



# Administrator's Guide

June 15, 2018

BlueJeans

# Contents

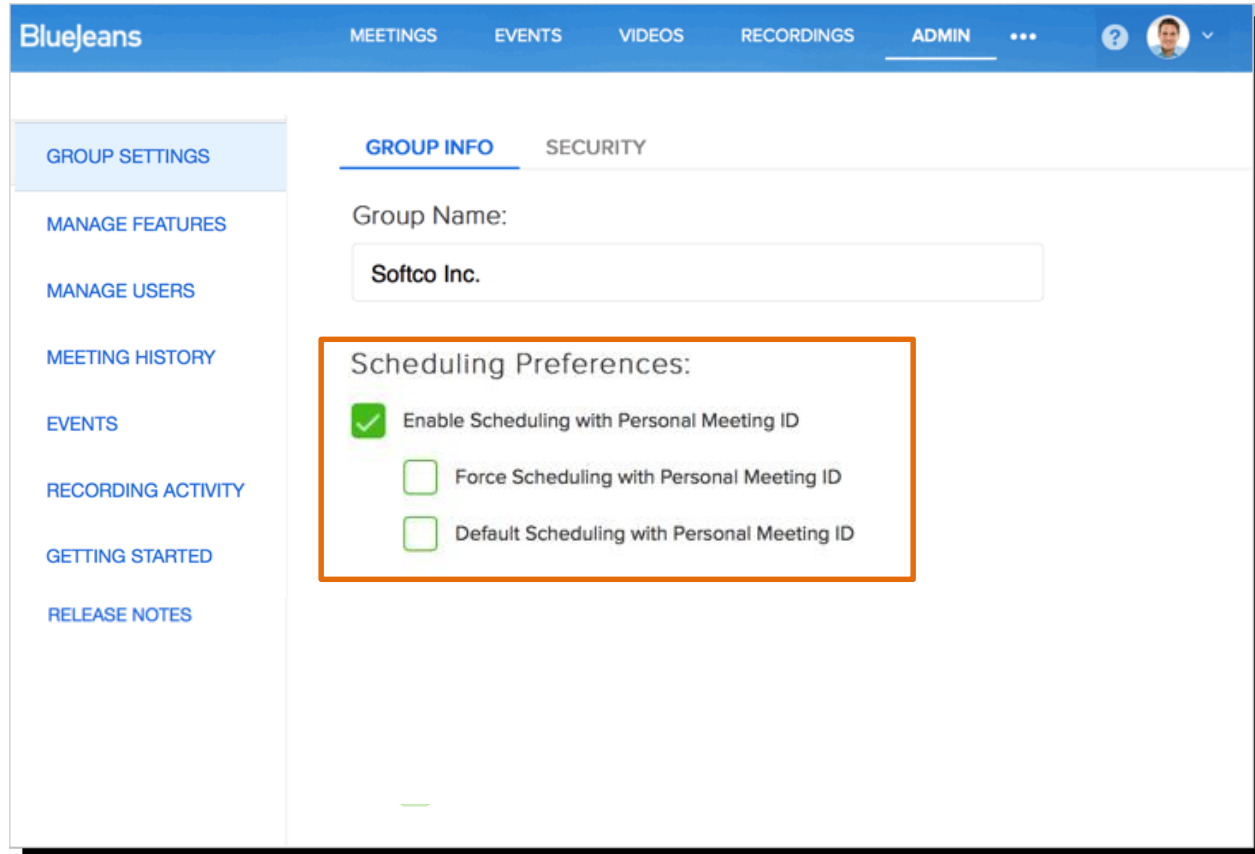
Administrators have control of their Enterprise Group. Provision and edit service for employees, and, view and manage billing and meeting history. One or more users can be assigned as Admin. This document provides instructions for:

1. Group Settings
2. Manage Features
3. Manage Users
4. Billing Management (Invoices, Plan and Payment Information)
5. Meeting History
6. Events
7. Recording Activity
8. Getting Started
9. Release Notes

# Group Settings – Scheduling Preferences

With “Enable Scheduling” checked, users have option to use Personal meeting ID for Scheduled meetings:

- **Force Scheduling:**  
users won't have option to use the scheduled 9 digit random ID
- **Default Scheduling:**  
users will have Personal ID as their default when scheduling meetings.



The screenshot shows the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists various settings: 'GROUP SETTINGS' (highlighted), 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'GETTING STARTED', and 'RELEASE NOTES'. The main content area is titled 'GROUP INFO' and 'SECURITY'. Under 'GROUP INFO', the 'Group Name' is 'Softco Inc.'. A section titled 'Scheduling Preferences' is highlighted with an orange border and contains three options: 'Enable Scheduling with Personal Meeting ID' (checked with a green checkbox), 'Force Scheduling with Personal Meeting ID' (unchecked), and 'Default Scheduling with Personal Meeting ID' (unchecked).

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GROUP INFO SECURITY

Group Name:

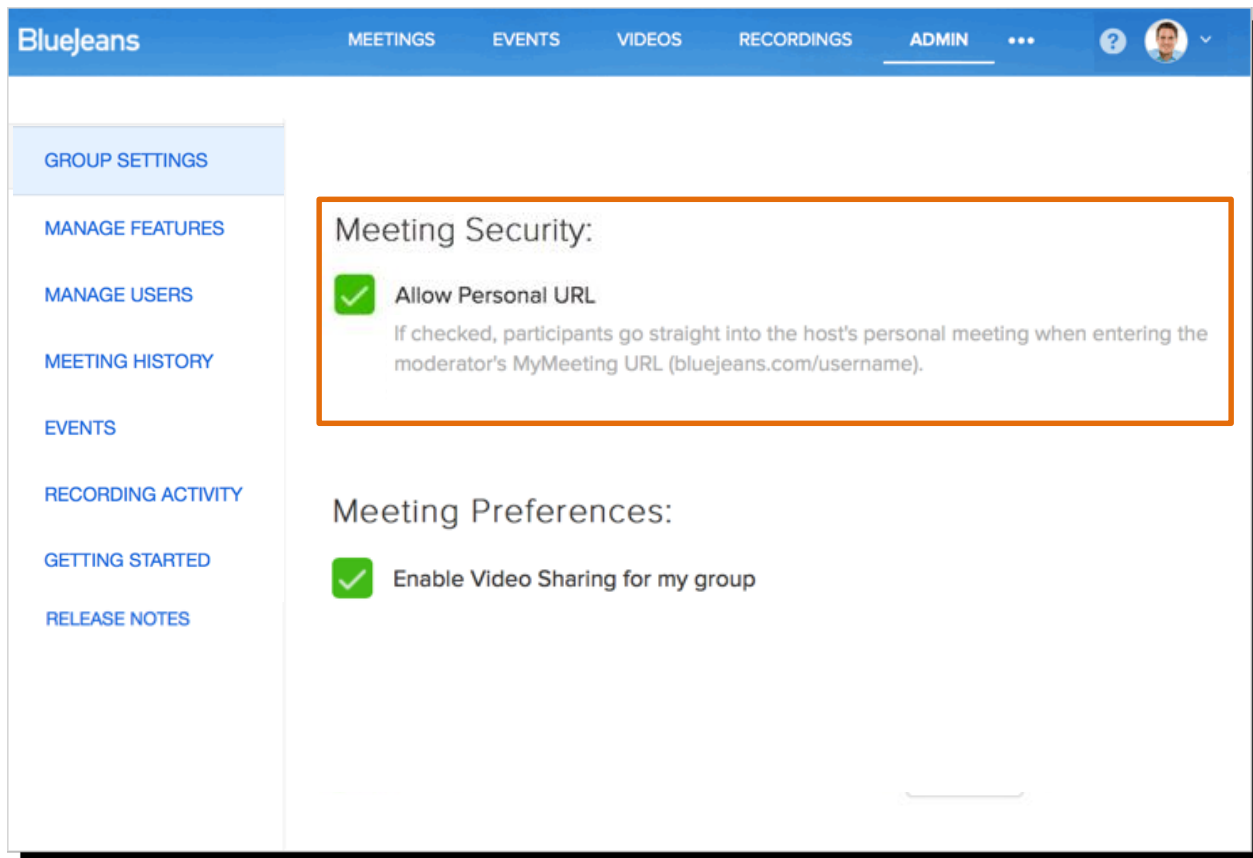
Softco Inc.

Scheduling Preferences:

- ☒ Enable Scheduling with Personal Meeting ID
- ☐ Force Scheduling with Personal Meeting ID
- ☐ Default Scheduling with Personal Meeting ID

# Group Settings – Meeting Security

If “Allow Personal URL” is checked, participants go straight into the host’s personal meeting when entering the moderator’s MyMeeting URL  
(*bluejeans.com/username*)



The screenshot displays the BlueJeans web interface. The top navigation bar includes the BlueJeans logo and tabs for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various settings categories, with GROUP SETTINGS highlighted. The main content area is titled 'Meeting Security:' and features a checkbox labeled 'Allow Personal URL' which is checked. Below this checkbox, a descriptive text states: 'If checked, participants go straight into the host's personal meeting when entering the moderator's MyMeeting URL (bluejeans.com/username)'. Further down, under the 'Meeting Preferences:' section, another checkbox 'Enable Video Sharing for my group' is also checked.

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Meeting Security:

☒ Allow Personal URL

If checked, participants go straight into the host's personal meeting when entering the moderator's MyMeeting URL ([bluejeans.com/username](https://bluejeans.com/username)).

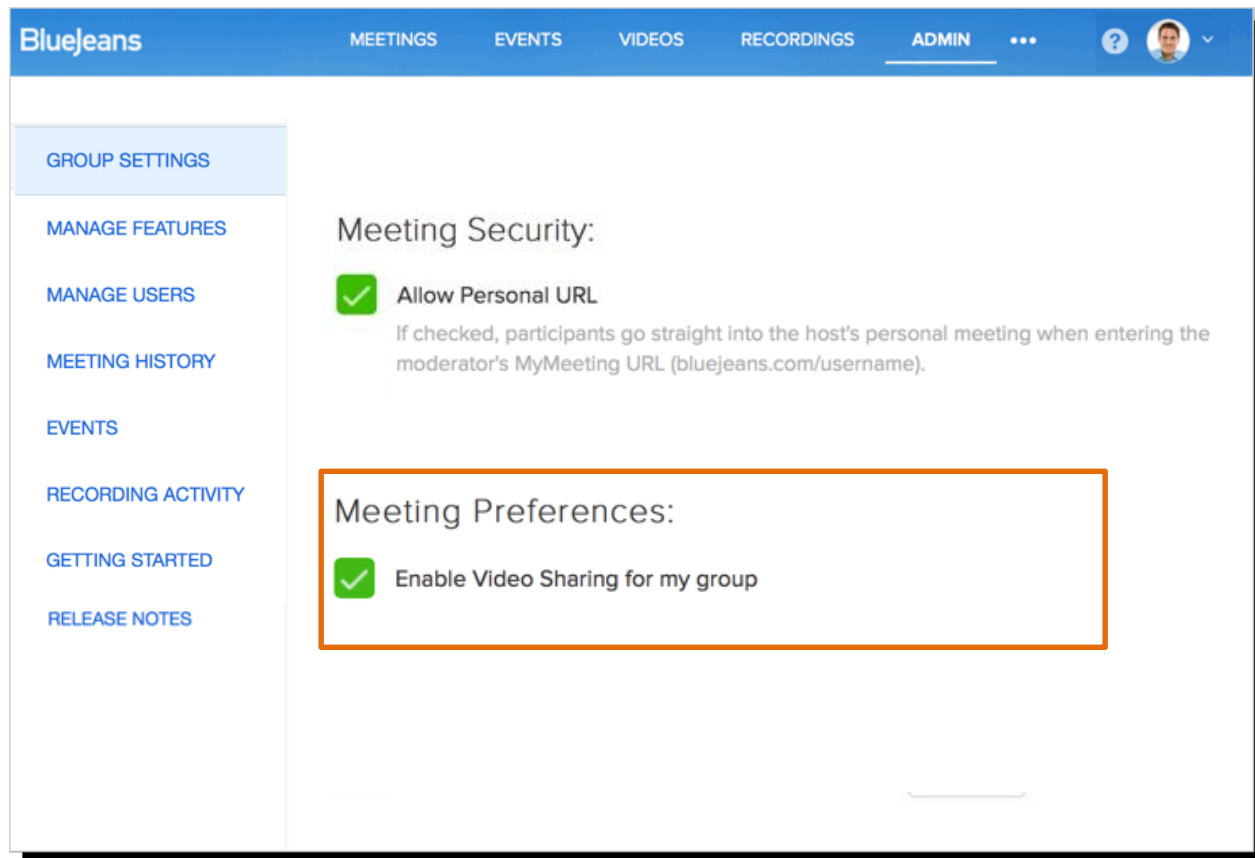
Meeting Preferences:

☒ Enable Video Sharing for my group

# Group Settings – Meeting Preferences

Admins can select to enable or disable ...

- [Video Sharing](#)



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN (which is currently selected). A user profile icon is visible in the top right corner. On the left side, a sidebar menu lists various settings: GROUP SETTINGS (highlighted), MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, GETTING STARTED, and RELEASE NOTES. The main content area is titled 'Meeting Security:' and shows a checked checkbox for 'Allow Personal URL' with a descriptive text: 'If checked, participants go straight into the host's personal meeting when entering the moderator's MyMeeting URL (bluejeans.com/username).' Below this, a section titled 'Meeting Preferences:' is enclosed in an orange border and contains a checked checkbox for 'Enable Video Sharing for my group'.

# Group Settings – Phone Number Preferences

Admins can customize the dial-in phone numbers that will appear for all meetings in the group.

Click to add, remove or rearrange number appearance. You can also add your own number (e.g., in your PBX, pointing to BlueJeans).

Allow individual users to override, & set their own listed dial in numbers

Allow Overriding the default phone numbers based on geo-location. BlueJeans will select local country dial in numbers closest to Moderator's location.

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### Phone Numbers Preferences: ?

Your enterprise has following default phone numbers configured.

Country	Phone
Mexico	+52.55.4741.1411
Sweden	+46.40.66.88256
United States	+1.408.740.7256
Alternate number	+1.408.317.9253

[CONFIGURE PHONE NUMBERS](#)

- ☒ Allow moderators to choose different default phone numbers  
Individual users can override & set their own listed dial in numbers.
- ☒ Allow Overriding the default phone numbers based on geo-location  
BlueJeans will select local country dial in numbers closest to Moderator's location.

# Group Settings – Recording Preferences

Check if you want to automatically delete recordings.

**Warning:** if enabled, recordings older than your entered date limit will be PERMANENTLY erased. You will NOT be able to retrieve.

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### Recording Preferences:

☐ Automatically expire and delete recordings after  days ?

#### SHARING OPTIONS

Set availability of recording sharing options for your enterprise.

☐ Private

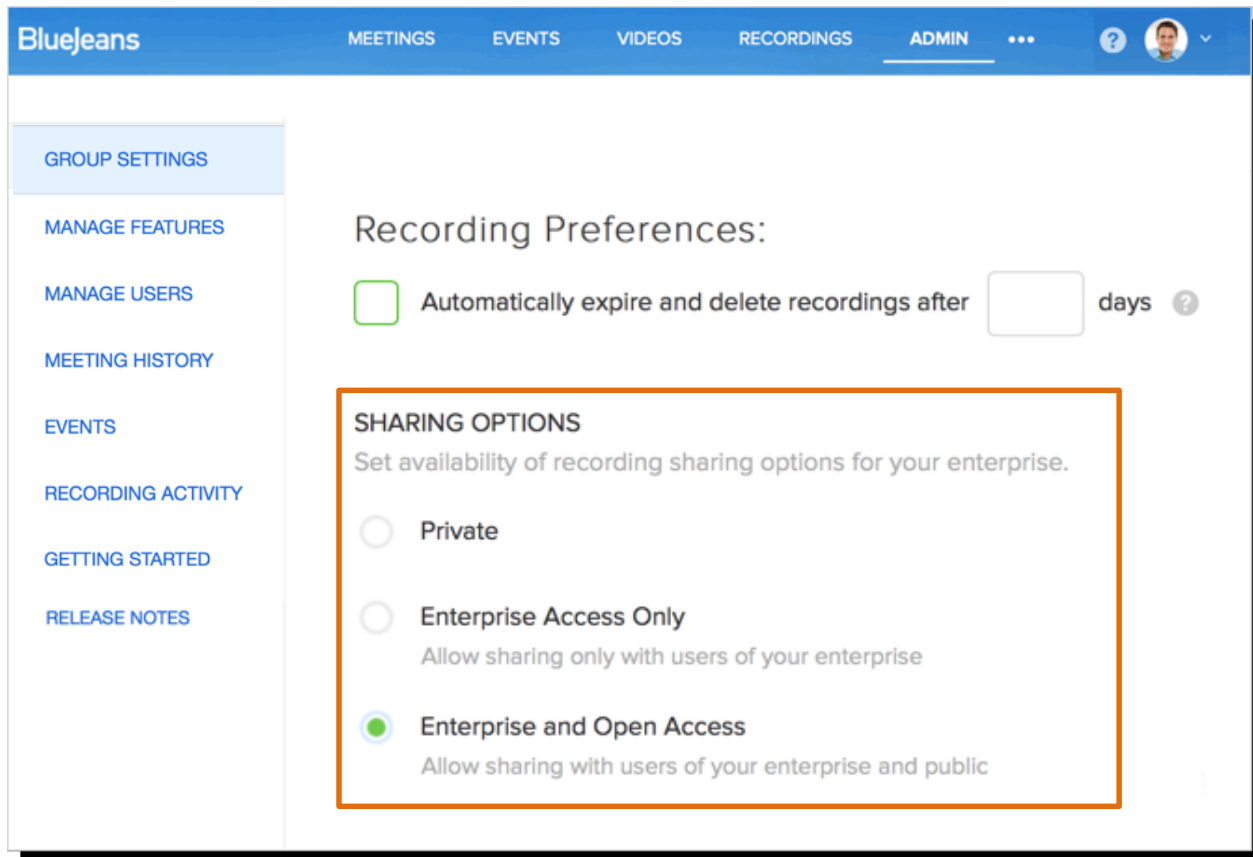
☐ Enterprise Access Only  
Allow sharing only with users of your enterprise

☒ Enterprise and Open Access  
Allow sharing with users of your enterprise and public

# Group Settings – Recording Preferences

Set global sharing preferences for all [recordings](#) made by users in the group.

- **Private** - recording cannot be accessed from a shared link.
- **Enterprise Access Only** - recording will only be accessible to members of your enterprise group via the URL/Link (shown in screen shot below)
- **Open Access** - recording will be accessible to anyone via the URL/link



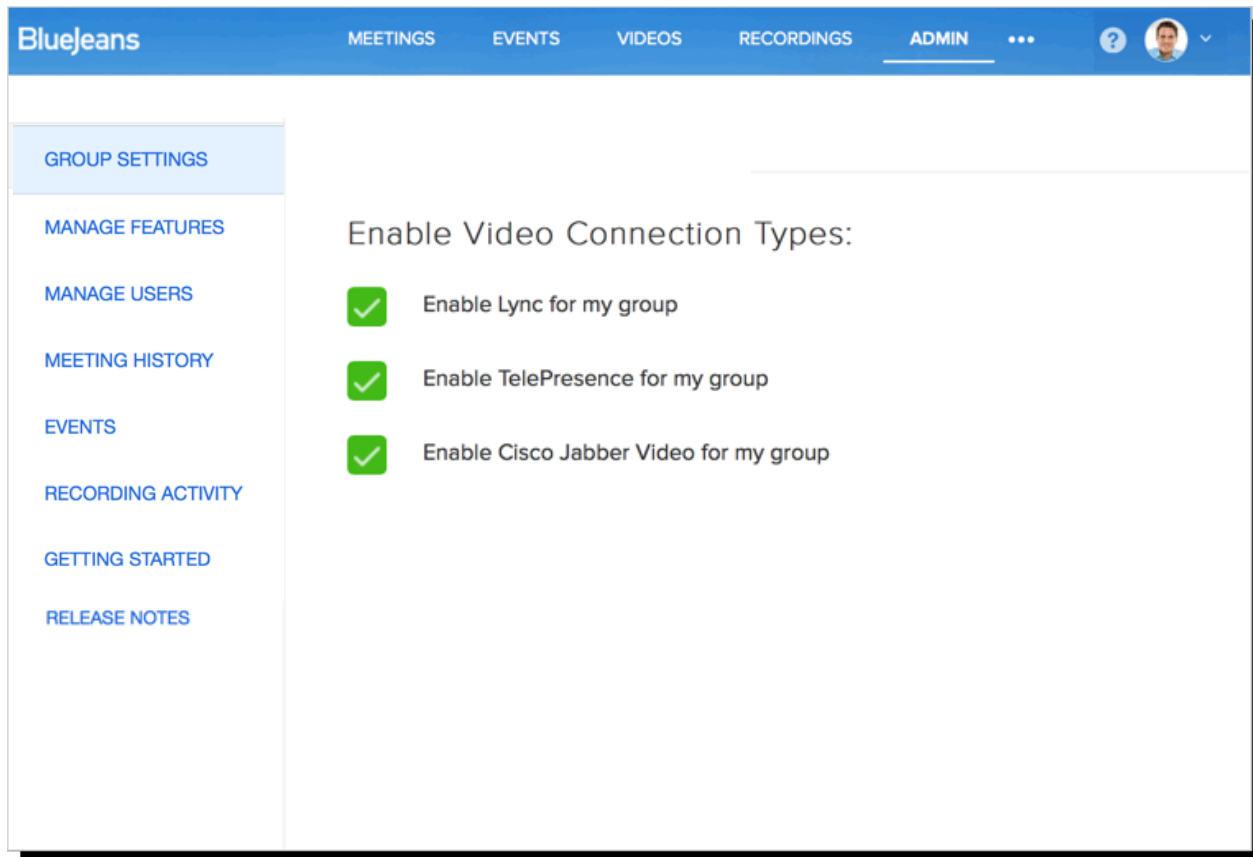
The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various settings: GROUP SETTINGS (highlighted), MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, GETTING STARTED, and RELEASE NOTES. The main content area is titled 'Recording Preferences:' and features a checkbox for 'Automatically expire and delete recordings after' followed by a text input field and the word 'days'. Below this, a section titled 'SHARING OPTIONS' is highlighted with an orange border. It contains the instruction 'Set availability of recording sharing options for your enterprise.' and three radio button options: 'Private', 'Enterprise Access Only' (with the subtext 'Allow sharing only with users of your enterprise'), and 'Enterprise and Open Access' (with the subtext 'Allow sharing with users of your enterprise and public'). The 'Enterprise and Open Access' option is currently selected.



