

Scheduling and Joining a BlueJeans Meeting

Using O365 Outlook Calendar and BlueJeans Desktop Apps

Schedule

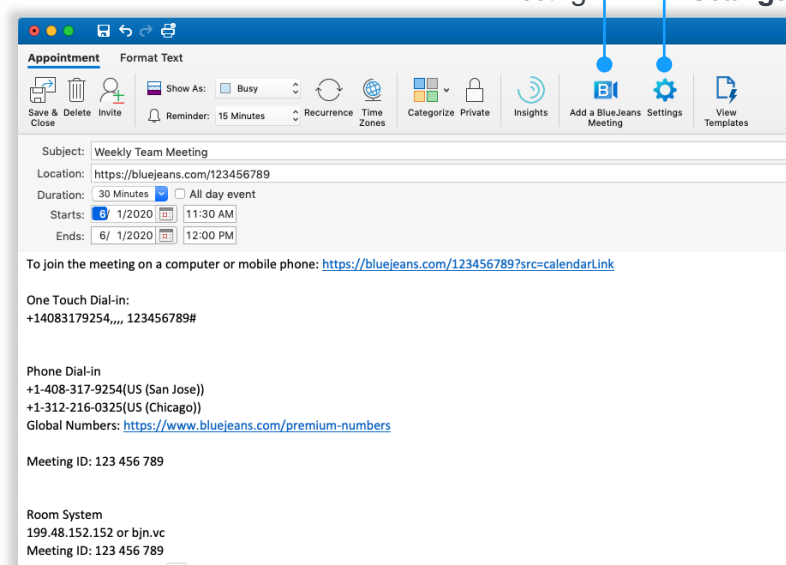
1. Download & Install the **O365 Outlook Calendar App**
2. Open a Calendar invite
3. Click the BlueJeans button

Click Settings to change meeting options such as:

- One-time meeting or personal meeting ID
- Mute audio and/or video on entry
- Start without moderator (enable/disable)
- Add a participant passcode

Add a
BlueJeans
Meeting

Edit
Meeting
Settings



Join with BlueJeans Desktop App

Mute your camera

Mute your audio

Start an ad hoc meeting

Join a Scheduled meeting
(click Join or the down arrow for additional join options)

Join manually by entering a Meeting ID

Change your camera, mic or speakers

The In-Meeting Experience

BlueJeans Desktop

In-Meeting Controls



Tips

KEYBOARD SHORTCUTS

- M = Mic Mute/Unmute
- V = Video Off/On
- Space Bar = Hold to unmute while you talk



GOOD INTERNET CONNECTION

Use a LAN connection or strong WIFI for best performance



MUTE

- Yourself if not talking
- All for large meetings



HEADSETS

Control background noise (avoid speakerphone)



ON THE GO

Use the Mobile App