



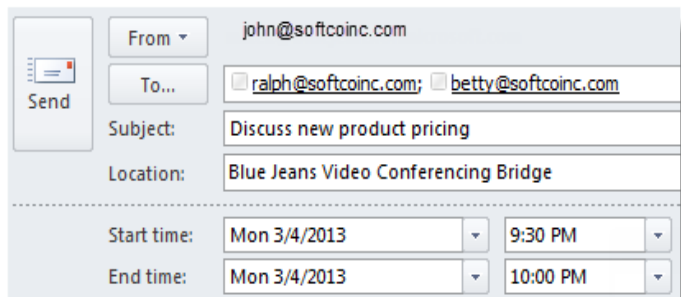
Outlook Add-in Guide

Version 4.0

April 2017

BlueJeans

Overview



From: john@softcoinc.com


To: ☐ ralph@softcoinc.com; ☐ betty@softcoinc.com

Subject: Discuss new product pricing

Location: Blue Jeans Video Conferencing Bridge

Start time: Mon 3/4/2013 9:30 PM

End time: Mon 3/4/2013 10:00 PM



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09:30 Discuss new product pricing; Blue Jeans Video Conferencing Bridge; John Smith

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Outlook Add-In allows Microsoft Outlook users to easily manage their meetings within the Outlook platform. This guide provides detailed steps to install, configure and use the Outlook Add-In feature with BlueJeans service.

Note:

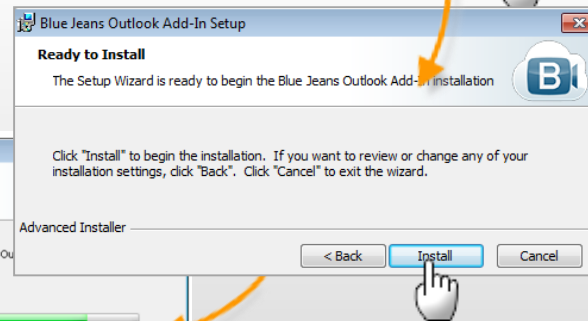
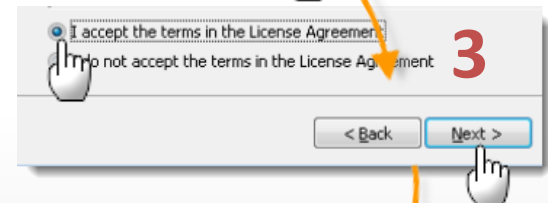
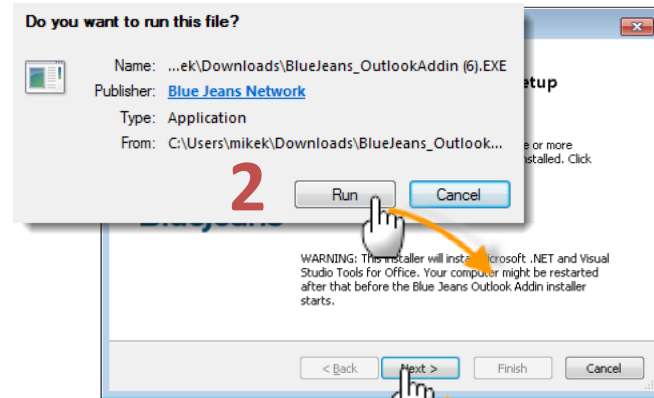
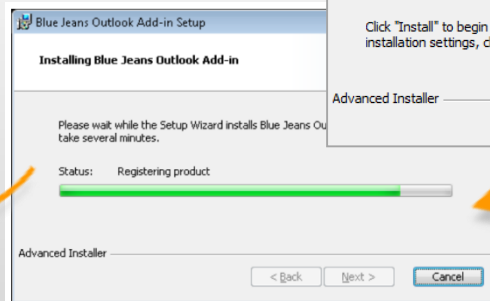
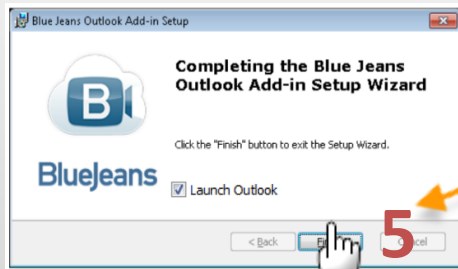
- Add-In is tested & supported on Microsoft Outlook versions 2010, 2013 and 2016.
- Outlook for Mac does not support Add-Ins, so we recommend using the BlueJeans Scheduler for Mac (<https://www.bluejeans.com/downloads#mac>) for one-click schedule, join, and host meetings from Mac (unless Delegate Scheduling permissions are granted).

