

How to Schedule a Meeting with BlueJeans Web Scheduler

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 recurrence

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**.

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2 SCHEDULE MEETING

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4 Advanced Options

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Resources



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