# Group Settings – Video Connection Types

Check if you want one of these additional endpoint types to be enabled for users in your group:

- Lync
- TelePresence
- Cisco Jabber



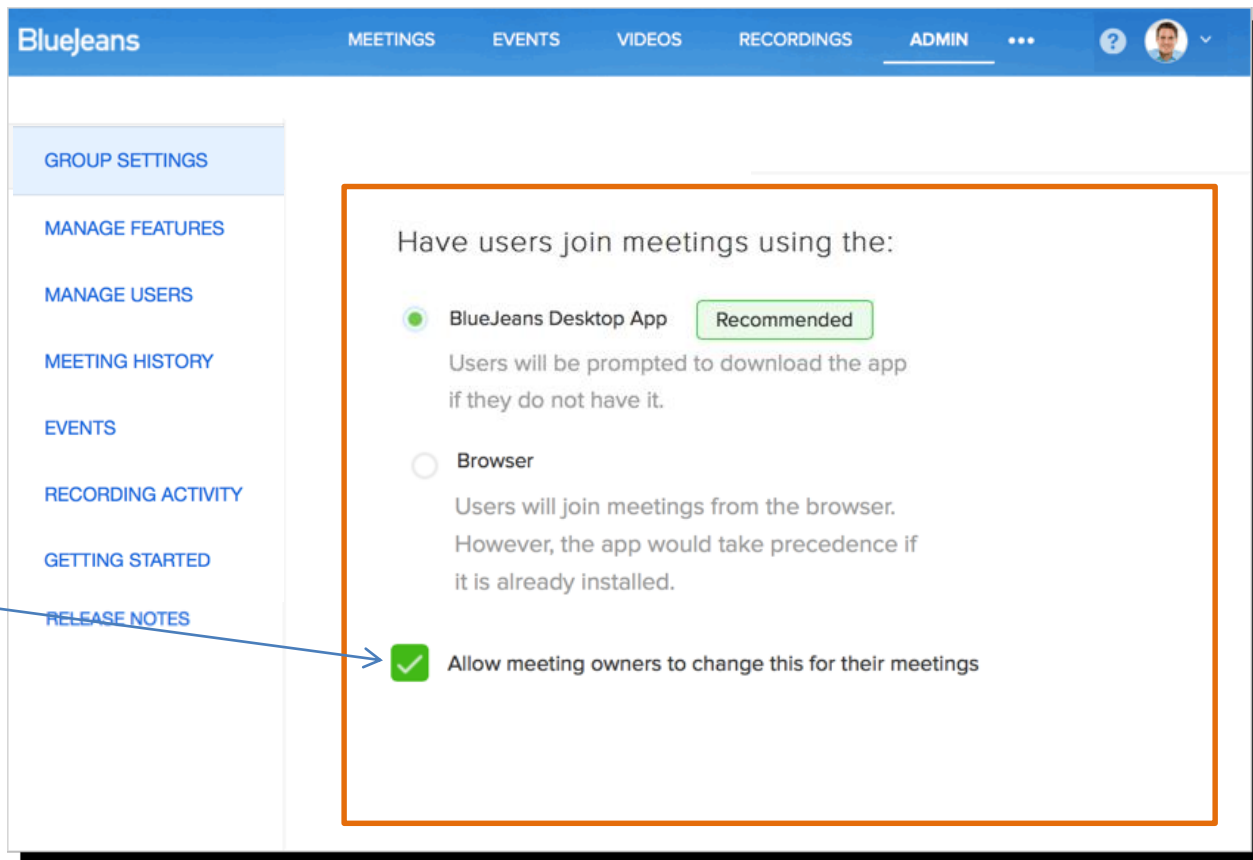
The screenshot displays the BlueJeans Admin interface. The top navigation bar includes the BlueJeans logo and tabs for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN (which is currently selected). A user profile icon is visible in the top right corner. On the left side, a sidebar menu lists various settings: GROUP SETTINGS (highlighted), MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, GETTING STARTED, and RELEASE NOTES. The main content area is titled 'Enable Video Connection Types:' and lists three options, each with a green checkmark icon indicating it is enabled:

- ☒ Enable Lync for my group
- ☒ Enable TelePresence for my group
- ☒ Enable Cisco Jabber Video for my group

# Group Settings – Join Meeting Options

Set the default endpoint connection preference for all users in your group. The BlueJeans Desktop App is recommended.

If checked, users can select their own choice, from their Account menu.



The screenshot shows the BlueJeans Group Settings interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists settings categories: 'GROUP SETTINGS' (highlighted), 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'GETTING STARTED', and 'RELEASE NOTES'. The main content area is titled 'Have users join meetings using the:' and contains three options: 'BlueJeans Desktop App' (selected with a green dot and labeled 'Recommended'), 'Browser' (selected with a grey dot), and 'Allow meeting owners to change this for their meetings' (checked with a green checkmark). The 'Allow meeting owners to change this for their meetings' option is highlighted with an orange border and a blue arrow pointing to it from the text on the left.

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Have users join meetings using the:

- ☒ BlueJeans Desktop App Recommended  
Users will be prompted to download the app if they do not have it.
- ☐ Browser  
Users will join meetings from the browser. However, the app would take precedence if it is already installed.
- ☒ Allow meeting owners to change this for their meetings

# Group Settings – Default Audio Preferences

Admins set the default audio preference for all users in their group:

- Ask Once (Default)
- Always Ask
- Computer Audio
- Phone Audio

Selection will NOT overwrite users who have already chosen their audio preference. Applies for new users.

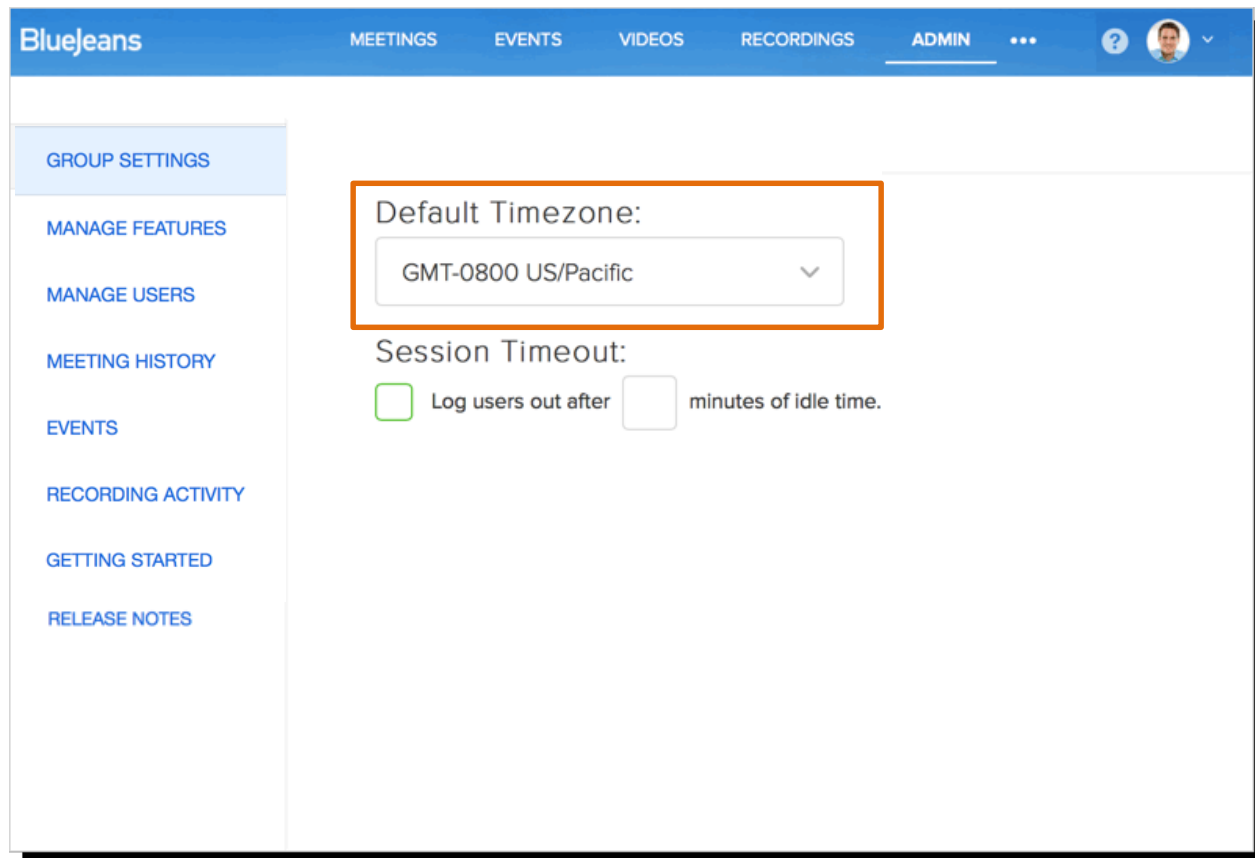
The screenshot shows the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS' (selected), 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'GETTING STARTED', and 'RELEASE NOTES'. The main content area is titled 'Set audio preferences:'. It contains two panels: 'BlueJeans Desktop App' and 'Browser'. Each panel has a list of options with a green checkmark indicating the selected default preference. In the 'BlueJeans Desktop App' panel, 'Ask once' is selected. In the 'Browser' panel, 'Always ask' is selected. Hand icons point to the 'Ask once' and 'Always ask' options respectively.

Platform	Selected Preference	Other Options
BlueJeans Desktop App	Ask once	Always ask, Computer audio, Phone audio
Browser	Always ask	Computer audio, Phone audio

# Group Settings – Default Timezone

Select the default timezone that will be assigned to new users you *add* or *invite*.

Changing this setting will **not** override the individual timezone setting a specific user has already selected.

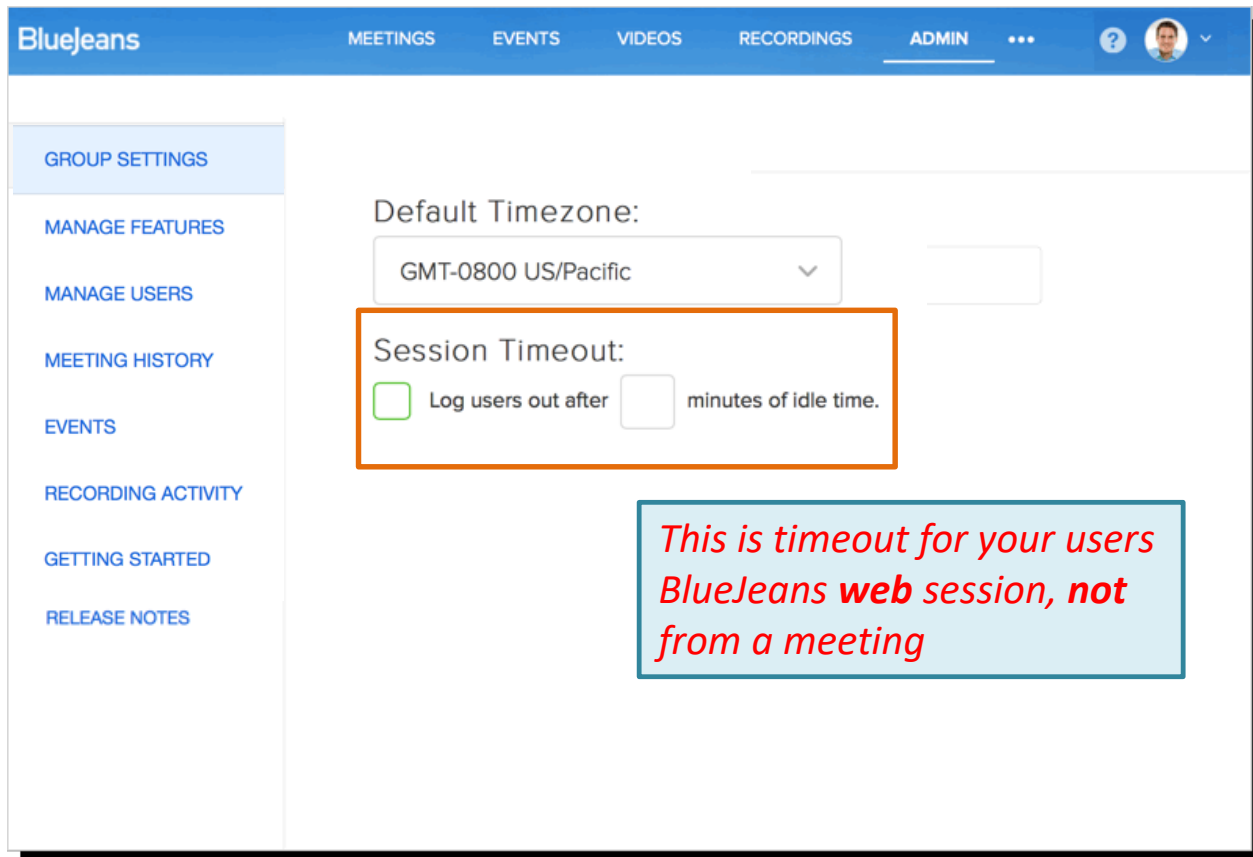


The screenshot shows the BlueJeans Group Settings page. The left sidebar contains the following menu items: GROUP SETTINGS (highlighted), MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, GETTING STARTED, and RELEASE NOTES. The main content area displays the 'Default Timezone:' dropdown menu, which is highlighted with an orange border and currently shows 'GMT-0800 US/Pacific'. Below this, the 'Session Timeout:' section includes a checkbox for 'Log users out after' followed by a text input field and the text 'minutes of idle time.'.

