

Getting Started Guide

February 1, 2017

BlueJeans

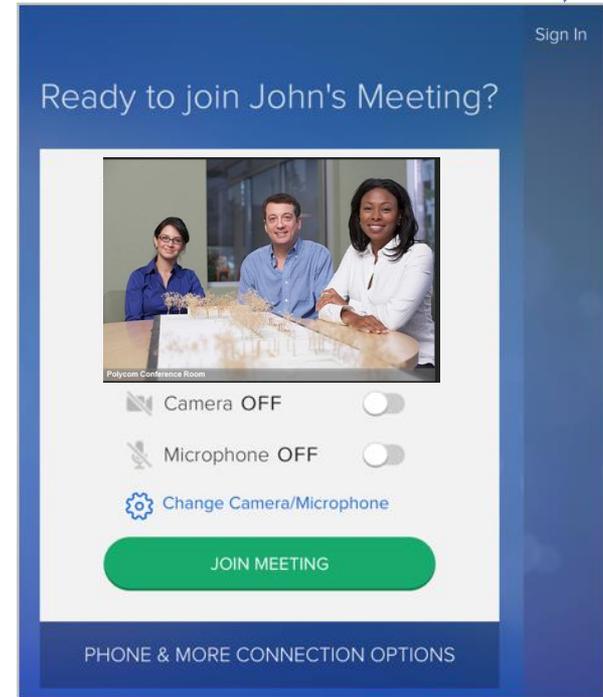
3. Joining and Managing your Meetings

Participants enter the room – two easy ways

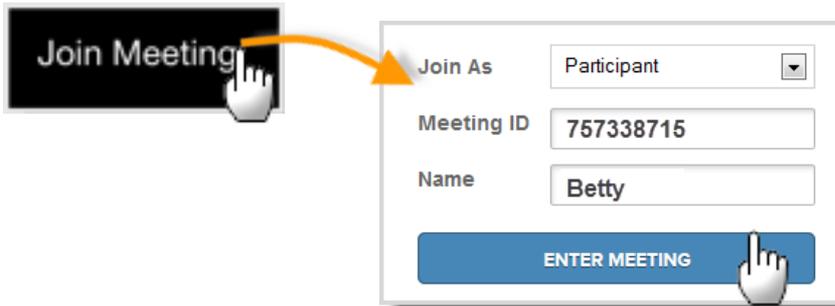
1. Clicks link in their Participant email invitation:



Click here if you have a BlueJeans account, and sign in.

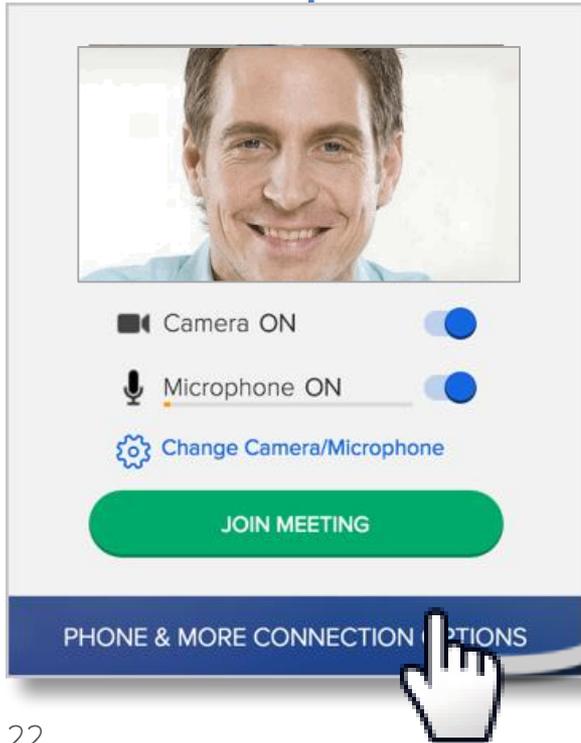


2. Or, logs into the meeting room from the BlueJeans web site (bluejeans.com), clicking Join Meeting and entering the Meeting ID (and passcode):

