



Account Menu

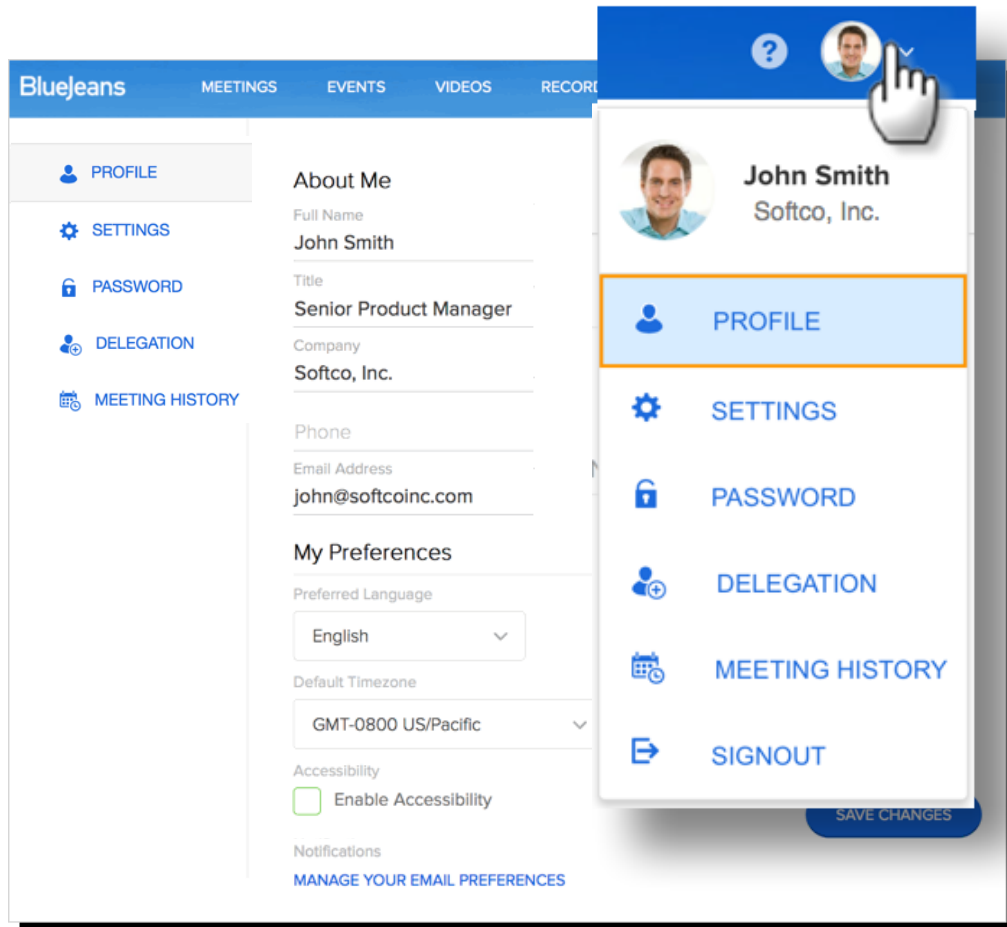
May 7, 2017

BlueJeans

Account Menu

To access your Account Menu, click your picture in the upper right hand corner of your BlueJeans account.

You'll land in your Profile page



Profile

About Me:

1. Upload your [photo](#) (or logo).
2. Import your LinkedIn profile (optional).
3. Title, Company, Phone #, and [Email address](#)

My Preferences:

4. Preferred [Language](#): English, German, French or Spanish
5. Time Zone / Format
6. [Accessibility](#)
7. Email preferences for product, education and other [bulletins from BlueJeans](#).