# Group Settings – Session Timeout

Set a default "timeout period" for users who are logged into their BlueJeans account (web app).

For example, specify that after 120 minutes of inactivity, a user will automatically be logged out of BlueJeans and cannot schedule or host meetings until logging back into their account.



The screenshot shows the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists various settings: 'GROUP SETTINGS' (highlighted), 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'GETTING STARTED', and 'RELEASE NOTES'. The main content area shows the 'Default Timezone' set to 'GMT-0800 US/Pacific'. Below this, the 'Session Timeout' section is highlighted with an orange border. It contains a checkbox labeled 'Log users out after' followed by a text input field and the text 'minutes of idle time.' A red text box with a blue border is overlaid on the bottom right of the screenshot, containing the text: 'This is timeout for your users BlueJeans **web** session, **not** from a meeting'.

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Default Timezone:

GMT-0800 US/Pacific

Session Timeout:

☐ Log users out after  minutes of idle time.

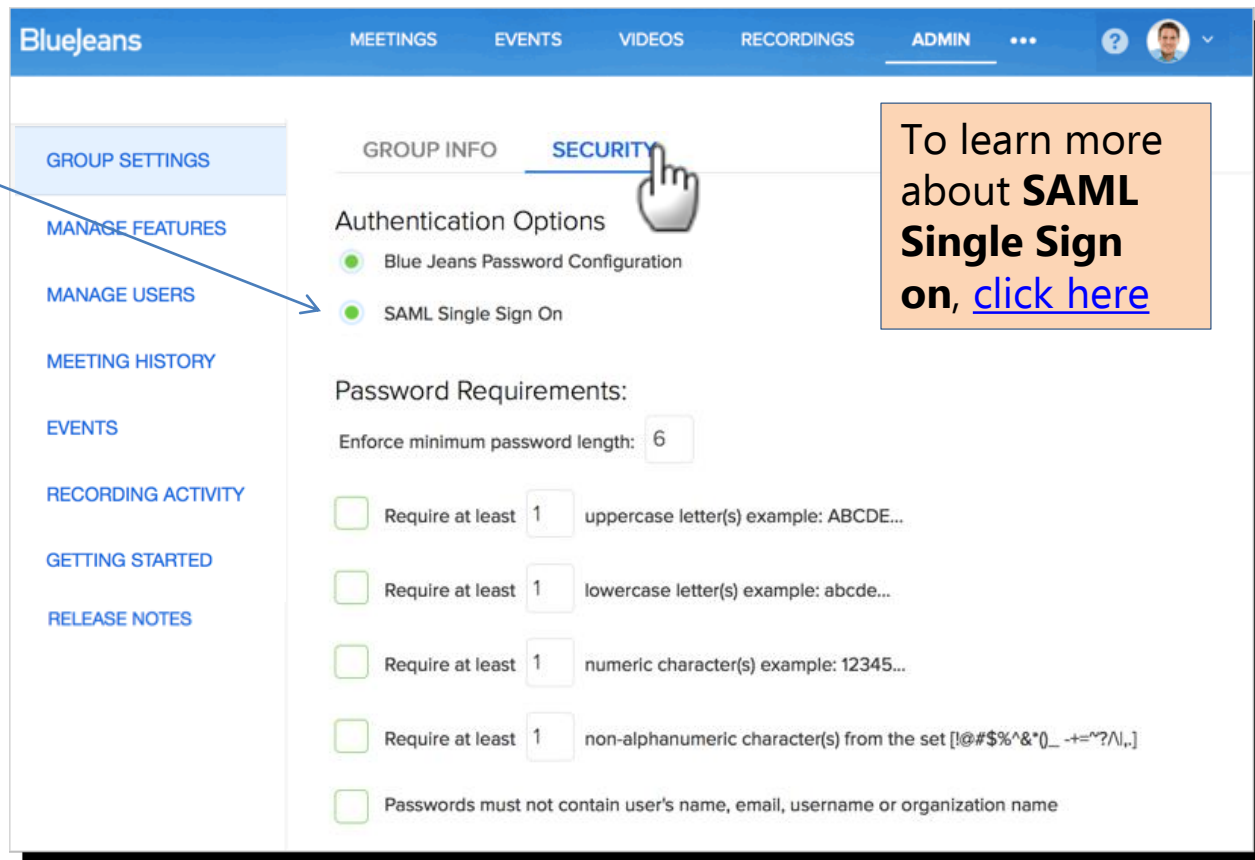
*This is timeout for your users BlueJeans **web** session, **not** from a meeting*

# Group Settings – User Security: SAML

We support any SAML 2.0 compatible identity provider.

Some of the known IdPs that we have successfully deployed SAML with are:

- [AssureBridge](#)
- [Okta](#) - for setup, [click here](#)
- [VMWare Horizon](#)
- [Shibboleth](#)
- [SimpleSAMLphp](#)
- [Microsoft Active Directory Federation Services \(ADFS\)](#)



The screenshot shows the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar contains links for GROUP SETTINGS, MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, GETTING STARTED, and RELEASE NOTES. The main content area is titled 'GROUP INFO' and 'SECURITY'. Under 'Authentication Options', there are two options: 'Blue Jeans Password Configuration' and 'SAML Single Sign On'. A hand icon points to the 'SECURITY' tab. Below this, the 'Password Requirements' section is visible, showing a table of requirements with checkboxes and input fields for minimum lengths and character sets.

Password Requirements:		
Enforce minimum password length: 6		
<input type="checkbox"/>	Require at least 1	uppercase letter(s) example: ABCDE...
<input type="checkbox"/>	Require at least 1	lowercase letter(s) example: abcde...
<input type="checkbox"/>	Require at least 1	numeric character(s) example: 12345...
<input type="checkbox"/>	Require at least 1	non-alphanumeric character(s) from the set [!@#\$%^&*()_-=~?/\ .,]
<input type="checkbox"/>	Passwords must not contain user's name, email, username or organization name	

To learn more about **SAML Single Sign on**, [click here](#)

# Group Settings – User Security: Passwords

Administrators can adjust password security levels for the group:

- Adjust Password standards (minimum length, required use of numbers, etc.)

The screenshot shows the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS' (highlighted), 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'GETTING STARTED', and 'RELEASE NOTES'. The main content area is titled 'GROUP INFO' and 'SECURITY'. Under 'Authentication Options', 'Blue Jeans Password Configuration' is selected. The 'Password Requirements' section is highlighted with an orange border and includes the following settings:

- Enforce minimum password length: 6
- ☐ Require at least 1 uppercase letter(s) example: ABCDE...
- ☐ Require at least 1 lowercase letter(s) example: abcde...
- ☐ Require at least 1 numeric character(s) example: 12345...
- ☐ Require at least 1 non-alphanumeric character(s) from the set [!@#\$%^&\*()\_ -+=~?/\|.,]
- ☐ Passwords must not contain user's name, email, username or organization name

# Group Settings – User Security: Passwords

Administrators can adjust password security levels for the group:

- Change Password options (force user to change password every x days)
- Set failed login notification

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GROUP INFO SECURITY

Change Password Options:

☒ None

☐ User must change password every 90 days

☐ Do not allow changing passwords

Failed Login Notification:

☒ Notify user after 53 failed login attempts ✓

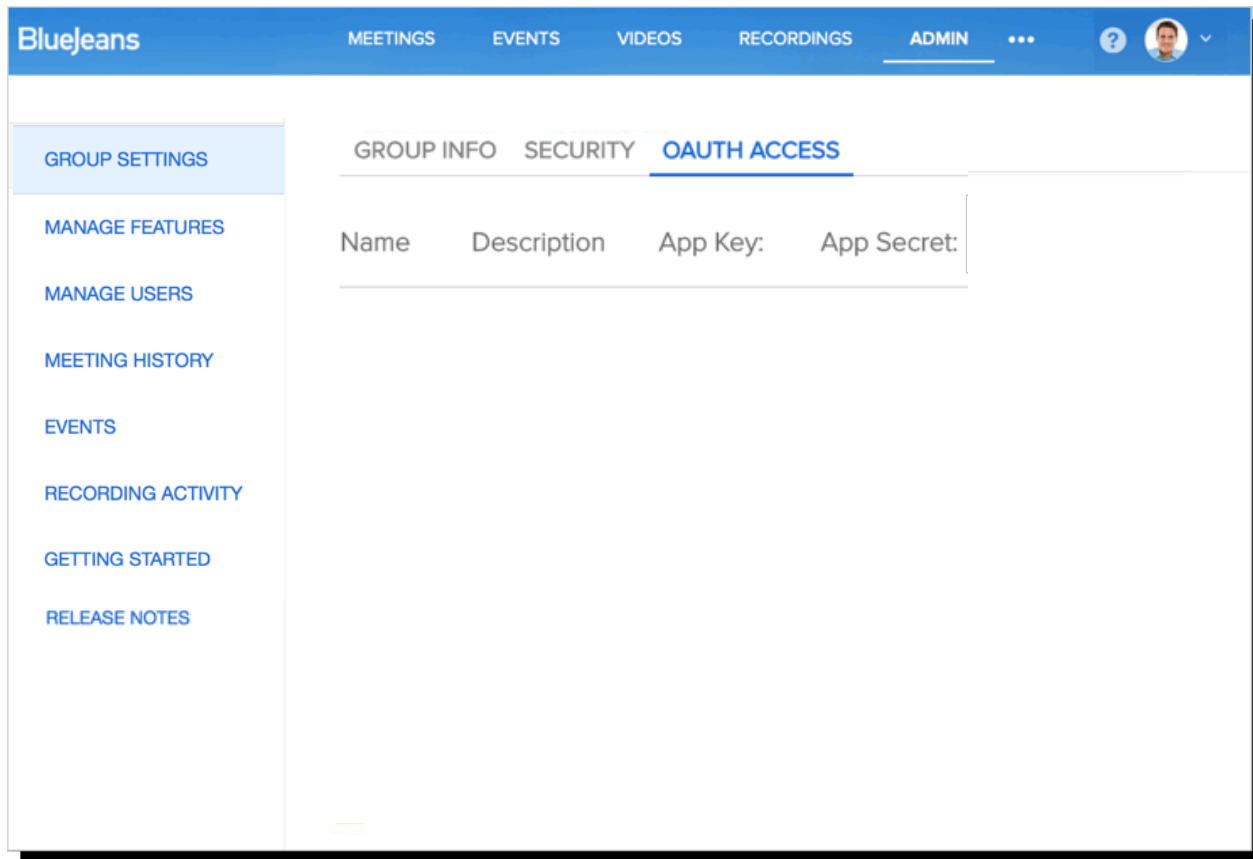
SAVE CHANGES CANCEL



# Group Settings – API

Need API access with BlueJeans? We can set you up with the instructions you need to get started.

