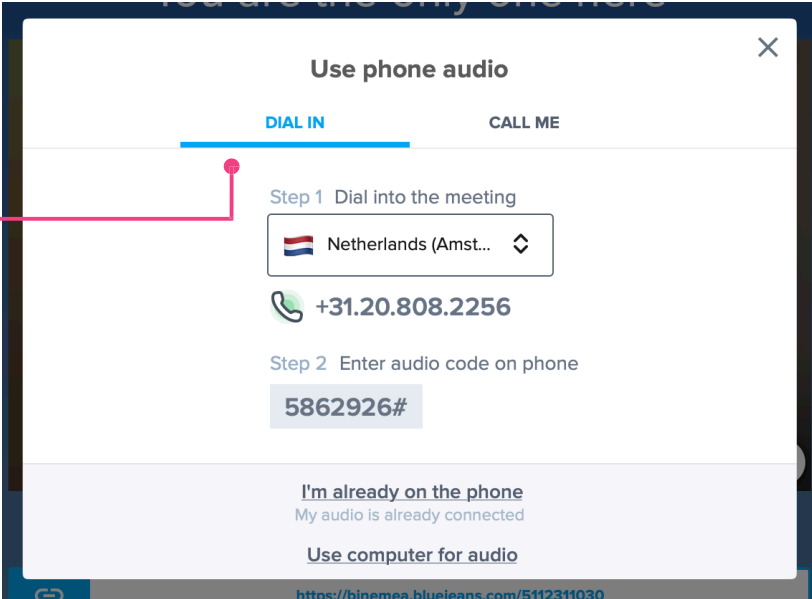
# Joining the Meeting, Audio Options

When switching to phone audio you can 'Dial In' or use the 'Call Me' feature



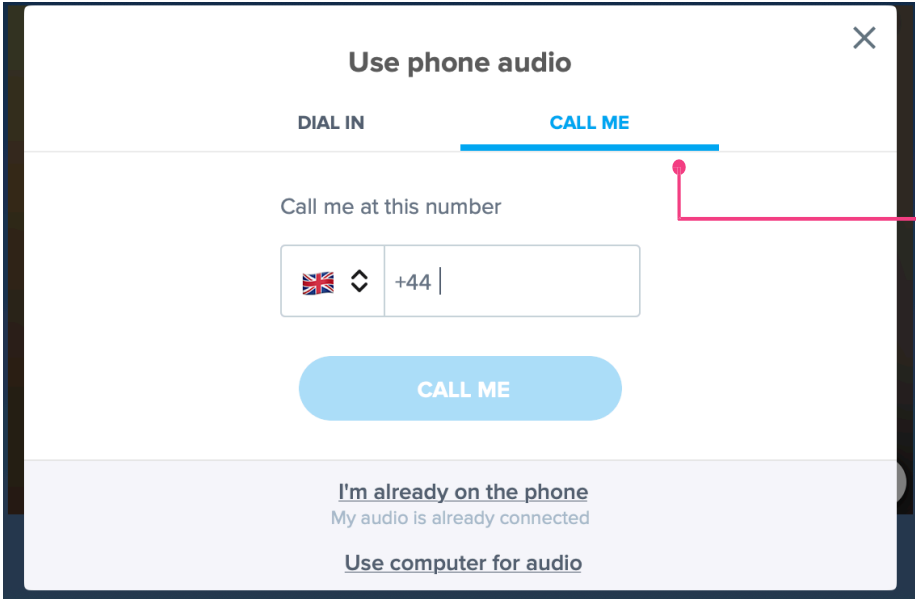
## Dial In

- 1. Choose the country you are connecting from and dial the number
- 2. Enter the audio code displayed on your phone