The screenshot shows the BlueJeans user interface. At the top is a blue navigation bar with the 'BlueJeans' logo and links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. A user profile icon is in the top right corner. On the left is a sidebar with navigation links: PROFILE (highlighted with a hand cursor), SETTINGS, PASSWORD, DELEGATION, and MEETING HISTORY. The main content area is titled 'About Me' and contains the following sections:

- About Me:** Fields for Full Name (John Smith), Title (Senior Product Manager), Company (Softco, Inc.), Phone, and Email Address (john@softcoinc.com). A red number '3' is next to the Company field.
- My Preferences:** Includes a Preferred Language dropdown (set to English), a Default Timezone dropdown (set to GMT-0800 US/Pacific, with a red number '5' next to it), a checkbox for 24 HOUR FORMAT, and an Accessibility section with a checkbox for 'Enable Accessibility' (with a red number '6' next to it). A 'MANAGE YOUR EMAIL PREFERENCES' link is at the bottom of this section.
- Profile Picture:** A circular profile picture of a man with a 'CHANGE PHOTO' button below it. A red number '1' is next to the button.
- Import Profile:** A button with the LinkedIn logo and the text 'IMPORT PROFILE'. A red number '2' is next to it.

A 'SAVE CHANGES' button is located at the bottom right of the page. A red number '7' is next to the 'MANAGE YOUR EMAIL PREFERENCES' link.

Settings – Meeting Settings

Use the Meetings Settings page to edit:

1. Default [Video Layouts](#)
2. [PSTN Number Preferences](#): if enabled by your Admin, you can choose which country dial in number you want published for your meetings
3. Meeting room wallpaper
4. Moderator Passcode. Edit as needed.

The screenshot shows the BlueJeans web interface. The top navigation bar includes 'BlueJeans', 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', 'ADMIN', and a user profile icon. A left sidebar contains links for 'PROFILE', 'SETTINGS' (highlighted with a hand cursor), 'PASSWORD', 'DELEGATION', and 'MEETING HISTORY'. The main content area is titled 'Meeting Settings' and contains several sections:

- Default Video Layout:** Three options are shown: 'ACTIVE SPEAKERS', 'ACTIVE PRESENCE' (selected and marked with a red '1'), and 'CONSTANT PRESENCE'.
- PSTN Numbers Preferences:** A section titled 'Your enterprise has following default PSTN numbers configured' with a table:

Country	Phone
United States	+1.408.757.0979

Below the table, it states: 'You may override the default numbers, displayed above, by entering phone numbers in the field below.' A text input field with the placeholder 'Start typing country name' is provided.
- Meeting room wallpaper:** A dropdown menu showing a green grid pattern, marked with a red '3'.
- Moderator Passcode:** A field containing the number '4573', marked with a red '4'.

Settings – Default Scheduling Options

Scroll down for Default Scheduling Options. Click "My Meeting" to make the following changes for your *personal* meetings:

1. Choose to edit your Personal (My Meeting) or your Scheduled meetings.
2. Copy meeting URL
3. Change Personal Meeting ID (9-18 numeric digits)
4. Change your personal meeting title, if needed
5. Add a participant passcode to your meetings, if you need extra security. Set the code here.