Contact  
[support@bluejeans.com](mailto:support@bluejeans.com)  
to learn more.



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN (which is currently selected). A user profile icon is visible in the top right corner. On the left sidebar, under the GROUP SETTINGS section, the following options are listed: MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, GETTING STARTED, and RELEASE NOTES. The main content area shows the OAUTH ACCESS tab selected, with sub-tabs for GROUP INFO, SECURITY, and OAUTH ACCESS. Below the sub-tabs, there is a table with the following headers: Name, Description, App Key:, and App Secret:.

Name	Description	App Key:	App Secret:
------	-------------	----------	-------------

# Manage Features – Meeting Features

Enable or disable meeting features:

- [Remote Desktop Control](#)
- [Recording](#)
- [Large Meeting Capacity](#)

- Check to make available
- Set default
- Apply default to all

Individual users cannot adjust or override these settings from their account (only the Admin can)

The screenshot displays the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS', 'MANAGE FEATURES' (highlighted with a hand cursor), 'MANAGE USER', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'GETTING STARTED', and 'RELEASE NOTES'. The main content area is titled 'MEETING FEATURES' and contains three sections: 'REMOTE DESKTOP CONTROL' (checked, 4 | 922), 'MEETING RECORDING' (checked, 925 | 1), and 'LARGE MEETING' (checked, 926 | 0). Each section has an 'Enterprise Default' toggle and an 'APPLY DEFAULTS TO ALL USERS' link. Arrows from the text 'Check to make available', 'Set default', and 'Apply default to all' point to the checkmarks, the 'Enterprise Default' toggles, and the 'APPLY DEFAULTS TO ALL USERS' links respectively.

Feature	Status	Count
REMOTE DESKTOP CONTROL	Enabled (checked)	4   922
MEETING RECORDING	Enabled (checked)	925   1
LARGE MEETING	Enabled (checked)	926   0

# Manage Features – Third Party Integrations

Enable or disable third party integrations for your group:

- [Facebook Live](#)
- [Workplace by Facebook](#)

- Check to make available

- Set default

- Apply default to all

Individual users cannot adjust or override these settings from their account (only the Admin can)

The screenshot displays the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS' with sub-items: 'MANAGE FEATURES' (highlighted with a hand cursor), 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'GETTING STARTED', and 'RELEASE NOTES'. The main content area is titled 'THIRD PARTY INTEGRATIONS' and contains two sections:

- FACEBOOK LIVE**: Indicated by a green checkmark, with 449 users and 3 admins. Description: 'Allow users to broadcast their meetings live on Facebook'. Enterprise Default: ☒ Enabled, ☐ Disabled. A link 'APPLY DEFAULTS TO ALL USERS' is present.
- WORKPLACE BY FACEBOOK**: Indicated by a green checkmark, with 438 users and 14 admins. Description: 'Allow users to broadcast their meetings live on Workplace by Facebook'. Enterprise Default: ☒ Enabled, ☐ Disabled. A link 'APPLY DEFAULTS TO ALL USERS' is present.

Blue arrows from the text on the left point to the 'MANAGE FEATURES' link, the 'CHECK TO MAKE AVAILABLE' checkbox, the 'SET DEFAULT' radio button, and the 'APPLY DEFAULTS TO ALL USERS' link for both integrations.

# Manage Users – View/Edit Users

Roster of users is found in this first tab under Manage Users. Click a name to edit some of their credentials.

Select a view:

- ✓ Active Users
- ✓ Administrators
- ✓ Declined Invitations
- ✓ Invited Users
- ✓ User Requests



**Star indicates  
Administrator**

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VIEW/EDIT USERS

ADD USER

INVITE USERS

ONBOARDING TOOLS

Show Active Users

Search users

Name	Username	Email	Join Date
JS John Smith	johnsmith	john@softcoinc.com	Oct. 22, 2011
BB Betty Brown	betty brown	betty@softcoinc.com	Oct. 28, 2011
RL Ralph Lee	ralph lee	ralph@softcoinc.com	Oct. 22, 2011

EXPORT USER LIST

Click name to edit ...  
see next page

# Manage Users – View/Edit – Profile Details

Click on a user's name then Profile Details:

1. Unique Email address
1. Personal Meeting ID must be at least 9 digits. Often, the person's phone number is used.
1. Enter [Tags](#) to identify user within a department or category. Use underscore if two words. Tag will be listed in the exported user list, and meeting history
2. Removing user drops them from your group, but, NOT from the BJN database (contact Support if you wish to re-use their credentials).

Note: If SAML (SSO) is enabled, fields 1 & 2 cannot be edited from this Admin page.

**PROFILE DETAILS** **SETTINGS & FEATURES**

Full Name: \* John Smith

Password: \*\*\*\*\*

Company: \* Softco, Inc.

Title: Senior Product Manager

Email Address: \* john@softcoinc.com **1**

BlueJeans Meeting I.D. \* 2145551234 **2**

Moderator Passcode: \* ....

Tags: Product x sales\_team x **3**

**4**

REMOVE USER

FORCE PASSWORD RESET

SAVE CHANGES CANCEL

# Manage Users – View/Edit – Settings & Features

1. Click to make this user an Admin for the group.
2. Grant [Command Center](#) access to this user:
  - With "Privacy Setting" clicked, Admin will only see the first 5 characters in name fields,
  - Add Command Center for Events, or
  - Enable [Live Meeting Control](#)
3. Enable [BlueJeans Events](#) for this user (assuming Events have been enabled at the group level).
4. Click to activate the [Delegate Scheduling](#) feature for this user.

PROFILE DETAILS **SETTINGS & FEATURES**

PERMISSIONS

- ☒ **ADMINISTRATOR** 1  
Make this user a group administrator
- ☒ **COMMAND CENTER** 2  
Grant command center access
- ☒ **EVENTS COMMAND CENTER**  
Grant this user access to the BlueJeans Events Command Center
- ☒ **LIVE MEETING CONTROL**  
Enable this user to control live meetings in the enterprise
- ☐ **HIDE PARTICIPANT NAMES**  
This will hide the user list and participant names for this user
- ☒ **BLUEJEANS EVENTS** 3  
Enable BlueJeans Events for this user
- ☒ **DELEGATE SCHEDULING** 4  
Assign Delegates:

# Manage Users – View/Edit – Settings & Features

5. Enable [Remote Desktop Control](#) for this user.
6. Click to enable [Recording](#) for this user.
7. Click to enable [Large Meeting](#) Capacity for this user, extending their meeting capacity to 100 participants.
8. Integrate with [Facebook Live](#) or [Workplace by Facebook](#)
9. Enable Lync, Telepresence or Cisco Jabber as endpoint options for meetings hosted by this user.

PROFILE DETAILS    **SETTINGS & FEATURES**

MEETING FEATURES

- ☒ **REMOTE DESKTOP CONTROL** 5  
Allow user to remotely control desktops upon granting of permission
- ☒ **MEETING RECORDING** 6  
Allow user to record, view and share meetings
- ☒ **LARGE MEETING** 7  
Allow user to have Large Meeting (more than the standard 25 participants limit)

THIRD PARTY INTEGRATIONS 8

- ☒ **FACEBOOK LIVE**  
Allow user to broadcast their meetings live on Facebook
- ☒ **WORKPLACE BY FACEBOOK**  
Allow user to broadcast their meetings live on Workplace

ENDPOINT OPTIONS 9

- ☒ **LYNC CONNECTIVITY**

# Manage Users – Export users roster

Click Export User List to download a spreadsheet, listing account details or all users in your group:

- ✓ First Name
- ✓ Middle Name
- ✓ Last Name
- ✓ Title
- ✓ Email
- ✓ Phone #
- ✓ Time Zone
- ✓ Tags
- ✓ Language
- ✓ Meeting ID
- ✓ Last Login
- ✓ Enterprise Add Date
- ✓ Is Enterprise Admin?
- ✓ Default Endpoint
- ✓ Connection Types

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ADD USER INVITE USERS ONBOARDING TOOLS

Show Active Users

Search users

Name	Username	Email	Join Date
mith	johnsmith	john@softcoinc.com	Oct. 22, 2011
brown	betty brown	betty@softcoinc.com	Oct. 28, 2011
lee	ralphlee	ralph@softcoinc.com	Oct. 22, 2011

EXPORT USER LIST



# Manage Users – Add User

Create one user at a time.

✓ We offer many different ways to onboard new users, including SSO and bulk uploads. [Click here](#) for details

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MEETINGS EVENTS VIDEOS RECORDINGS ADMIN

VIEW/EDIT USERS **ADD USER** INVITE USERS ONBOARDING TOOLS

This tool allows you to create one user at a time and requires all required (\*) fields to be entered by the administrator.

**PERMISSIONS**

- ☐ ADMINISTRATOR
- ☒ COMMAND CENTER
- ☒ EVENTS COMMAND CENTER
- ☒ LIVE MEETING CONTROL
- ☐ HIDE PARTICIPANT NAMES
- ☒ BLUEJEANS EVENTS

**MEETING FEATURES**

- ☐ REMOTE DESKTOP CONTROL

Pick a Blue Jeans Username: \*

Enter Username

Create a Password: \*

Enter Password

☐ Require user to change password on first login

Email Address: \*

Enter Email Address

Create a Blue Jeans Meeting I.D.: \*

Meeting I.D. must be 9 to 18 digit numeric I.D.

Pick a Moderator Passcode: \*

4-18 digit numeric passcode

Full Name: \*

Enter Full Name

Company: \*

Blue Jeans Network

Title:

Optional

Delegates Scheduling:

☐ Enable Delegation

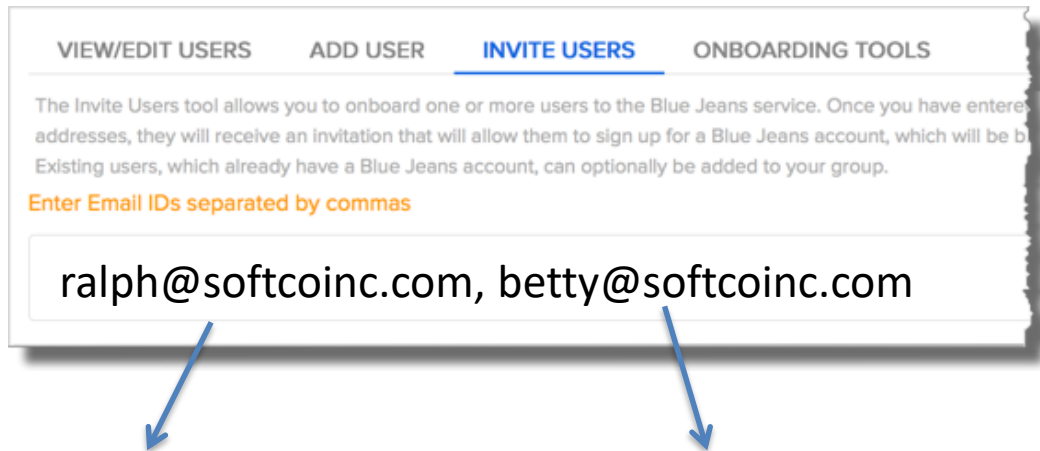
Tags:

☐ Send user a welcome email (PREVIEW EMAIL)

# Manage Users - Invite Users

Administrators can send email invitation(s) to join their Group.

Paste a .csv file, if needed.



VIEW/EDIT USERS    ADD USER    **INVITE USERS**    ONBOARDING TOOLS

The Invite Users tool allows you to onboard one or more users to the Blue Jeans service. Once you have entered addresses, they will receive an invitation that will allow them to sign up for a Blue Jeans account, which will be b Existing users, which already have a Blue Jeans account, can optionally be added to your group.