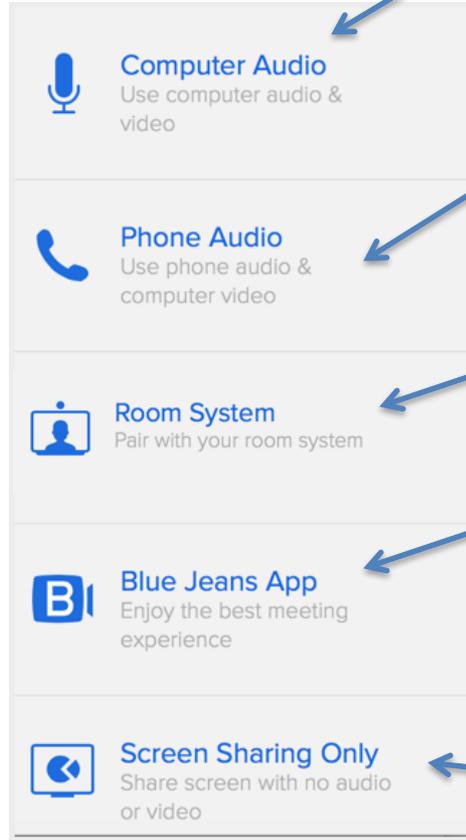


Choose your connection option

Click the green Join Meeting button if you want to use your **Computer** for audio (mic and speaker):



Select **Computer Audio** if you'll use your computer for audio & video



Select **Phone Audio** if you'll dial-in from a telephone, using the computer for video only.

Pair to an h.323 [Room system](#)

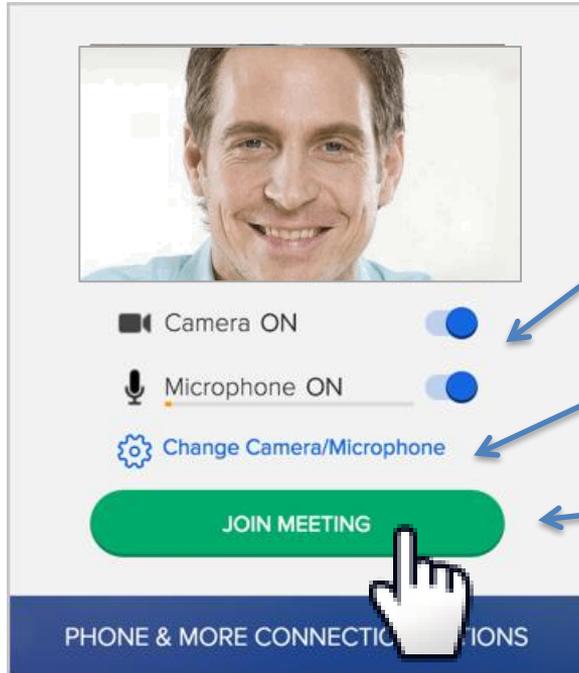
Use the BlueJeans App. **Tip:** download the app if you will be using BlueJeans more than once.

Share your screen only (by default, you won't be seen or heard)

Joining the Meeting from your Computer (PC, Mac or Linux)

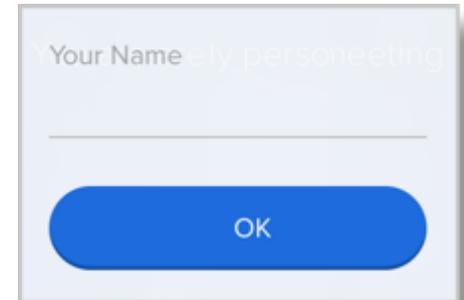
Audio and Video from your computer

Coming into the meeting, select your mute preferences, then press Join Meeting:



1. Toggle left to Mute your Camera or Mic. (they are ON when blue button is on the right)
2. Change the camera of mic device, if needed
3. Click to Join Meeting!

If prompted, enter your name, which will appear in the participant roster:



Audio from your Telephone / Video from your computer

Select Phone Audio to talk/hear from a phone, using the computer for video only:



Camera ON
Microphone ON

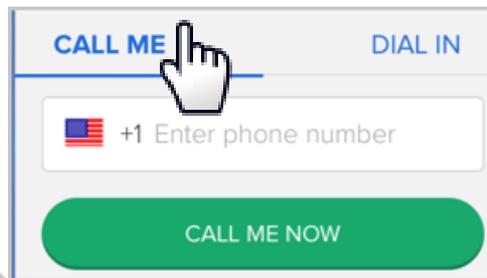
Change Camera/Microphone

JOIN MEETING

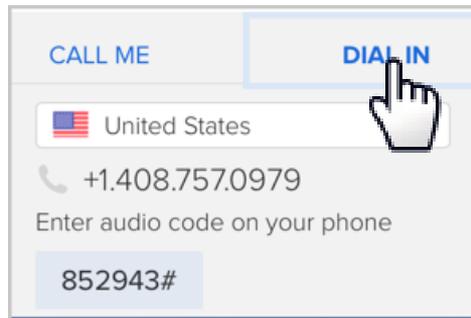
PHONE & VIDEO CONNECT



a) BlueJeans can call you:



OR, b) dial into a BlueJeans number to connect:

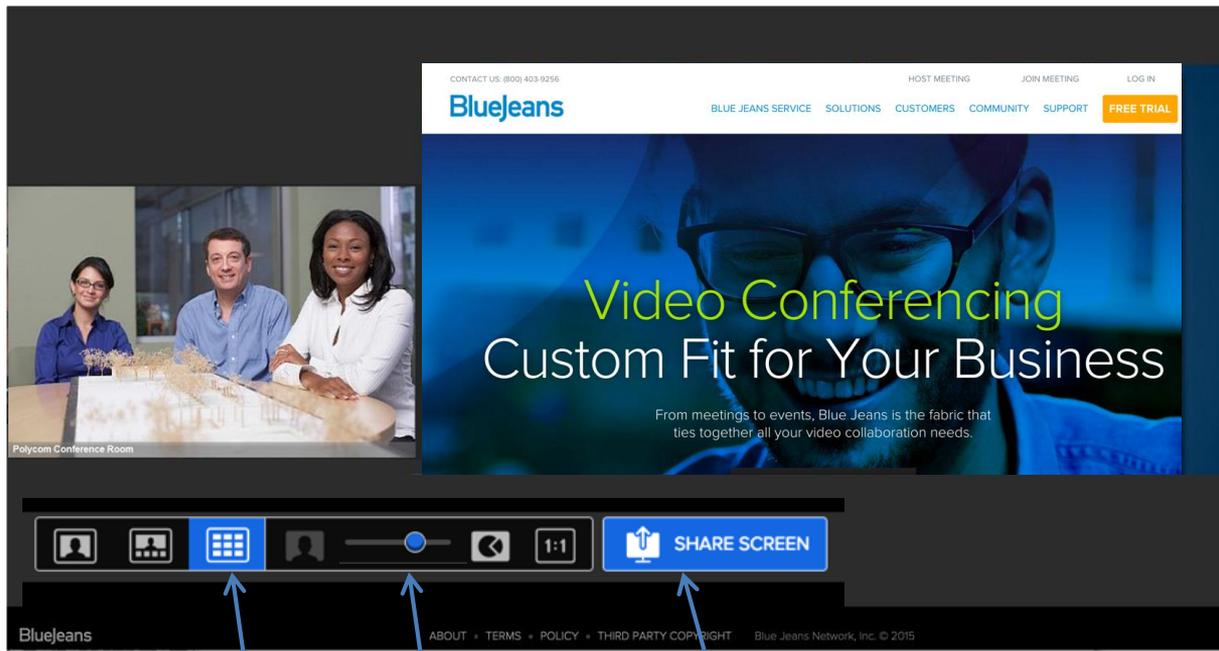


Finally, click join to connect your video ...



... and you'll enter the meeting!

Meeting Controls



[Chat](#) with participants

Leave meeting

Your video



Leave



Chat



Participants



Share Screen



Settings



Switch to Phone



Audio ON



Video ON



Rec OFF



Full Screen

View attendee roster. Click name for call details.

Moderator also can:

- [Mute](#) individuals or all
- [Invite](#) others to meeting
- Change/push [layouts](#)
- Lock Meeting

[Share](#) your screen

Adjust mic, camera, or speaker [settings](#)

Switch meeting connection to phone

Mute your microphone

Mute your camera

Start [recording](#)

Expand to full screen

Drag cursor ...

Change Speaker [layout](#)

Drag to change size of video and presentation

[Share](#) your screen

Viewing a Screen being Shared by Another Participant



When others are sharing their screen, hover you cursor at bottom.

- **Content Slider** appears
- Position slider to expand or shrink the video and screen panel

Participant panel will indicate who is sharing



Choose participant's Video layout

View participant's video only

Content Slider: Adjust video/content size

View shared content only

Show content in actual size

Take over, and share your screen

Switch to Phone

CALL ME 1 **DIAL IN**

What number should we call?

+1 Enter phone number

Available in the US and Canada.

Your computer audio will be disconnected while we switch to your phone.

