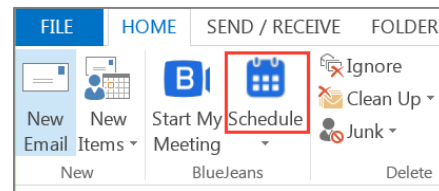


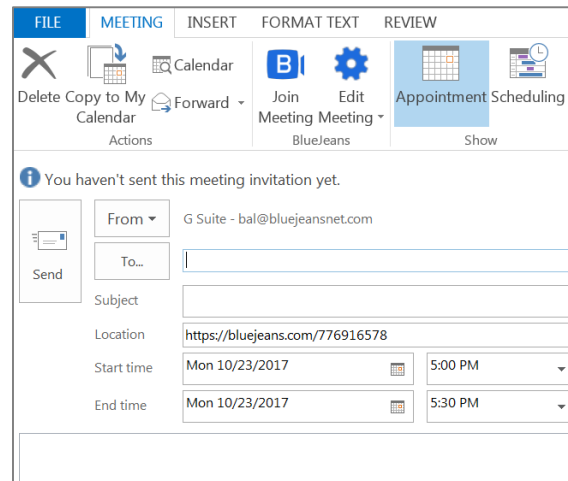
Schedule a Meeting with Microsoft Outlook Add-in

The BlueJeans Outlook Add-in for Microsoft Windows allows Outlook users to easily manage their meetings from within the Outlook calendar.

1. Click “Schedule” icon at top to create a new meeting item.



2. Fill in your event details:
 - Change the subject line
 - Change date & time
 - Mark as recurring meeting (if needed)
 - Add meeting participants
3. Compose your optional message.
4. Click Send to send the invitation.



Tip: The Add-In gives you the choice of using your Personal Meeting ID or Scheduled Meeting ID. Please [click here](#) for instructions.



Download & Install notes: If you do not have the add-in installed for Windows, download the executable file [here](#) and then use the [guide](#) to install.

Additional Notes:

- BlueJeans meetings scheduled in Outlook can be modified or deleted only by the Host/Organizer (or using only Host/Organizer’s credentials) on the same Outlook calendar and machine.
- 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 for one-click schedule, join, and host meetings from Mac (unless Delegate Scheduling permissions are granted).