Enter Email IDs separated by commas

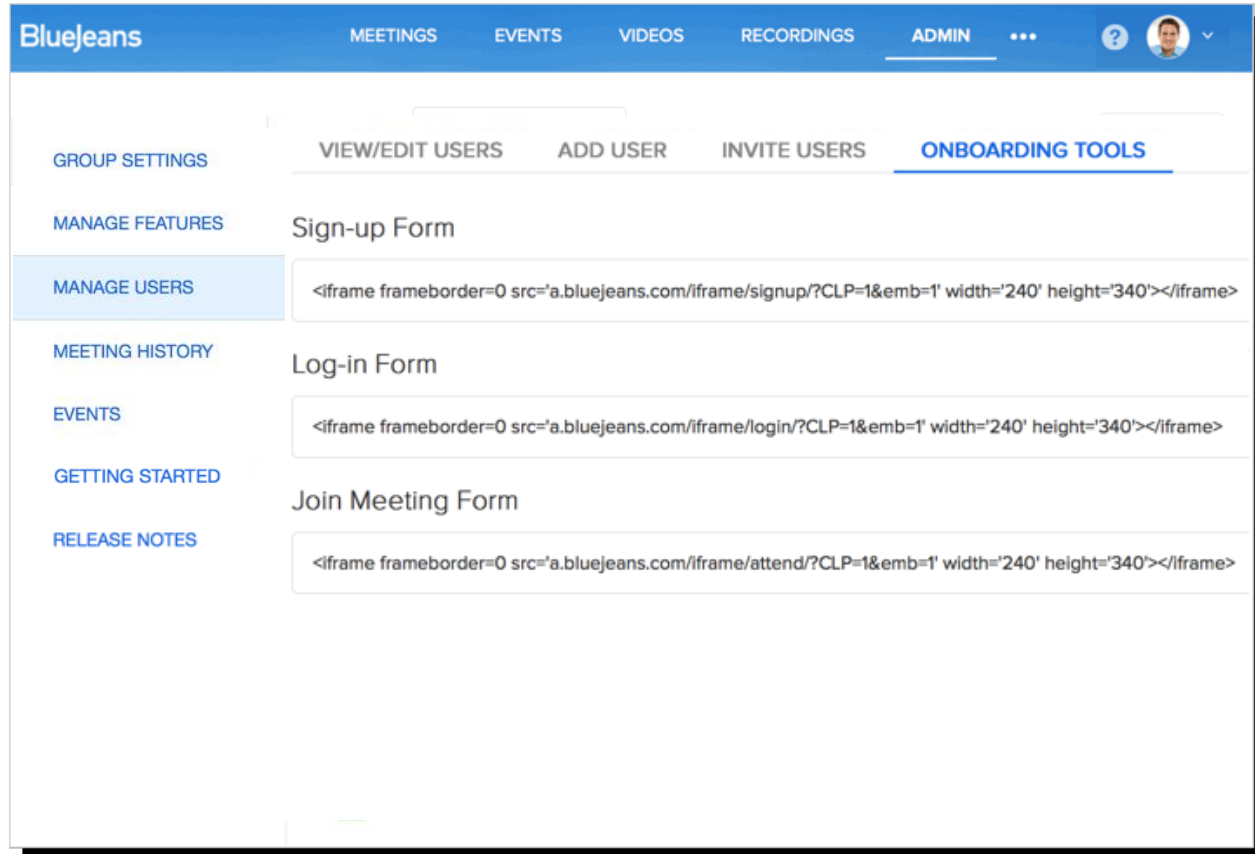
ralph@softcoinc.com, betty@softcoinc.com

Existing BJN users  
are invited to move  
into your group.

New users sign up  
and are automatically  
added to your group.

# Manage Users – Onboarding Tools

The onboarding code snippets will allow you to embed the BlueJeans sign-up and log-in forms into a page of your choosing, allowing your users to sign up for an account in your BlueJeans enterprise.



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various management options: GROUP SETTINGS, MANAGE FEATURES, MANAGE USERS (highlighted), MEETING HISTORY, EVENTS, GETTING STARTED, and RELEASE NOTES. The main content area is titled 'ONBOARDING TOOLS' and contains three sections: 'Sign-up Form', 'Log-in Form', and 'Join Meeting Form'. Each section displays an iframe code snippet for embedding the respective form into a website.

```
<iframe frameborder=0 src='a.bluejeans.com/iframe/signup/?CLP=1&emb=1' width='240' height='340'></iframe>
```

```
<iframe frameborder=0 src='a.bluejeans.com/iframe/login/?CLP=1&emb=1' width='240' height='340'></iframe>
```

```
<iframe frameborder=0 src='a.bluejeans.com/iframe/attend/?CLP=1&emb=1' width='240' height='340'></iframe>
```

# Billing Management

*Tab not available if service is through a BlueJeans reselling partner*

Manage invoice & payment information online:

1. Current Plan
2. Contact your Sales Manager
3. Scan invoice history
4. Detailed invoice from prior months (PDF)
5. Change your payment method (e.g., posting different credit card)

The screenshot shows the BlueJeans user interface. At the top is a blue navigation bar with the 'BlueJeans' logo and tabs for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. A sidebar on the left contains links: GROUP SETTINGS, MANAGE FEATURES, MANAGE USERS, BILLING MANAGEMENT (highlighted with a hand cursor), MEETING HISTORY, and EVENTS. The main content area is titled 'Plan Type: Business Unlimited' (callout 1) and includes a 'CONTACT SALES' button (callout 2). Below this, a summary row shows 'Next Invoice' details: 'Minutes Used' (9329) and 'Balance' (\$ 0.00). The 'INVOICE HISTORY' tab (callout 3) is active, displaying a table with columns: Invoice Number, Invoice Date, Due Date, and Amount. Two invoice entries are visible. A 'PAYMENT METHOD' tab (callout 5) is also present. On the right side of the invoice history table, there are PDF icons for each invoice, with the bottom one labeled with callout 4.

Invoice Number	Invoice Date	Due Date	Amount
INV00022716	Jun 19, 2014	Jul 19, 2014	\$ 0.00
INV00000275	Jun 28, 2013	Jul 28, 2013	\$ 0.00

Note: on the day of your scheduled invoice, BlueJeans:

1. Generates an invoice,
2. Processes the credit card payment, and
3. Emails a detailed invoice of the charges to you and uploads it to this Invoice History tab.




# Meeting History

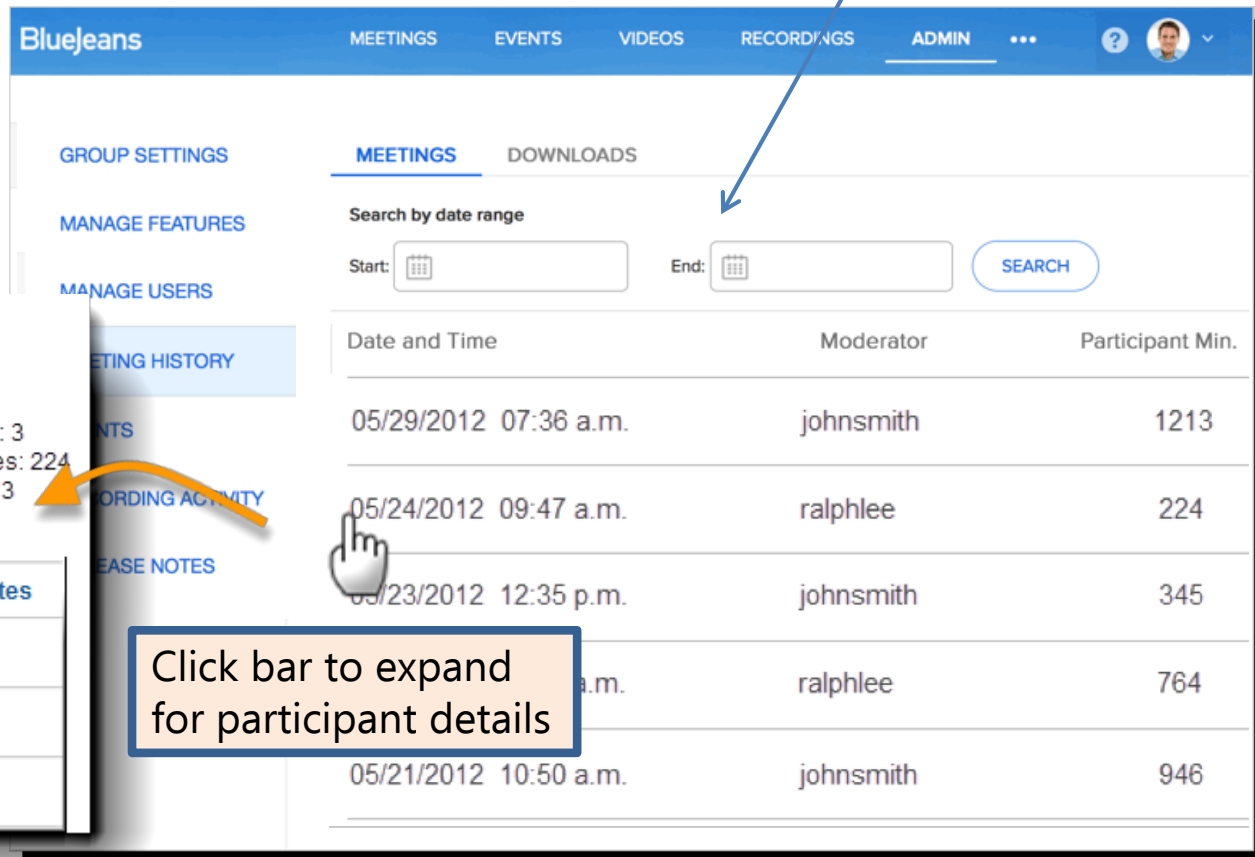
Administrators view Meeting History, from all users:

## Meeting Summary

Title: HR Plan  
Date: May 22, 2012  
Start Time: 9:47 am  
Moderator: ralphlee

Duration: 84  
Participant Count: 3  
Participant Minutes: 224  
Max Participants: 3

Participant	Join time	Minutes
 Ralph Lee	09:47:21	77
 Conference Room:	09:47:21	82
 JT	09:59:04	65



BlueJeans

MEETINGS EVENTS VIDEOS RECORDINGS ADMIN

GROUP SETTINGS

MANAGE FEATURES

MANAGE USERS

MEETING HISTORY

MEETINGS DOWNLOADS

Search by date range

Start: End: SEARCH

Date and Time	Moderator	Participant Min.
05/29/2012 07:36 a.m.	johnsmith	1213
05/24/2012 09:47 a.m.	ralphlee	224
05/23/2012 12:35 p.m.	johnsmith	345
05/23/2012 12:35 p.m.	ralphlee	764
05/21/2012 10:50 a.m.	johnsmith	946

Tip: Search by date range

Click bar to expand for participant details

# Meeting History

Click to export Meeting and Attendee history  
(found at the bottom of the page):

Export: Meeting History Attendee History

	A	B	C	D	E	F	G	H	I	J	K	L
			Duration (Minutes)	Meeting ID	Meeting Title	Description	Moderator	Moderator Email	Participant Count	Max Concurrent Count	Total Participant Minutes	Endpoint Breakdown
1	Date	Start Time										
2	8/14/2013	05:03 p.m.	23	2145551212	John's Meeting	Personal Meeting	john	john@softcoinc.com	2	2	37	Browser:1, Room System:1,
3	8/14/2013	03:08 p.m.	32	6505551212	Ralph's Meeting	Personal Meeting	ralph	ralph@softcoinc.com	4	2	53	Browser: 4