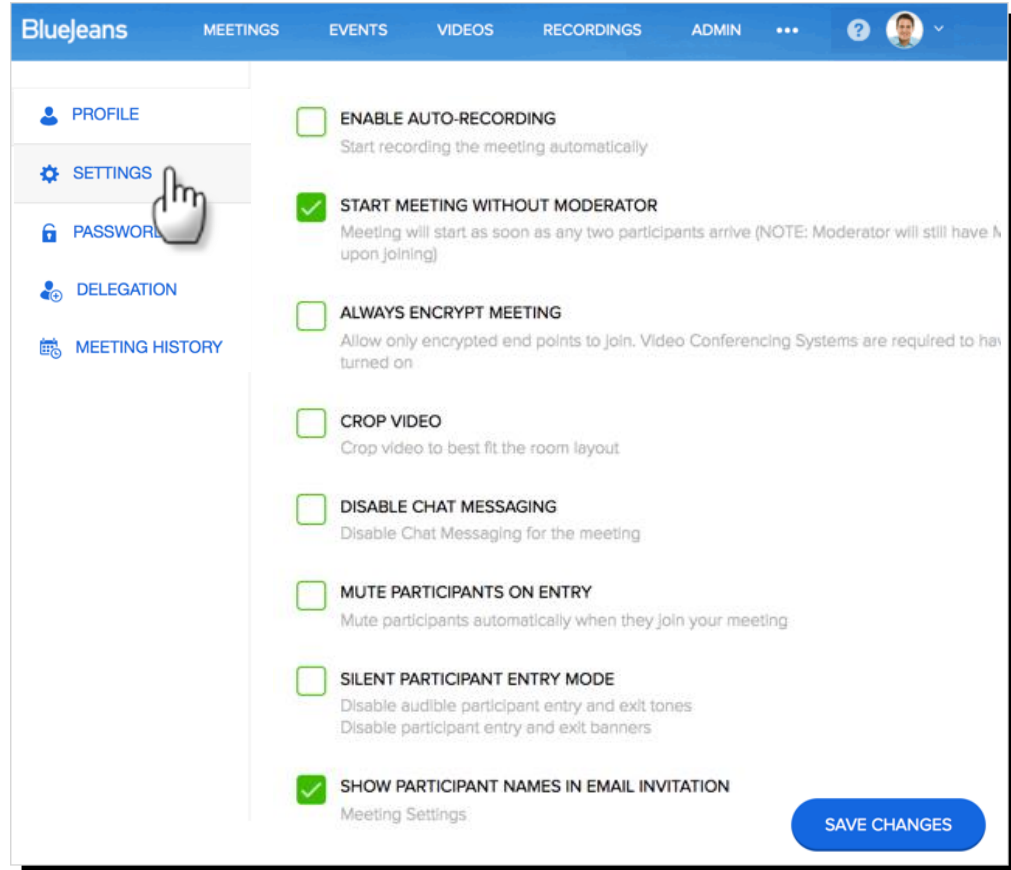
The screenshot shows the BlueJeans user interface. The top navigation bar includes 'BlueJeans', 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', 'ADMIN', and a user profile icon. A left sidebar contains links for 'PROFILE', 'SETTINGS' (highlighted with a hand icon), 'PASSWORD', 'DELEGATION', and 'MEETING HISTORY'. The main content area is titled 'Default Scheduling Options' and has two tabs: 'MY MEETING' (selected, with a hand icon and red number 1) and 'SCHEDULED MEETING'. Below the tabs, there is a description: 'This is a permanent meeting that you can join instantly. You can share the URL or ID with others you meet frequently.' The 'Username/Personal URL' is shown as 'https://bluejeans.com/johnsmith' (annotated with red number 2). The 'Personal Meeting ID' is '2145551234' (annotated with red number 3). The 'Meeting Title' is 'John's Meeting' (annotated with red number 4). The 'ADD PARTICIPANT PASSCODE' option is checked (annotated with red number 5), and the 'Participant Passcode' is '4521'. A blue arrow points from the text 'Set the code here.' in the instructions to the passcode field.

Settings – Default Scheduling Options

Default scheduling options are available for your meetings:

- [Enable Audible Alerts](#)
- [Start meeting without a Moderator](#)
. This is a recommended feature!
- Always Encrypt Meeting (with option to include PSTN dial in endpoints)
- Crop Video
- [Disable chat messaging](#)
- [Mute Participants On Entry](#)
- Silent Participant on Entry and Exit
- Show participant names in email invitation

Save your changes



BlueJeans

MEETINGS EVENTS VIDEOS RECORDINGS ADMIN ... ? [User Avatar]

PROFILE

SETTINGS

PASSWORD

DELEGATION

MEETING HISTORY

☐ ENABLE AUTO-RECORDING
Start recording the meeting automatically

☒ START MEETING WITHOUT MODERATOR
Meeting will start as soon as any two participants arrive (NOTE: Moderator will still have to join upon joining)

☐ ALWAYS ENCRYPT MEETING
Allow only encrypted end points to join. Video Conferencing Systems are required to have turned on

☐ CROP VIDEO
Crop video to best fit the room layout

☐ DISABLE CHAT MESSAGING
Disable Chat Messaging for the meeting

☐ MUTE PARTICIPANTS ON ENTRY
Mute participants automatically when they join your meeting

☐ SILENT PARTICIPANT ENTRY MODE
Disable audible participant entry and exit tones
Disable participant entry and exit banners

☒ SHOW PARTICIPANT NAMES IN EMAIL INVITATION
Meeting Settings

SAVE CHANGES

Password

Click Password Settings to enter a new password. You will not receive an email confirmation.