Installation Steps

1. Visit <https://www.bluejeans.com/downloads#outlook> to download the executable file.
2. Click Run and Next to start the installation.
3. Accept to License Agreement.
4. Click Install.
5. Click Finish after installation is complete.

Note:

- Installer will prompt to install Microsoft .NET and Visual Studio Tools for Office Runtime (VSTO 2010), if not already installed.
- To uninstall, go to Control Panel > Uninstall a program, right-click on BlueJeans Outlook Add-In and select Uninstall.



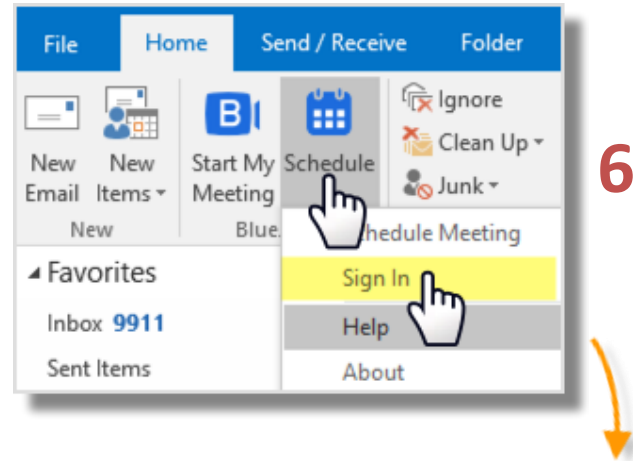
Installation Steps (Cont.)

6. Open (or restart) Microsoft Outlook, and the BlueJeans Outlook Add-In icon should appear. In the “Schedule” button drop down list, click “Sign In”.
6. Enter your BlueJeans account username (or email) and click “Next”. Then enter your BlueJeans account password¹ (the account where you want your meetings to be scheduled²) and click “Login”

You're now ready to schedule meetings!

NOTE:

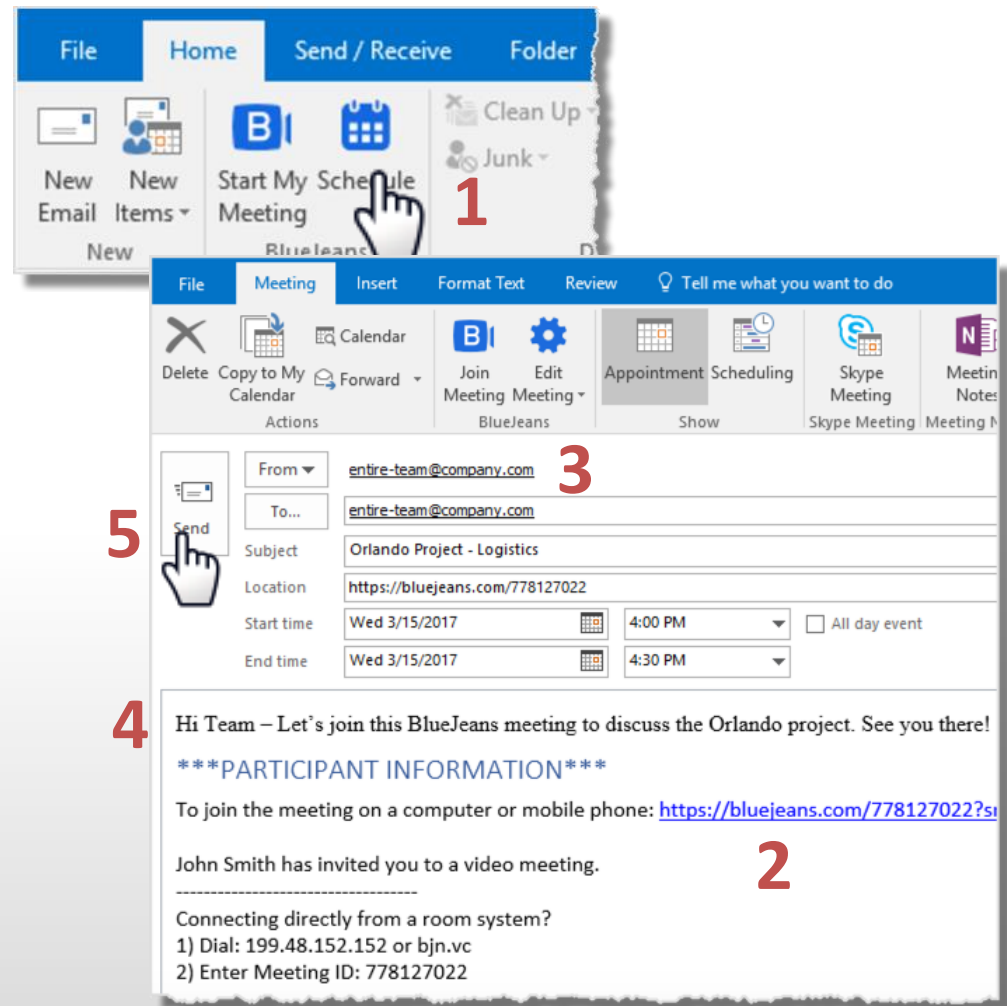
- If you are a SSO User, then after entering your username, you will be prompted with a window to enter your Identity Provider Credentials (for example: Okta).
- To change the associated BlueJeans account, click the “Schedule” drop down arrow, then “Edit Credentials”.