Export: Meeting History Attendee History

	A	B	C	D	E	F	G	H	I	J	K
	Date	Start Time	Meeting ID	Name	Email	Join Time	Leave Time	Minutes	Endpoint Name	Moderator	Encrypted
1	8/14/2013	05:03 p.m.	2145551212	XYZ-Dev-EX60		2013-08-14 17:03:44-07:00	2013-08-14 17:26:15-07:00	23	Room System	FALSE	TRUE
2	8/14/2013	05:03 p.m.	2145551212	John Smith	john@softcoinc.com	2013-08-14 17:03:44-07:00	2013-08-14 17:17:13-07:00	14	Browser	TRUE	TRUE
3	8/14/2013	03:08 p.m.	6505551212	Sue Jones	sue@softcoinc.com	2013-08-14 15:08:31-07:00	2013-08-14 15:20:49-07:00	13	Browser	FALSE	TRUE
4	8/14/2013	03:08 p.m.	6505551212	Dave		2013-08-14 15:08:31-07:00	2013-08-14 15:12:25-07:00	4	Browser	FALSE	TRUE
5	8/14/2013	03:08 p.m.	6505551212	Ralph Singh	ralph@softcoinc.com	2013-08-14 15:14:01-07:00	2013-08-14 15:39:55-07:00	26	Browser	TRUE	TRUE
6	8/14/2013	03:08 p.m.	6505551212	Maria Lewis	mlewis4@company.com	2013-08-14 15:30:05-07:00	2013-08-14 15:39:50-07:00	10	Browser	FALSE	TRUE
7											

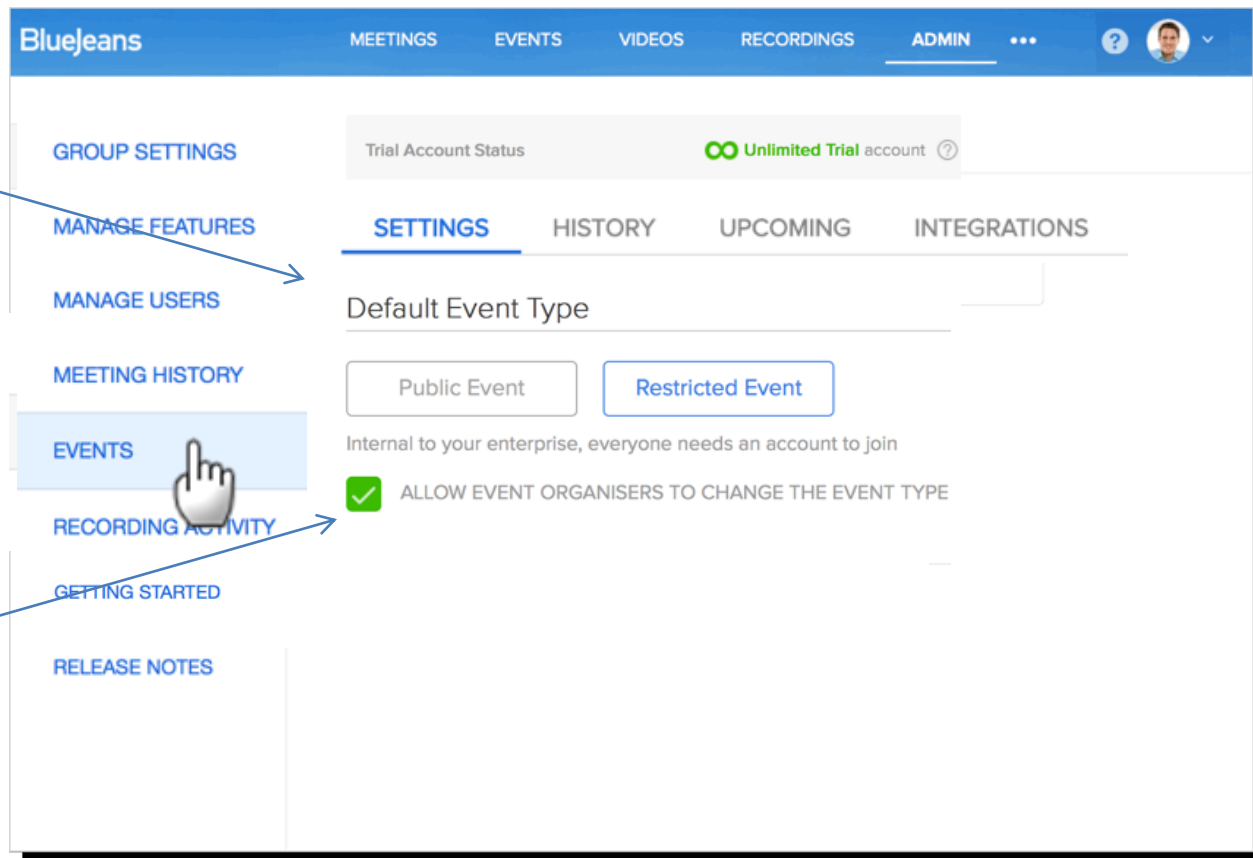
# Events – Default Type

*Events only seen if Events is enabled for your Group.*

If Events is enabled in your group, select the default event Type:

- **Public** can be accessed by anyone
- **Restricted** can only be attended by account owners in your enterprise group.

Check if OK to be changed by user, by event, if needed.



# Events – Default Settings

*Events only seen if Events is enabled for your Group.*

Check if you want these Settings *available* for group events.  
And, check if you want each enabled by default:



Enabled by default for new events

Add a custom background [watermark](#)

Check to receive email notice when new event is scheduled

Setting	Status
EVENT CHAT	Enabled
DISPLAY ATTENDEE COUNT	Enabled
ATTENDEE SEARCH	Enabled
QUESTIONS AND ANSWERS (Q&A)	Enabled
Allow anonymous questions	Disabled
AUTO RECORDING	Enabled
ATTENDEE PHONE DIAL-IN	Enabled
Allow up to 500 attendees to dial-in on their phone	Enabled
BRAND WATERMARK	Disabled
RAISE HAND	Enabled
Notifications	
SEND ME AN EMAIL WHEN A NEW EVENT IS SCHEDULED	Enabled



# Events – History and Upcoming

*Events only seen if Events is enabled for your Group.*

Click **History** to see a listing of past events, conducted from all users in your group.

Click **Upcoming** to see a listing of events planned in the future.

The screenshot displays the BlueJeans web interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various management options: GROUP SETTINGS, MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS (highlighted), RECORDING ACTIVITY, GETTING STARTED, and RELEASE NOTES. The main content area is divided into two panels. The top panel, titled 'Event History', shows a table of past events with columns for Event Title, Date & Time, Organizer, Duration, and Participants. The bottom panel, titled 'Upcoming Events', shows a table of future events with similar columns. A hand cursor is pointing at the 'UPCOMING' tab in the bottom panel.

**BlueJeans** MEETINGS EVENTS VIDEOS RECORDINGS ADMIN

**GROUP SETTINGS**  
**MANAGE FEATURES**  
**MANAGE USERS**  
**MEETING HISTORY**  
**EVENTS**  
**RECORDING ACTIVITY**  
**GETTING STARTED**  
**RELEASE NOTES**

**Event History**

Search by date range Recording available

Start:  End:  **SEARCH** **RESET**

Event Title	Date & Time	Organizer	Duration	Participants
Accelerator Open Event Practice Event	30 Mar 2016 01:19 PM to 01:23 PM	John Smith	210 mins	240 attendees, 2 moderators, 4 presenters

**Upcoming Events**

Search by date range

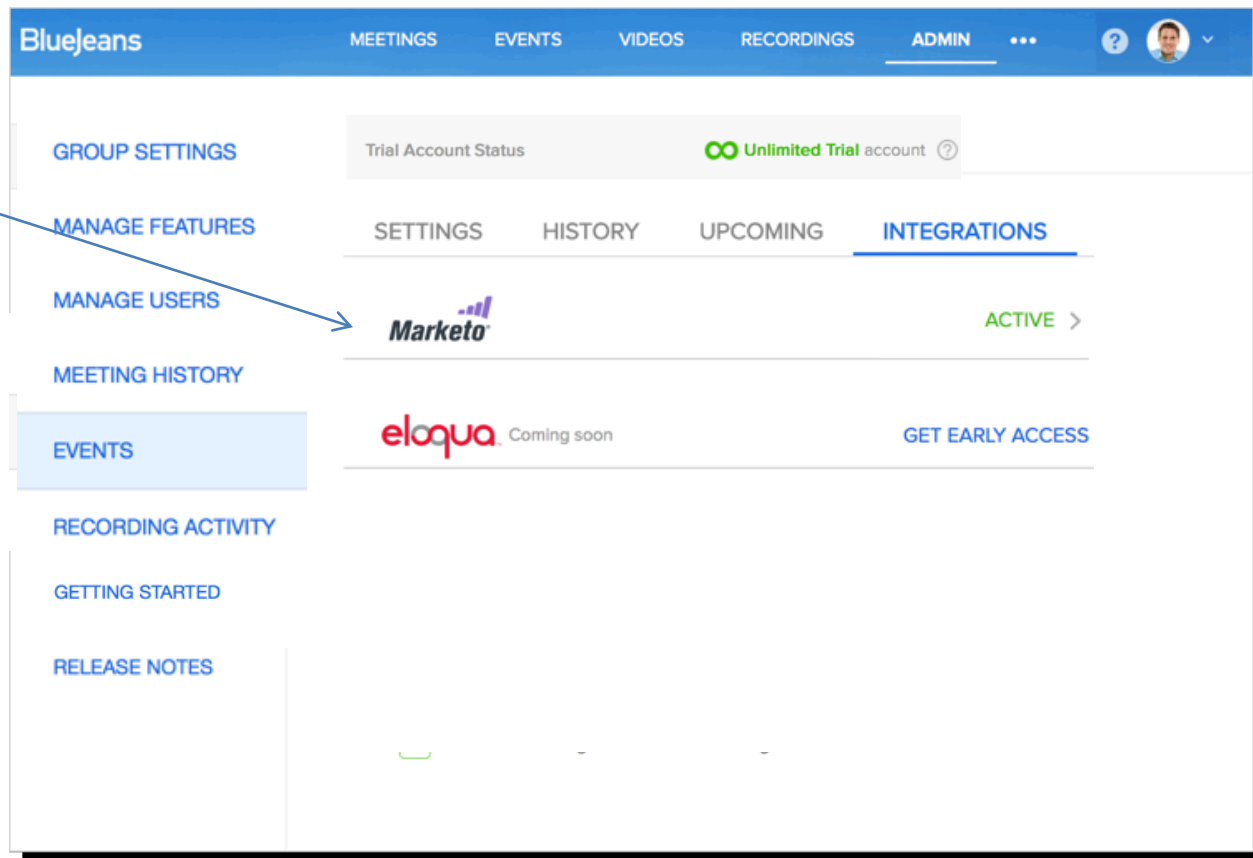
Start:  End:  **SEARCH** **RESET**

Event Title	Date & Time	Organizer	Participants
Long lasting event Practice Event	Nov 11 2016 9:00 am to 11:00 am	John Smith	0 attendees, 0 moderators, 0 presenters