- ✓ Check your spam folder if the email does not arrive.



The diagram illustrates the process of changing a password. On the left, a settings menu is shown with options: PROFILE, SETTINGS, PASSWORD, DELEGATION, and MEETING HISTORY. A hand icon points to the 'PASSWORD' option. A large grey arrow points from this menu to a 'Change My Password' form on the right. The form contains three input fields: 'Current Password', 'New Password', and 'Verify New Password'. At the bottom of the form are two buttons: 'SAVE CHANGES' (in blue) and 'CANCEL'.

Forgot your password?

Click the link at bluejeans.com/login and follow the instructions.

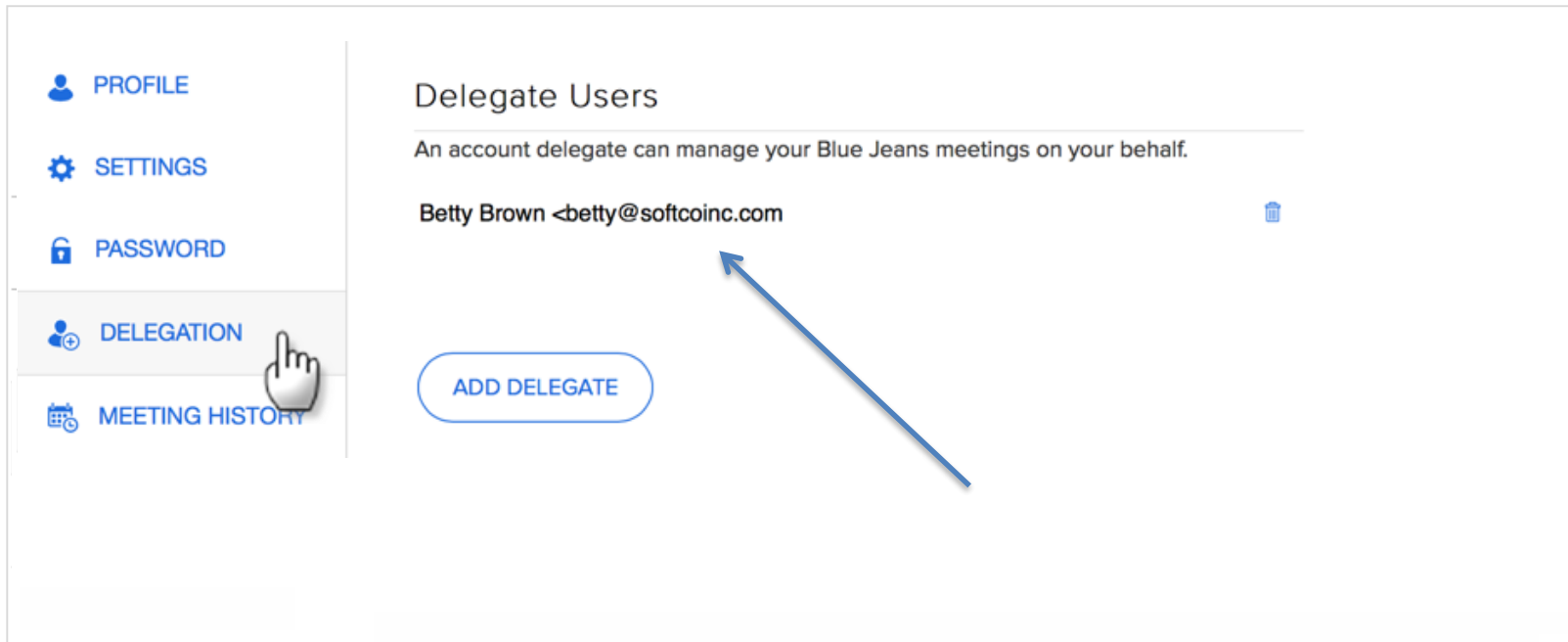


The diagram shows the password reset workflow. On the left is a login form with fields for 'Username or Email Address' and 'Password', a 'Remember me' checkbox, and a 'Forgot your password?' link. A hand icon points to the 'Forgot your password?' link. A large grey arrow points from this link to a password reset page on the right. The reset page has a heading 'E-mail address:', an input field with the placeholder 'Enter Email address here', and a 'Reset Password' button.

Delegation

[Delegate Scheduling](#) provides the ability to schedule meetings on behalf of other BlueJeans users in your Enterprise Group.

In this example, Betty Brown can schedule John's meetings.



Meeting History

Click Meeting History to review and export meeting details:

Tip: Search by date range

The screenshot shows a web application interface for 'Meeting History'. On the left is a sidebar with navigation links: PROFILE, SETTINGS, PASSWORD, DELEGATION, and MEETING HISTORY (which is highlighted with a hand cursor). The main content area has a title 'Meeting History' and a search section with 'Start:' and 'End:' date pickers and a 'SEARCH' button. Below this is a table with columns: 'Date and Time', 'Meeting Title', 'Participant Count', and 'Participant Min.'. The table lists five meetings. An orange arrow points from the 'Participant Count' column of the 'Month Recap' meeting to a 'Meeting Summary' popup. The popup shows details for the 'Month Recap' meeting, including title, date, start time, duration, participant count, and minutes. Below this, there is a table of participants with columns 'Participant', 'Join time', and 'Minutes'.

Meeting History

Search by date range

Start: End: [SEARCH](#)

Date and Time	Meeting Title	Participant Count	Participant Min.
4/9/2012 01:45 p.m.	Sales Topics	2	5
4/4/2012 01:16 p.m.	Show Planning	5	
4/4/2012 12:45 p.m.	Pricing Review	2	
4/3/2012 05:07 p.m.	Month Recap	2	

Export: [Meeting History](#)

Meeting Summary

Title: Month Recap Duration: 89
Date: April 3, 2012 Participant Count: 2
Start Time: 5:07 pm Participant Minutes: 175
Moderator: johnsmith Max Participants: 2

Participant	Join time	Minutes
John Smith	17:07:39	87
Andy Jenkins	17:07:39	88

Click bar to expand for participant details.

Meeting History

Export Meeting History summary to excel

The screenshot displays a web application interface for 'Meeting History'. It includes a sidebar with 'PROFILE' and 'SETTINGS' links, and a main content area with a search filter and a table of meeting data. The table has columns for Date, Start Time, Duration (Minutes), Meeting Title, Description, Participant Count, Max Concurrent Count, and Total Participant Minutes. An orange circle highlights the 'Export: Meeting History' button at the bottom, with an arrow pointing from it to the table.

Meeting History

Search by date range

Date	Start Time	Duration (Minutes)	Meeting Title	Description	Participant Count	Max Concurrent Count	Total Participant Minutes
4/9/2012	01:45 p.m.	3	Sales Topics		2	2	5
4/4/2012	1:16 p.m.	26	Show Planning		5	6	129
4/4/2012	12:45 p.m.	4	Pricing Review		2	2	8
4/3/2012	05:07 p.m.	89	Month Recap		2	2	175

MEETING HISTORY

4/4/2012 01:16 p.m. Show Planning 5 129

4/4/2012 12:45 p.m. Pricing Review 2 8

4/3/2012 05:07 p.m. Month Recap 2 175

Export: Meeting History

Signout

Click Signout from the top-right drop down list **to log out completely** from the app. You will be forced to log in again from bluejeans.com



If you leave your account by closing the browser, you are still "signed in," and only need to click My BlueJeans to come back into your account without entering your account credentials