CALL ME NOW

CALL ME 2 **DIAL IN**

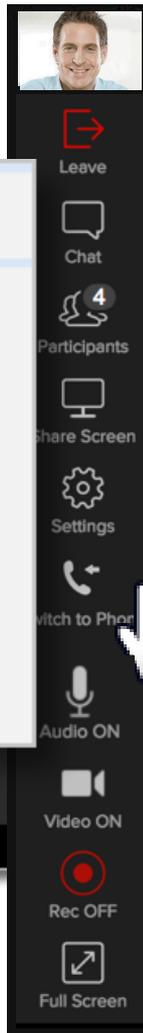
Dial into the meeting

United States

+1.408.757.0979

Enter audio code on your phone

536035#



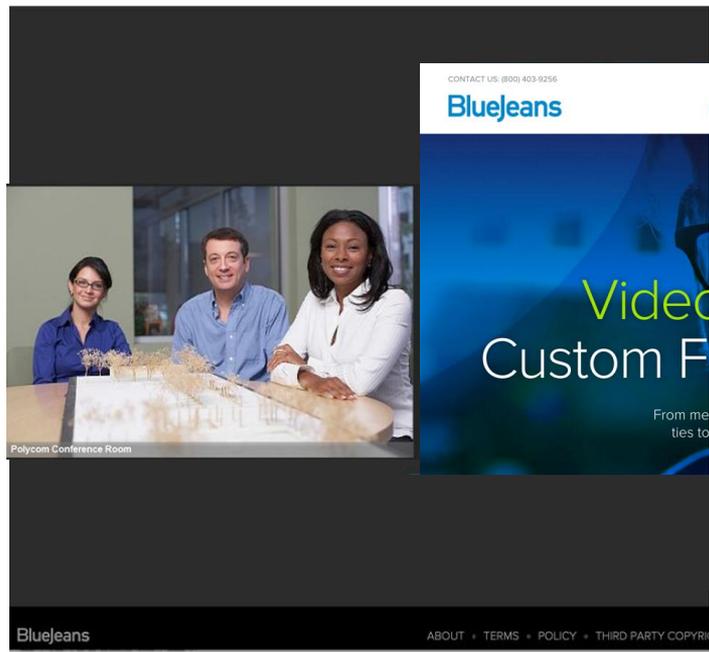
Click **Switch to Phone** to change your audio source to your phone:

1. BlueJeans calls you:
 - Click the “call me” bar,
 - Enter your phone number (only U.S. numbers accepted),
 - Press “Call Me Now” and you’ll be in your meeting.

OR

2. Dial into the meeting:
 - Select a number from the list,
 - When connected, enter the displayed audio code, and you’ll be in your meeting.

Settings



Application Settings

1

2

3

4

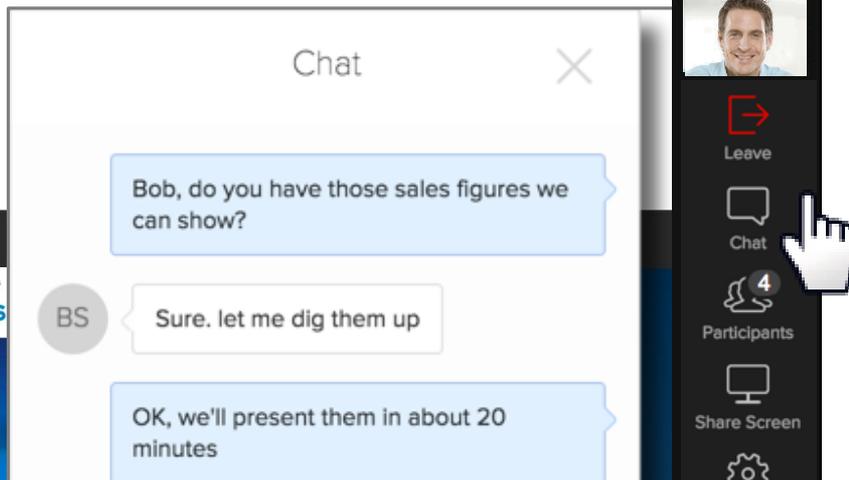
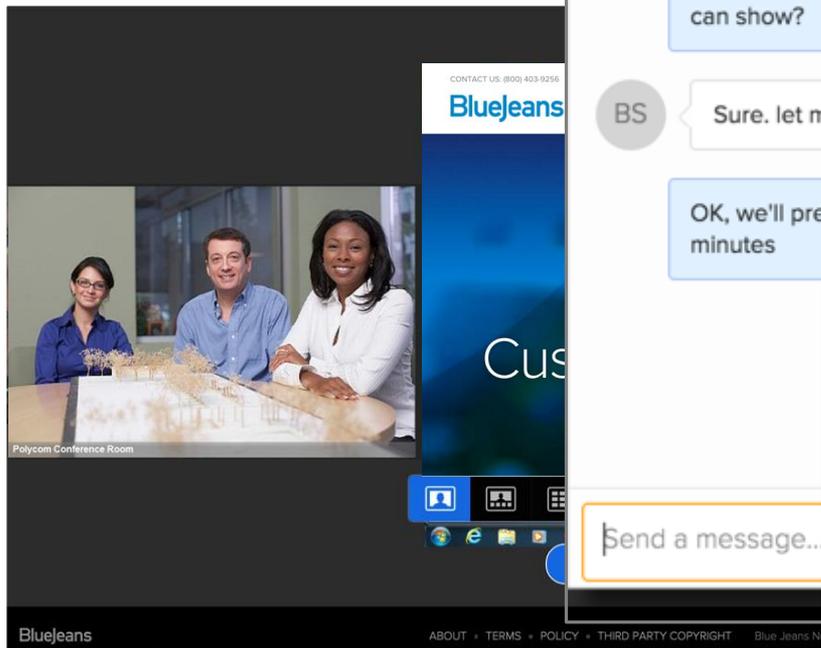
5

6

Adjust **Settings** to optimize your meeting:

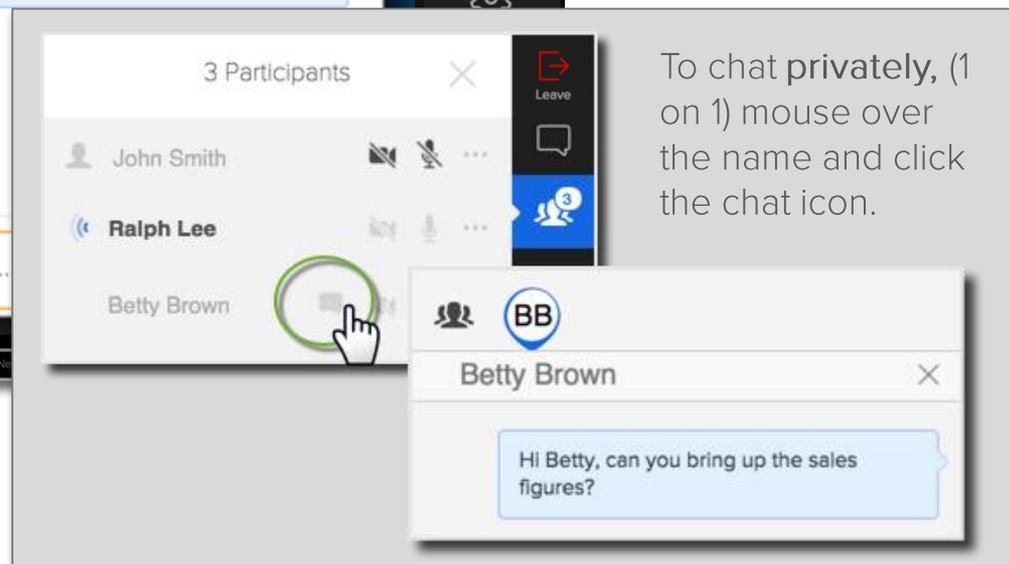
1. Choose your mic, camera or speaker, if options available
2. Change connection to another device
3. Set “My Preferred Connection” type for future meetings (see next page for details)
4. Scale video to fit view (when menu expands)
5. Browser notification
6. Enable Hints and tips for helpful popup boxes in the web app

Chat



[Chat](#) with **all** participants in your meeting.

Tip: accept the request to receive Notifications from BlueJeans and you'll be alerted when a new chat arrives.



To chat **privately**, (1 on 1) mouse over the name and click the chat icon.

By default, chat is enabled for all accounts. [Click here](#) for instructions to disable chat from your meetings.

Leave Meeting

The screenshot displays a BlueJeans meeting interface. At the top left, there is a video feed of three participants in a 'Polycom Conference Room'. The main area shows a BlueJeans website header with navigation links: 'CONTACT US: (800) 433-9256', 'BLUE JEANS SERVICE', 'SOLUTIONS', 'CUSTOMERS', 'COMMUNITY', 'SUPPORT', 'FREE TRIAL', 'HOST MEETING', 'JOIN MEETING', and 'LOG IN'. A sidebar on the right contains a 'Leave Meeting' button (highlighted by a hand cursor), 'Chat', and 'Participants' (showing 4 participants). A modal dialog box titled 'Leave Meeting' is open in the foreground, asking 'Are you sure you want to leave the meeting?'. It features a checkbox for 'DROP EVERYONE' (which is checked), a 'Now' dropdown menu, a large red 'LEAVE' button, and a blue 'NO, I'M STAYING' button.

When the Moderator leaves, meeting will continue for remaining participants, unless ...

... "Drop Everyone" box is checked, with minute timer set. Participants will see/hear alert that meeting will end.