# Events – Integrations

*Events only seen if Events is enabled for your Group.*

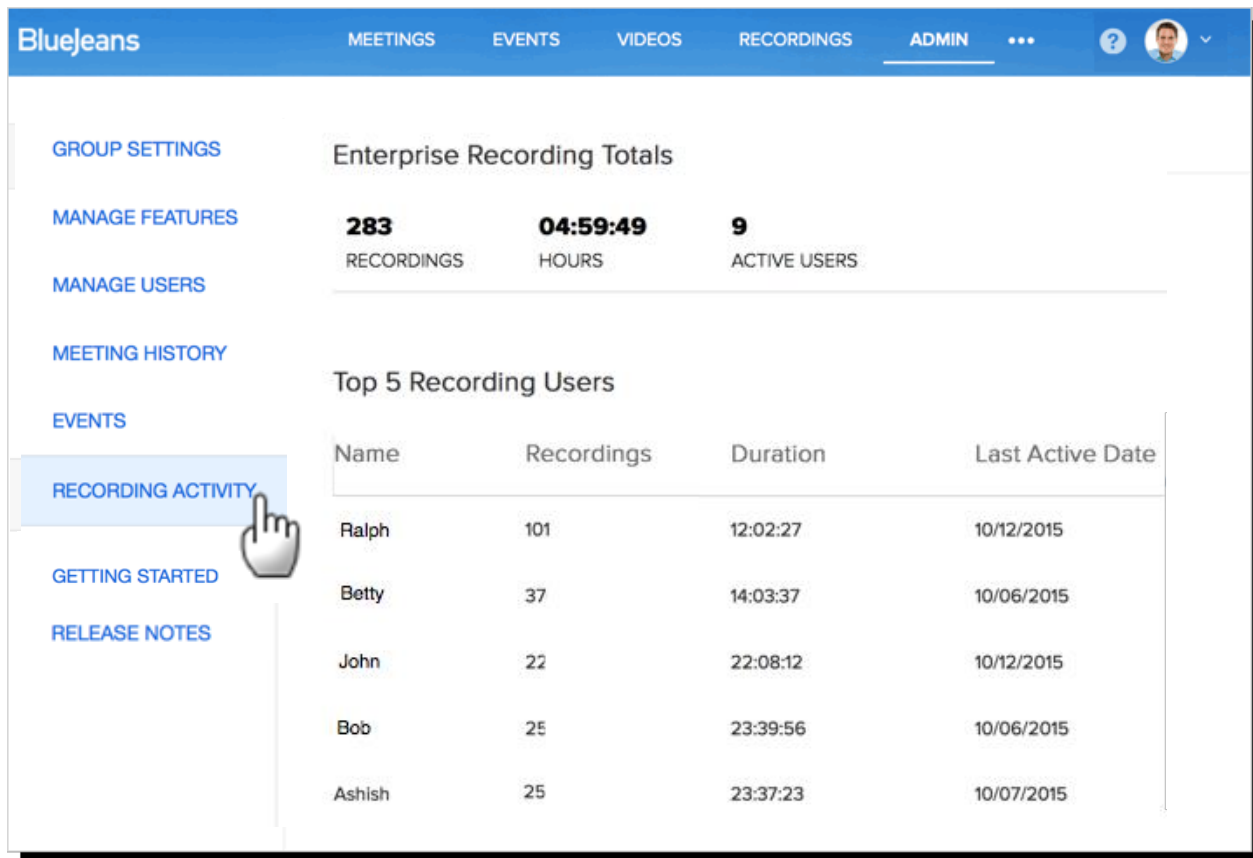
When a BlueJeans Event is integrated with Marketo, the attendee registration part is handled by Marketo and the approval part is handled by BlueJeans.



# Recording Activity

Administrators review recording activity within their group.

[Click here](#) to learn more about **Enhanced Recording** options for your Group.



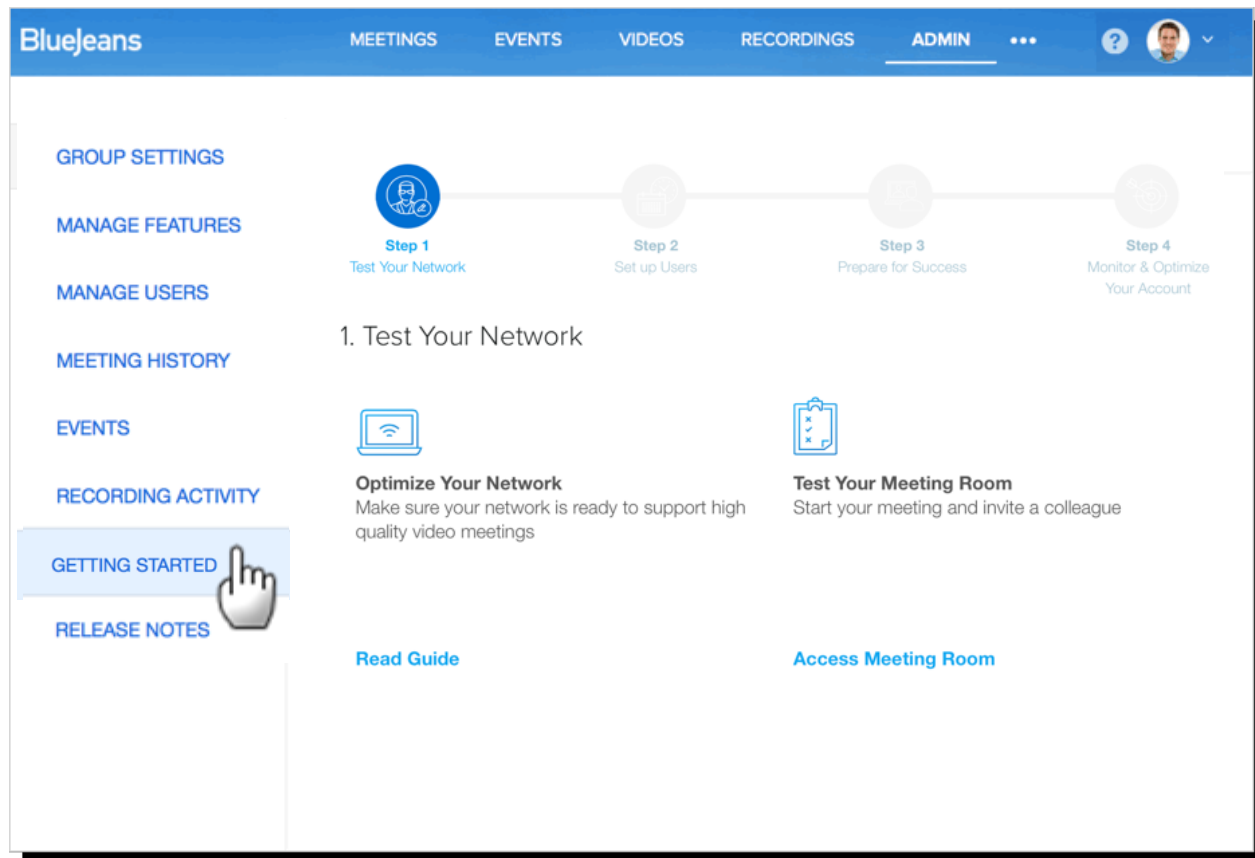
The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various administrative options, with 'RECORDING ACTIVITY' highlighted and a hand cursor pointing to it. The main content area is titled 'Enterprise Recording Totals' and shows three key metrics: 283 RECORDINGS, 04:59:49 HOURS, and 9 ACTIVE USERS. Below this, a section titled 'Top 5 Recording Users' contains a table with the following data:

Name	Recordings	Duration	Last Active Date
Ralph	101	12:02:27	10/12/2015
Betty	37	14:03:37	10/06/2015
John	22	22:08:12	10/12/2015
Bob	25	23:39:56	10/06/2015
Ashish	25	23:37:23	10/07/2015

# Getting Started

Administrators can use our [onboarding wizard](#) for step-by-step instructions to help you roll out a successful BlueJeans deployment:

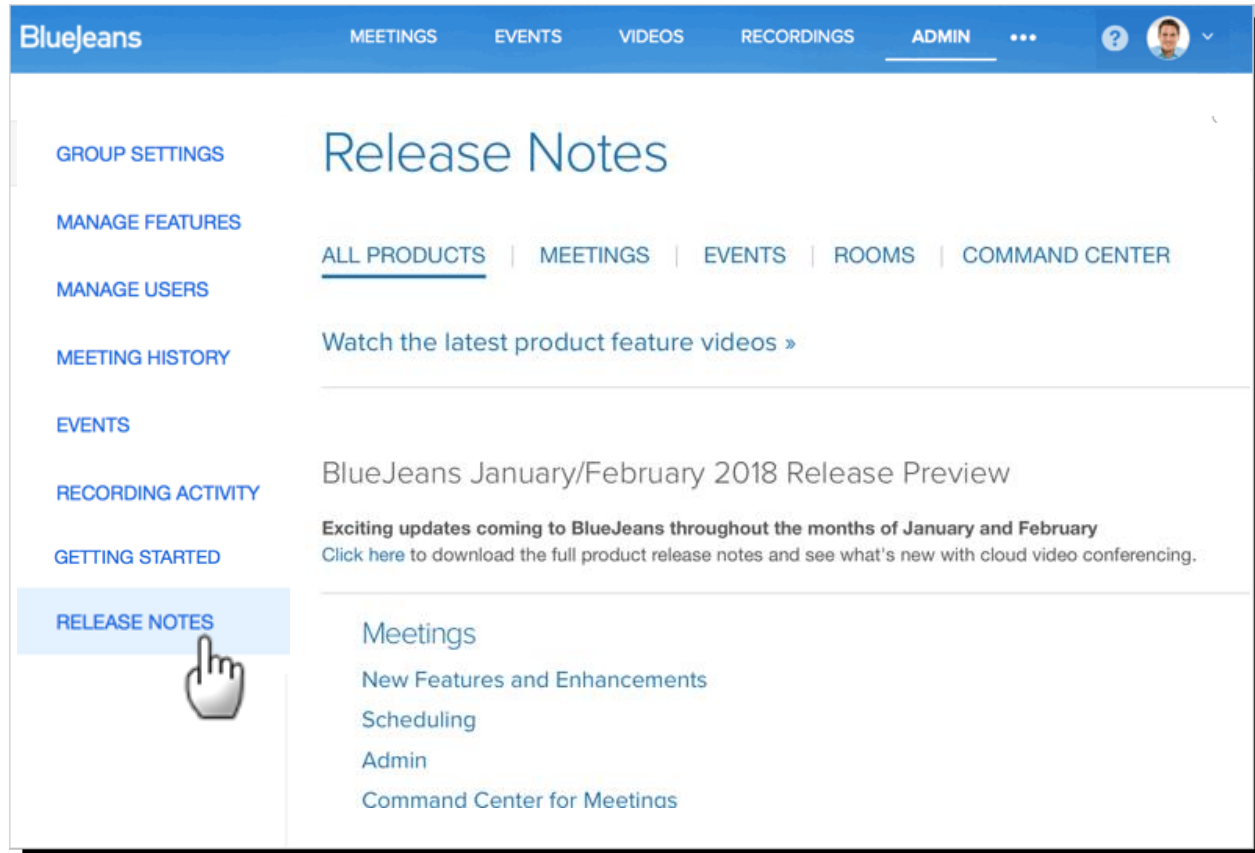
1. Test your network
2. Set up users
3. Prepare for Success
4. Monitor & Optimize your account



# Release Notes

Administrators have a tab to see product [release notes](#):

- Some Administrators (using BlueJeans via a Partner) will not see notes here.



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN (which is currently selected). A user profile icon is visible in the top right corner. On the left sidebar, a list of administrative options is shown: GROUP SETTINGS, MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, GETTING STARTED, and RELEASE NOTES. The RELEASE NOTES option is highlighted with a light blue background, and a hand cursor icon is positioned over it. The main content area is titled 'Release Notes' and features a sub-navigation bar with links for ALL PRODUCTS, MEETINGS, EVENTS, ROOMS, and COMMAND CENTER. Below this, there is a link to 'Watch the latest product feature videos »'. The main section is titled 'BlueJeans January/February 2018 Release Preview' and contains the text: 'Exciting updates coming to BlueJeans throughout the months of January and February. Click [here](#) to download the full product release notes and see what's new with cloud video conferencing.' At the bottom, a list of categories is provided: Meetings, New Features and Enhancements, Scheduling, Admin, and Command Center for Meetings.

# Command Center

Access call stats and endpoint quality measurements, and even serve as a remote “moderator” in [live meeting control](#)!

[Click here](#) to learn more about Command Center!