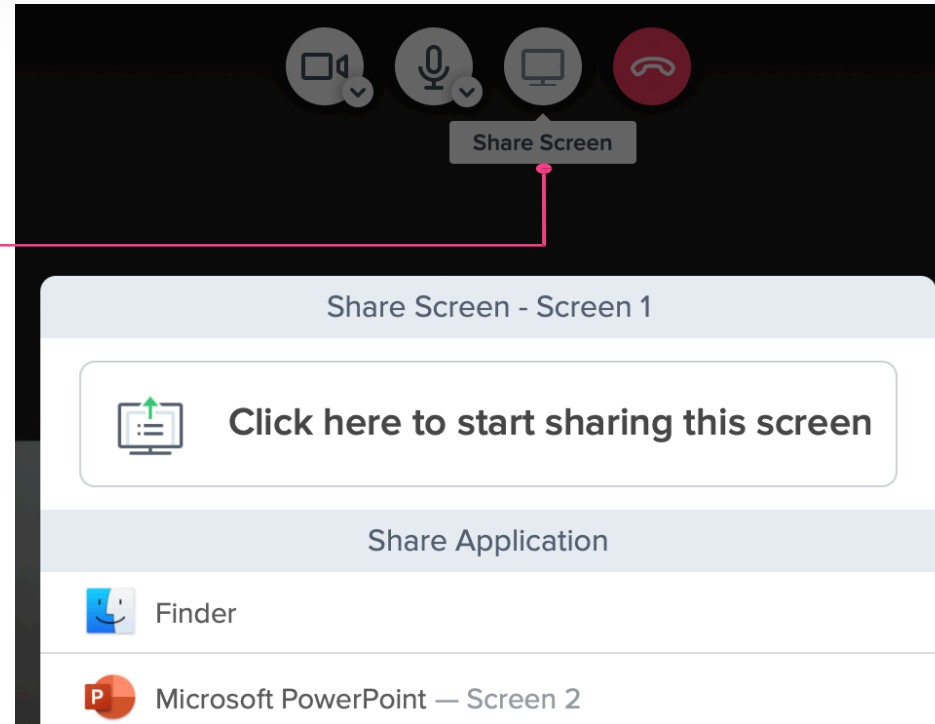
## Call Me

- 1. Enter your country code and number
- 2. Click 'Call Me'



# Screen Sharing

Click on 'Share Screen' icon  
in top menu



- Choose to share your entire desktop
- Choose to share an application that is opened in your desktop (this will be the only screen users see)

# People

1. Main controls: camera, microphone, screen share and leave the meeting
2. People roster, Chat, Apps and Settings
3. People roster detail

The screenshot shows the BlueJeans meeting interface. At the top, a toolbar contains icons for video, microphone, screen share, and a red phone icon for leaving the meeting. A 'Start Rec' button is on the left. Below the toolbar, a video feed shows four participants around a table. A small overlay at the top left of the video feed says 'Anne is talking'. To the right of the video feed is a sidebar with tabs for 'PEOPLE', 'CHAT', 'APPS', and 'SETTINGS'. The 'PEOPLE' tab is active, showing a list of participants: 'Bev (me)' (marked with a star), 'Anne', 'Board room', and 'Daniel'. Each participant has icons for video and audio. Below the list are options for 'Call Details', 'Pin participant', 'Request desktop control', 'Drop from meeting', 'Mute All', and 'Unmute All'. At the bottom of the sidebar is a meeting link: 'bluejeans.com/6786088830'. At the bottom of the main window, there is a row of thumbnails for other participants: Anne, Rachel, Daniel, Leopoldo, and another person. Arrows point from various parts of the interface to text annotations on the right and bottom.

Who's talking is displayed

Hide menu

View participants

Click 'Who's Talking' tab to view where the sound is coming from (also shown my blue mic highlight)

Click on the pencil to change your name. Mute/unmute camera or mic. Note: moderators (marked with a star next to their name) can mute/unmute other participants

Click on a name to see:

- Call details: endpoint and stats
- Pin Participant
- Request desktop control
- Drop from meeting (moderator)

Moderators can mute / unmute all

Hide Video Thumbnails

Switch Video and Content Frames

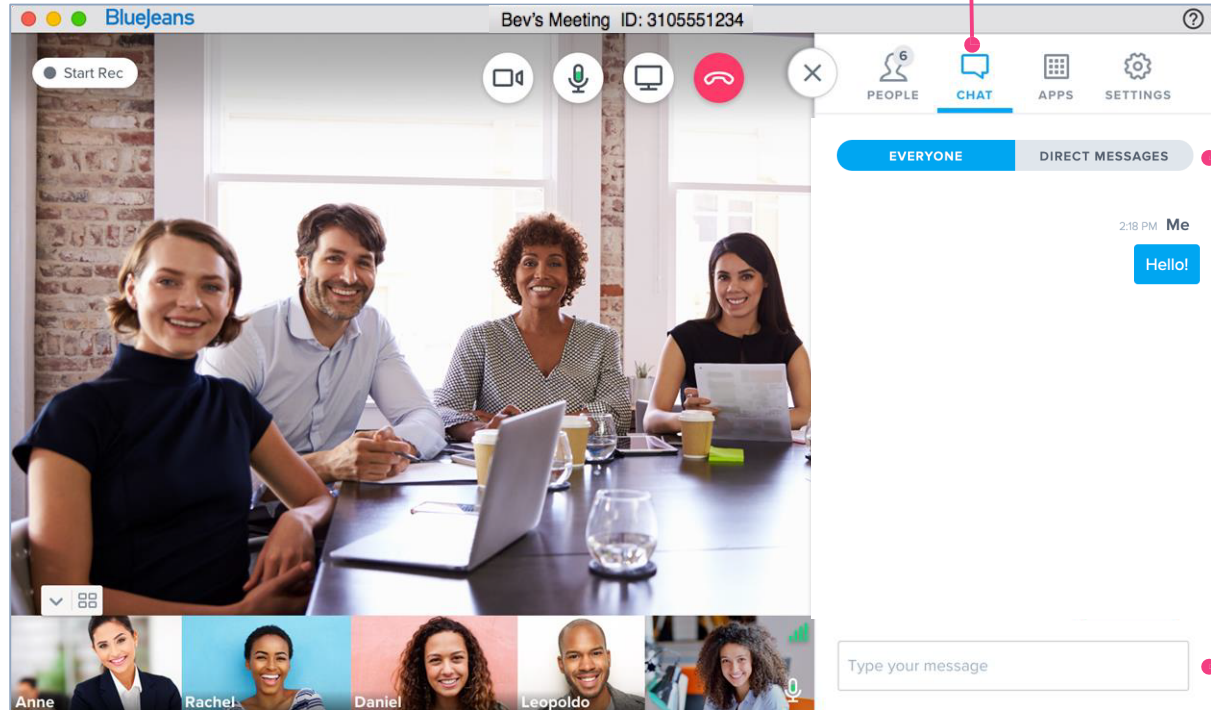
Your self view, with quality bar and mic status

Send Meeting link to others



# Chat

Chat with the group or 1:1



Choose to send a message to 'Everyone' or click on the 'Direct Messages' tab to chat 1:1 with other participants in the meeting

Compose your message



# In Meeting Apps

The screenshot shows the BlueJeans 'In Meeting Apps' menu overlaid on a video call. The menu is titled 'Bev's Meeting ID: 3105551234' and includes a 'Start Rec' button. The main menu has tabs for PEOPLE, CHAT, APPS, and SETTINGS. The APPS tab is selected, showing a grid of app options, each with a 'START' button. The options are: Meeting Highlights, Whiteboard, Annotation, Facebook Live, Workplace, Breakout Session, and Upload & Share Video. Annotations with red lines point to specific features: 'Click to access Apps menu' points to the APPS tab; 'View meeting Highlights clips' points to the Meeting Highlights app; 'Bring up Whiteboard for all participants' points to the Whiteboard app; 'Stream your meeting to Facebook' points to the Facebook Live app; 'Bring up annotation for all participants' points to the Annotation app; 'Create rooms and assign users to break out into groups' points to the Breakout Session app; 'Stream your meeting to Workplace' points to the Workplace app; and 'Share a video (upload now or from your account)' points to the Upload & Share Video app.

Click to access Apps menu

View meeting Highlights clips

Bring up Whiteboard for all participants

Stream your meeting to Facebook

Bring up annotation for all participants

Create rooms and assign users to break out into groups

Stream your meeting to Workplace

Share a video (upload now or from your account)

# In Meeting Apps

The screenshot shows the BlueJeans interface during a meeting. The top bar includes a 'Start Rec' button and icons for video, audio, screen sharing, and a close button. Below these are tabs for 'PEOPLE', 'CHAT', 'APPS', and 'SETTINGS'. The 'APPS' tab is selected, displaying a grid of app cards. Each card has an icon, a title, and a 'START' button. Annotations with red lines point to specific elements: the 'APPS' tab, the 'Meeting Highlights' card, the 'Whiteboard' card, the 'Annotation' card, the 'Facebook Live' card, the 'Workplace' card, the 'Breakout Session' card, and the 'Upload & Share Video' card.

Click to access Apps menu

View meeting Highlights clips

Bring up Whiteboard for all participants

Stream your meeting to Facebook

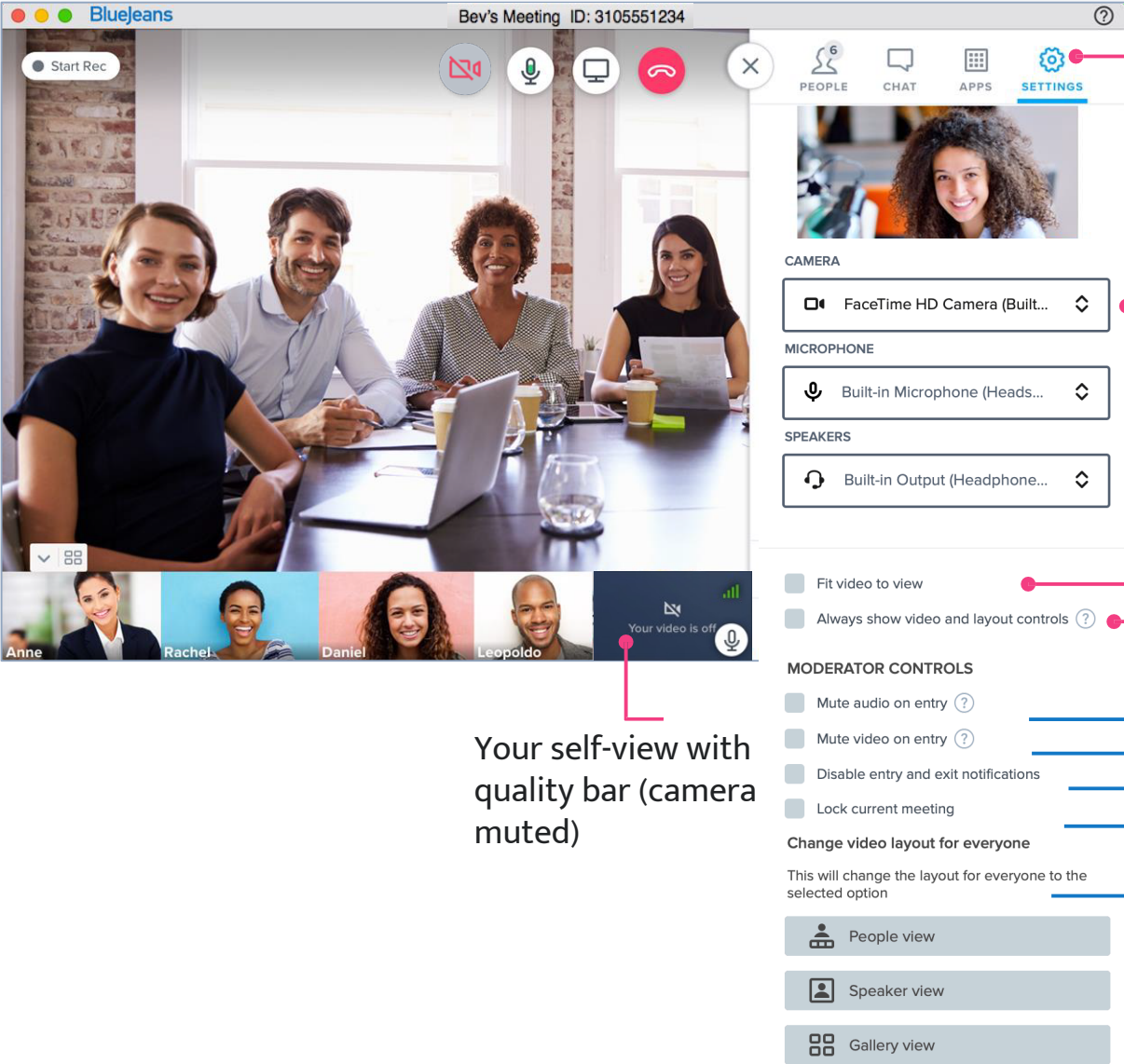
Bring up annotation for all participants

Create rooms and assign users to break out into groups

Stream your meeting to Workplace

Share a video (upload now or from your account)

# Settings



Edit Settings

Select a different camera, microphone or speaker (headset)

Scale video to fit when menu panels are shown

Always show video and layout controls

Your self-view with quality bar (camera muted)

### Controls for Moderator Only:

- Mute audio on entry (for all participants)
- Mute video on entry (for all participants)
- Disable entry and exit notifications (audio prompts)
- Lock meeting (no participants will be able to join)

Change video layout for everyone to 3 different layouts