

## How to Schedule Meetings with Google Calendar Extension

### STEP 1

Download the Blue Jeans Google Calendar extension for Chrome or Safari at [Bluejeans.com/downloads](http://Bluejeans.com/downloads)

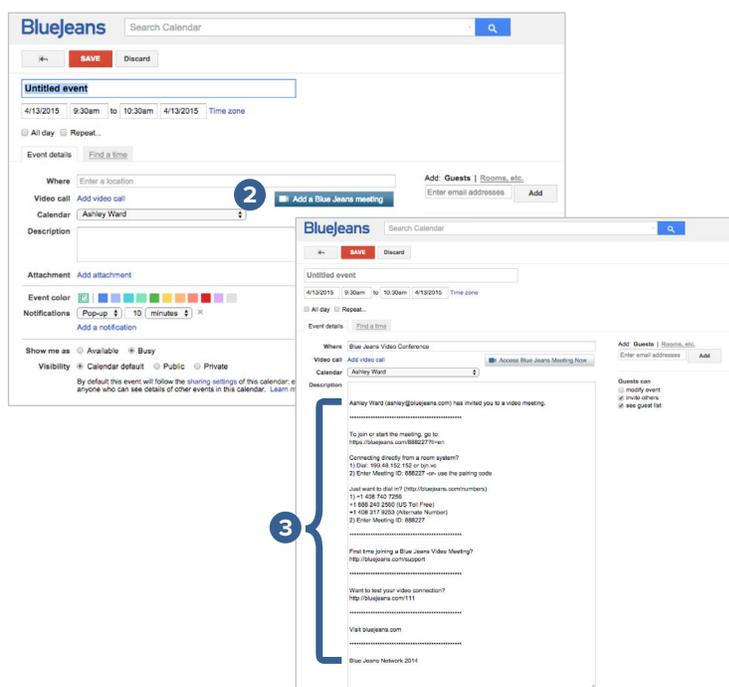
### STEP 2

Open a calendar invite and click the “Add a Blue Jeans meeting” button

### STEP 3

The meeting details will populate in the description  
Please note:

- Your Personal Meeting ID will always be used
- The text is customizable



### Resources



Interested in more tips and training? Sign up for eLearning or a Coffee & BlueJeans LIVE videocast at [coffee.bluejeans.com](http://coffee.bluejeans.com).



Check out [bluejeans.com/support](http://bluejeans.com/support) for other guides, tutorials & more.  
Visit [community.bluejeans.com](http://community.bluejeans.com) to connect with other users and ask and answer questions.

### About BlueJeans

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