BlueJeans®

How to Schedule a Meeting with BlueJeans Web Scheduler

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STEP 1

Log in to your BlueJeans account and click **SCHEDULE MEETING.**

STEP 2

Fill in the meeting details.

- Enter a meeting title and description
- Set the date, time, and reoccurrence

STEP 3

Add participant email addresses to invite them.

STEP 4

Select Advanced Options.

- Use your personal or unique meeting ID
- Adjust participant entry signals and muting
- Set the meeting to start without a Moderator
- Turn on automatic recording
- Add a passcode

STEP 5

Click SCHEDULE MEETING.

Resources

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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.

After 2 occurrences SCHEDULE MEETING JOIN A MEETING START MY MEETING 4 Advanced Options MORE INFO COPY URL Meeting ID Use My Meeting ID Schedule a new meeting Add participant passcode Settings Encrypt Meeting Crop Video Silent Participant Entry Mode SCHEDULE MEETING 5 ry 1 W

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Need Hel

. bluejeans.com/support/contact (408) 791-2830