Scheduling a Meeting

1. Click BlueJeans “Schedule” button to open a new appointment form.
2. Appointment body will be filled with BlueJeans meeting details.
3. Add participants.
4. Compose your message. Add/edit invitation text.
5. Click SEND to send the invitation.

This new scheduled Meeting will be added to your Outlook calendar, and, participants receive an invitation. When it's time to join the meeting, click the icon:



The screenshot shows the Outlook 'Meeting' form with the following elements and annotations:

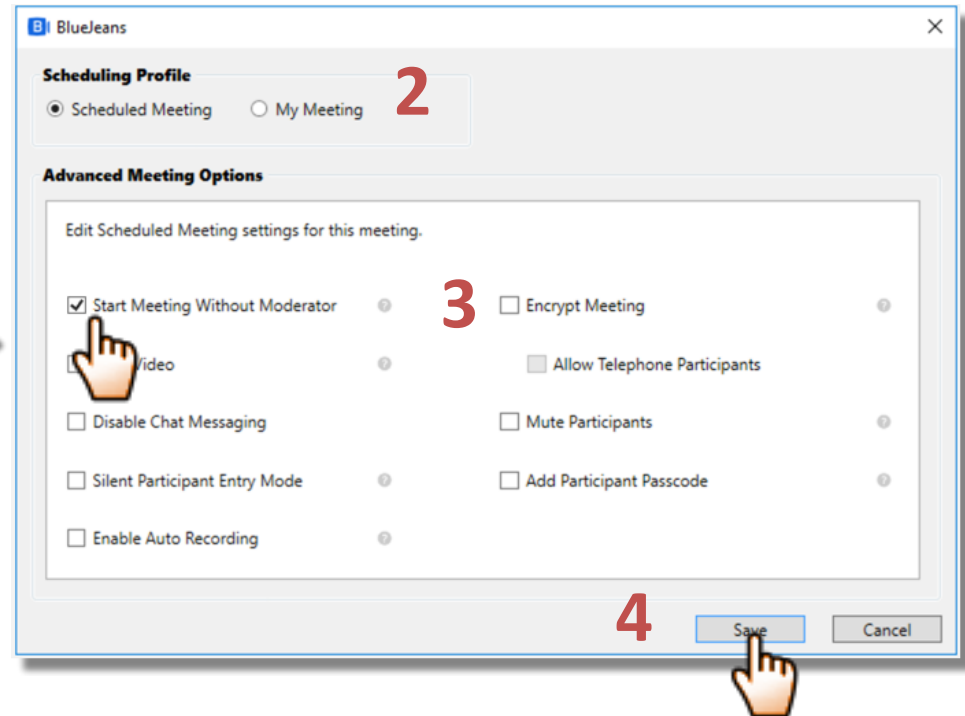
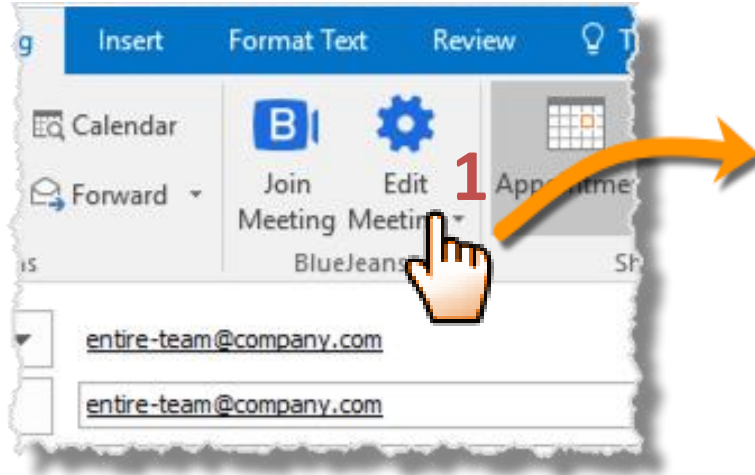
- Annotation 1:** Points to the 'Start My Schedule Meeting' button in the top ribbon.
- Annotation 2:** Points to the meeting details in the body, including the invitation text, participant information, and joining instructions.
- Annotation 3:** Points to the 'From' field, which is set to 'entire-team@company.com'.
- Annotation 4:** Points to the 'Send' button in the bottom left corner.
- Annotation 5:** Points to the 'To...' field, which is also set to 'entire-team@company.com'.

