BlueJeans

Scheduling and Joining a BlueJeans Meeting
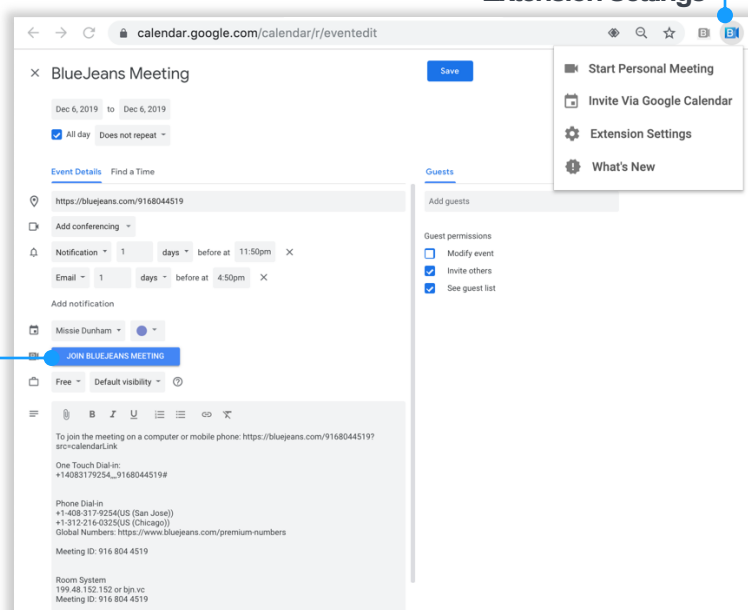Using the Google Calendar Extension and BlueJeans Desktop Apps

Schedule

1. Download & Install the **Google Chrome Browser Extension Calendar App**

2. Open a Calendar invite

3. Click the BlueJeans button

Click Extension Settings to change options such as:

- One-time meeting or personal meeting ID

- Add a participant passcode

Edit Meeting **Extension Settings**

Add/Join a **BlueJeans** Meeting

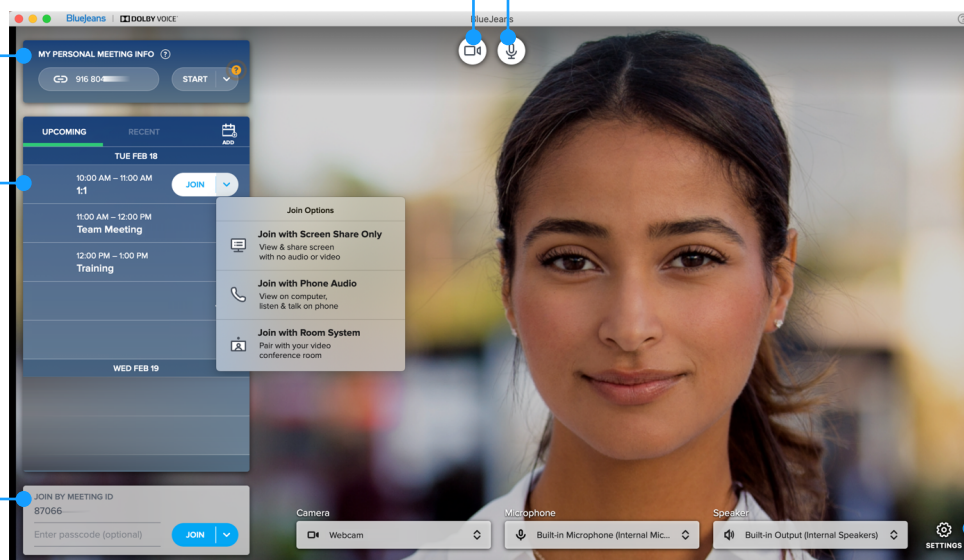## Join with BlueJeans Desktop App

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**

Learn More: <u>Downloads</u> | <u>Video Tutorials</u> | <u>Knowledge Base</u> | <u>BlueJeans Support</u>

BlueJeans

The In-Meeting Experience
BlueJeans Desktop App

In-Meeting Controls

Mute your **audio**

Mute your **camera**

Share **content**

Exit

View and mute **participants**

Group and 1:1 **chat**

Start/stop **recording**
(moderators only)

Edit **settings**

Change your
camera,
microphone or
speaker (headset)

Switch your **video**
display preference

Moderator 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

Learn More: