

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

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

The first screenshot shows the Google Calendar 'Add a new event' form. The 'Where' field is set to 'Video call' and the 'Calendar' is set to 'Ashley Ward'. A blue button labeled 'Add a Blue Jeans meeting' is highlighted with a circled '2'. The second screenshot shows the same form with the 'Description' field populated with meeting details, including a meeting ID and a link to join the meeting. A circled '3' is placed next to the description text.

Resources



Interested in more tips and training? Sign up for eLearning or a Coffee & BlueJeans LIVE videocast at coffee.bluejeans.com.



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

About BlueJeans

BlueJeans delivers video communications that connect people and drive business growth. BlueJeans' Enterprise Video Cloud is trusted by global businesses to enable video experiences for anyone, anywhere.