The meeting details in the body are as follows:

- Subject:** Orlando Project - Logistics
- Location:** <https://bluejeans.com/778127022>
- Start time:** Wed 3/15/2017, 4:00 PM
- End time:** Wed 3/15/2017, 4:30 PM
- Invitation Text:**
Hi Team – Let's join this BlueJeans meeting to discuss the Orlando project. See you there!
PARTICIPANT INFORMATION
To join the meeting on a computer or mobile phone: <https://bluejeans.com/778127022?si>
John Smith has invited you to a video meeting.
Connecting directly from a room system?
1) Dial: 199.48.152.152 or bjn.vc
2) Enter Meeting ID: 778127022

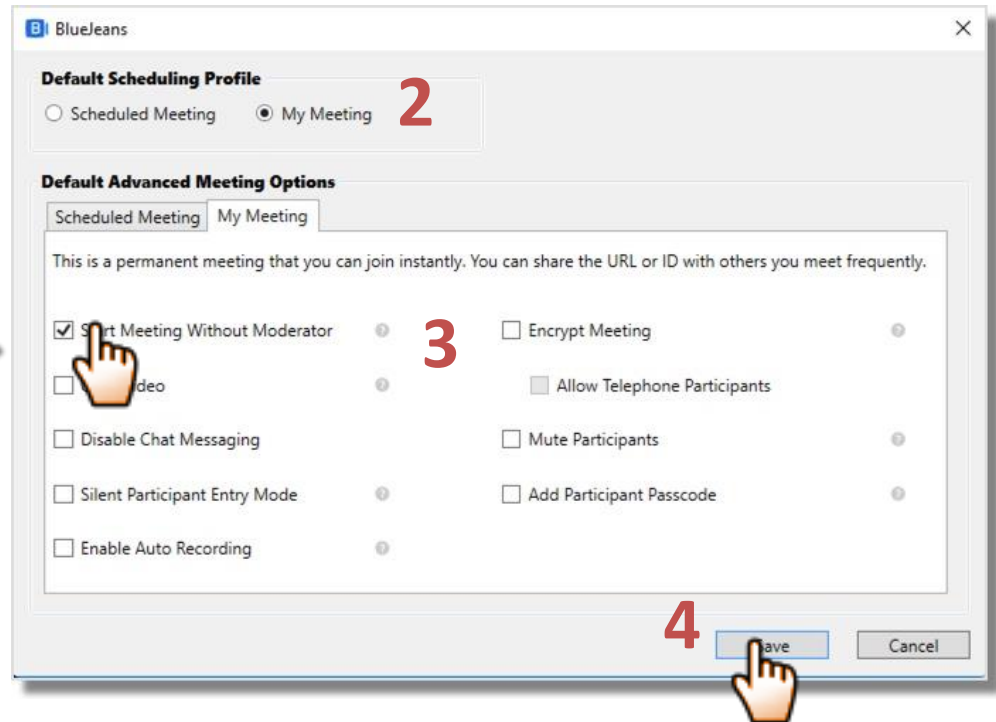
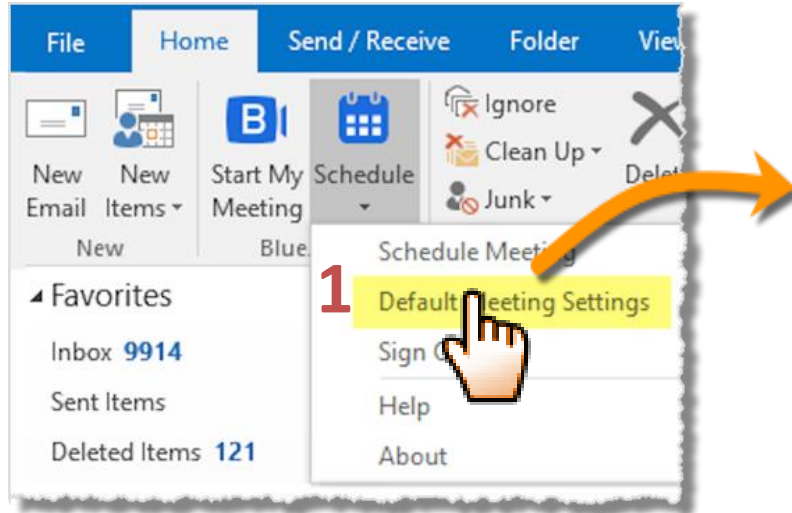
Changing Advanced Options for one meeting

1. To edit Advanced Options for an ***already-scheduled*** meeting, open the meeting and click “Edit Meeting” button in the Outlook Ribbon Menu.
2. Check if you want this meeting to use a “scheduled” or “my (personal)” meeting
3. Check/uncheck Advanced Options you would like to change.
4. Click save.

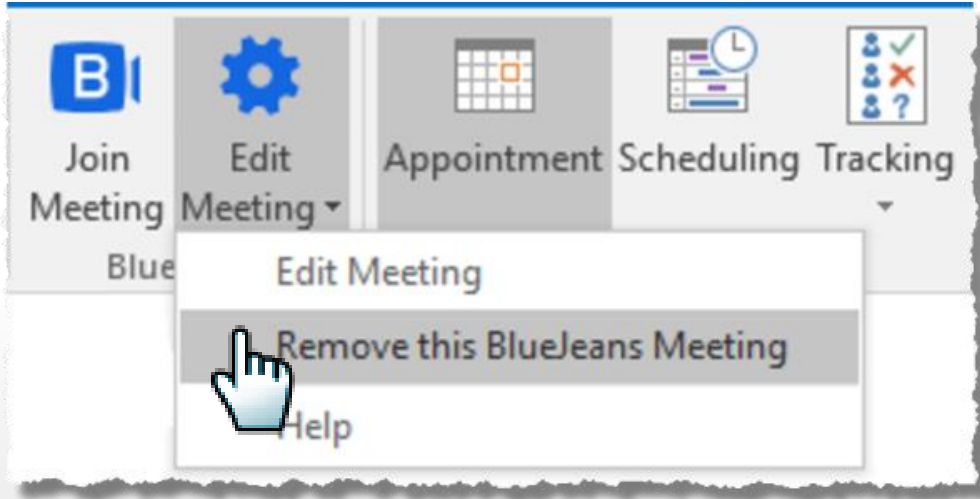


Setting Default Advanced Options

1. To edit your **default** Advanced Options settings, click “Default Meeting Settings” from the Schedule drop down
2. Check if you want Outlook-scheduled meetings to use “scheduled” or “my (personal)” meeting
3. Check your options, from both “scheduled” and “my meeting” tabs
4. Click save.



Remove a BlueJeans Meeting (without deleting calendar event)



1. Open your BlueJeans Meeting from your Outlook Calendar.
2. Click on “Edit Meeting”.
3. Click on “Remove this BlueJeans Meeting”.
4. BlueJeans meeting information will be removed from this calendar event.