BlueJeans
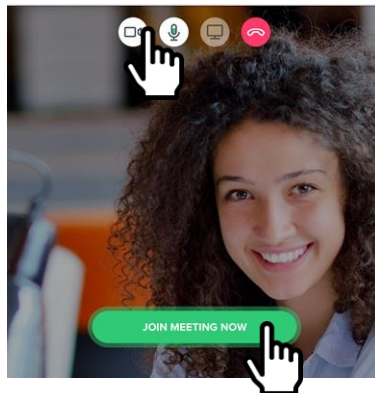
BlueJeans App **v2.6 Guide**

6-15-18

1. Download and Configure your App

Download and run wizard to install
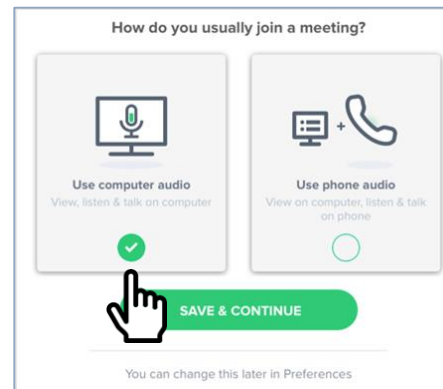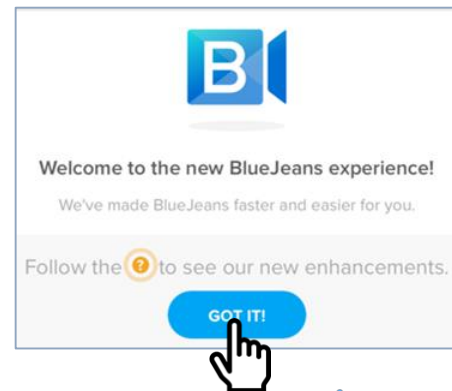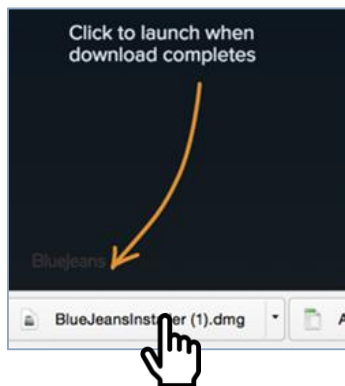
Finally, check to make sure your appearance looks good before joining the meeting— mute mic or camera if needed. **Click join to enter the meeting!**

Set your audio preference: using your computer for audio, or, from a separate phone. We **recommend using your computer audio**.
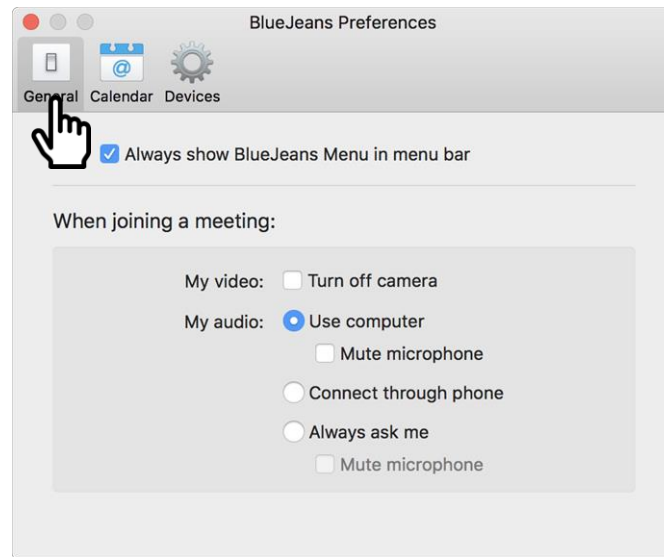
Sync your Calendar to the App
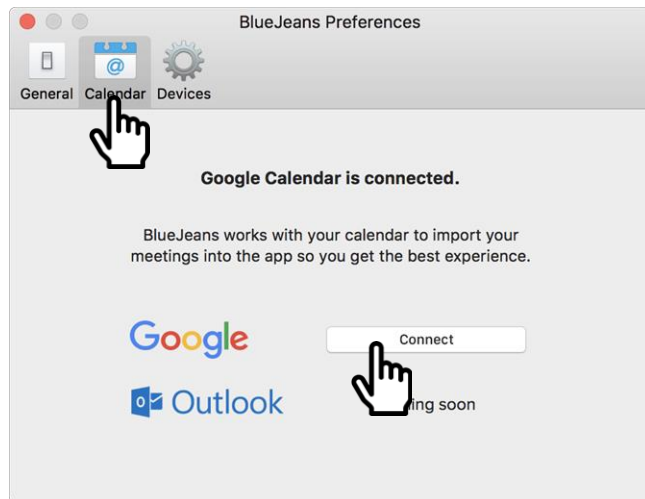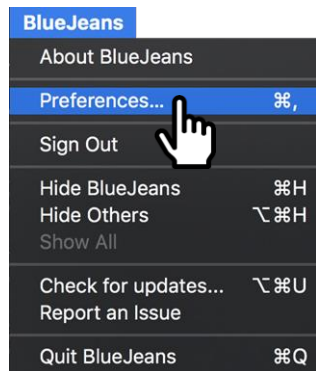
After the download, the wizard will instruct you to sync your calendar.
To do this manually, from the top left menu, click Preferences to **sync your Calendar with your App**.
You can also change **video & audio default settings**

Manage and join meetings from your dashboard!
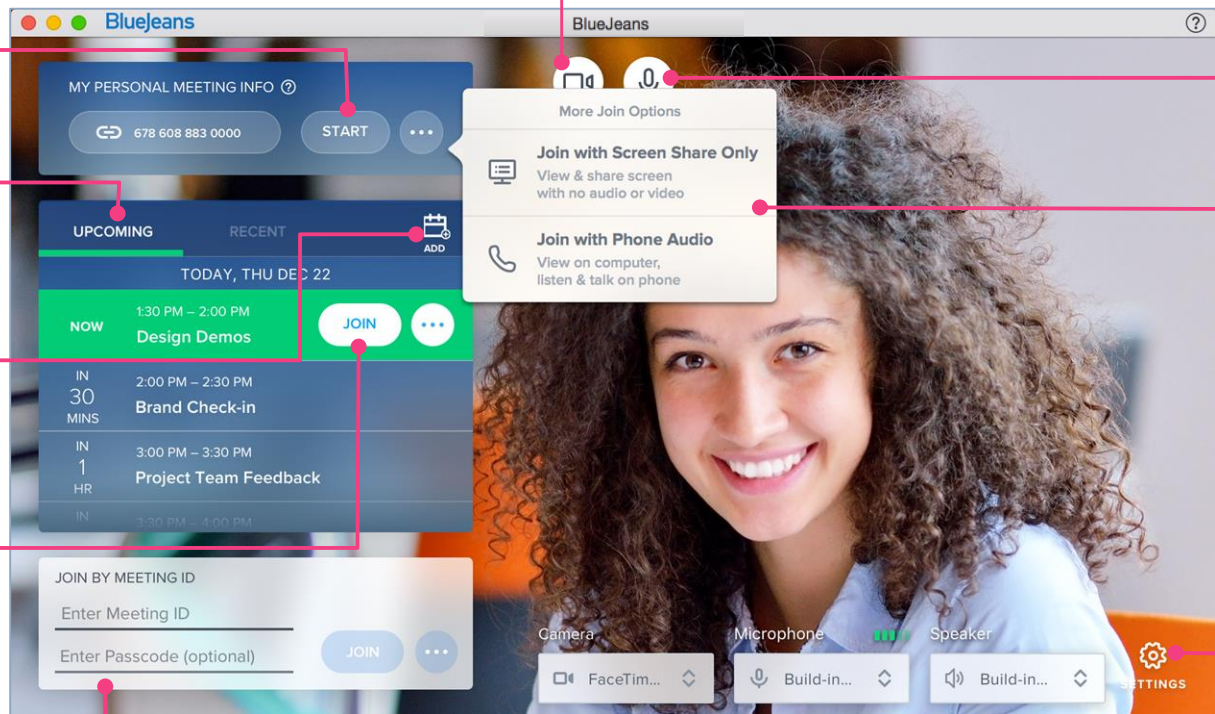
Mute your camera

Mute your microphone

Click to START your Personal meeting

View Upcoming or Recent meetings

If you skipped to sync your calendar, click here to schedule meetings

Hover over an upcoming meeting to view join meeting button or click ... to view meeting details

Click for two more join options:
1. Screen share only mode, or
2. Using your phone for audio

Select your device (camera, mic or speaker)

Manually enter a Meeting ID and passcode (optional) and click Join to enter another meeting

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MY PERSONAL MEETING INFO
678 608 883 0000   START   ...

More Join Options

Join with Screen Share Only
View & share screen with no audio or video

Join with Phone Audio
View on computer, listen & talk on phone

UPCOMING   RECENT   ADD

TODAY, THU DEC 22

NOW   1:30 PM – 2:00 PM   Design Demos   JOIN   ...

IN 30 MINS   2:00 PM – 2:30 PM   Brand Check-in

IN 1 HR   3:00 PM – 3:30 PM   Project Team Feedback

IN   3:30 PM – 4:00 PM

JOIN BY MEETING ID

Enter Meeting ID

Enter Passcode (optional)   JOIN   ...

Camera   FaceTim...
Microphone   Build-in...
Speaker   Build-in...
SETTINGS

2. In the Meeting
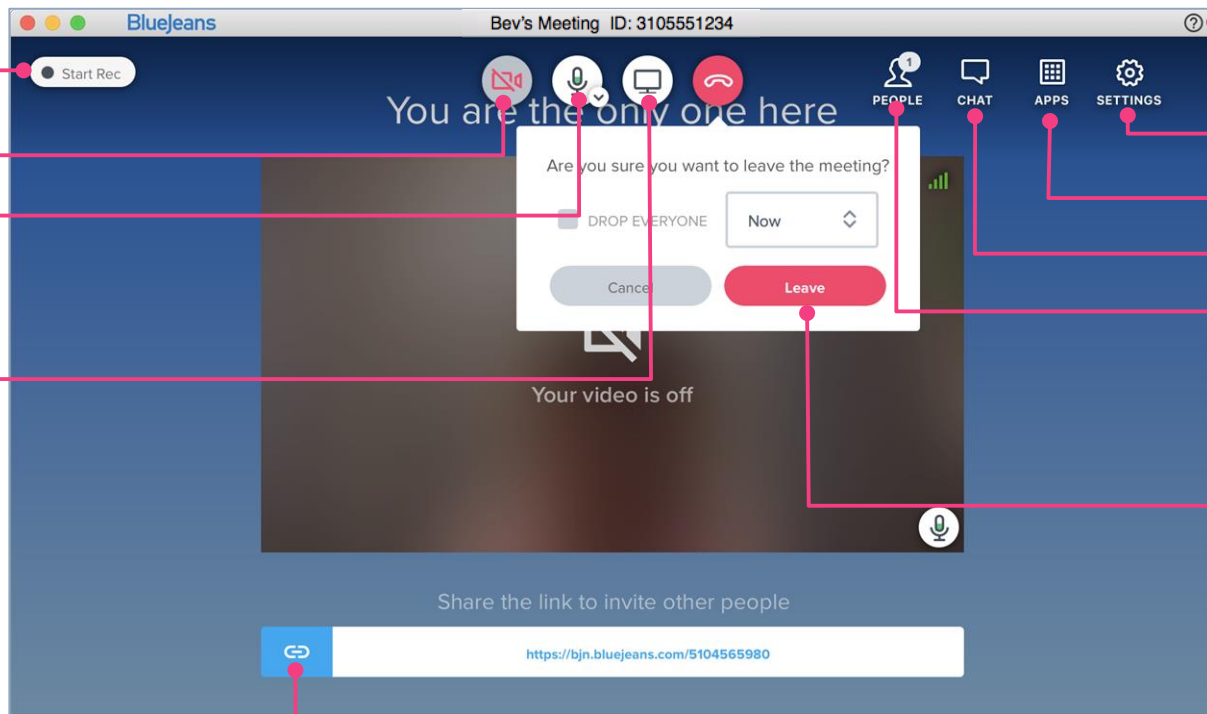
Landing in the meeting, the first to arrive

Start/Stop recording (only available for Moderator)

Camera muted

Mic not muted (click drop down to switch to phone for audio)*

Share your screen

Get help

Edit Settings

Use Apps (for Mac only)

Group Chat

View People

Leave meeting

Before confirming to leave, the moderator has option to let meeting continue, or "Drop Everyone" after a set time.

note: drop down arrow (to quickly switch audio to phone) is available for Macs only, at this time

Copy meeting link, and send to others

BlueJeans   Bev's Meeting ID: 3105551234

Start Rec

PEOPLE   CHAT   APPS   SETTINGS

You are the only one here

Are you sure you want to leave the meeting?

DROP EVERYONE   Now

Cancel   Leave

Your video is off

Share the link to invite other people

https://bjn.bluejeans.com/5104565980

People

1. **Camera mute, Audio Mute, Share your screen and Leave meeting**
2. **People roster, Chat, Apps and Settings**
3. **People roster detail**

Who's talking

Hide menu

View People

Click to see only who's talking (also shown by blue mic highlight)

Click pencil to change your name. Mute/unmute your camera or microphone.
> **Note:** only moderators (marked by a ⭐ next to the name) can also mute & unmute other participants

Click name to see call details and connection stats. Moderator has ability to drop them from meeting

Moderators only can Mute & Unmute All participants at once

Copy meeting link, & share with others

Hide Video Thumbnails

Switch Video and Content Frames

Your self view, with quality bar and mic status

Send Meeting link to others
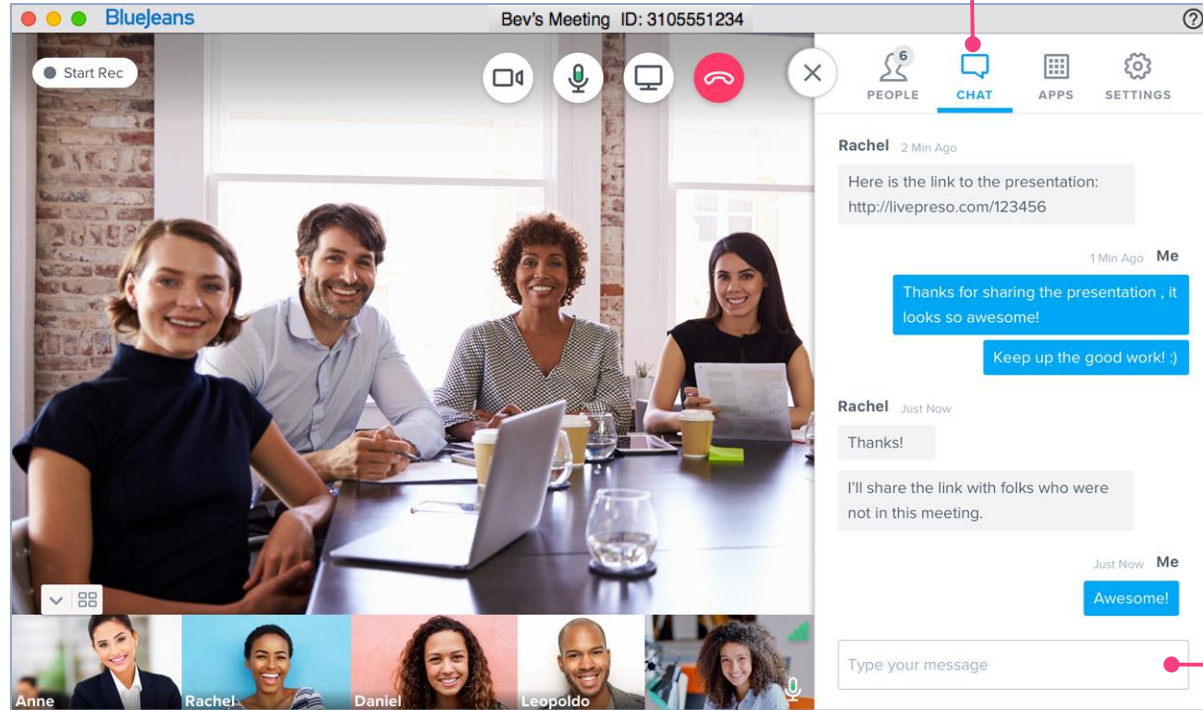
Chat
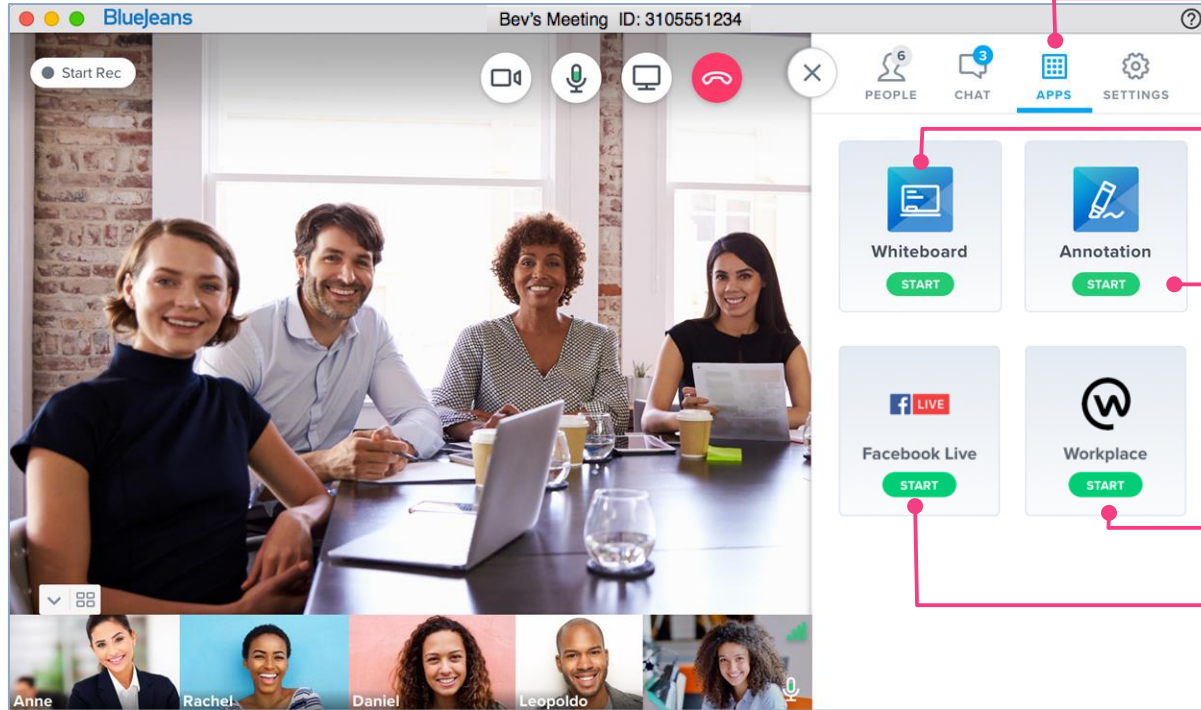

Chat with all participants

Compose your message

Apps

Click for Apps menu

Bring up whiteboard for all participants to view (Mac only)

Annotate comments/highlights on your screen share (Mac only)

Broadcast this meeting over Workplace by Facebook

Broadcast this meeting over Facebook Live

Settings

Edit Settings

Select a different camera, microphone or speaker (headset)

Scale video to fit when menu panels are shown

**Controls for Moderator only:**

Mute participants' mics by default

Hide audible and visual participant entry/exit notifications

Lock meeting

Your self-view, with quality bar (Bev's camera is muted)

Sharing your Screen

To share your screen:
1. Click the screen share icon at the top
2. To share your *entire* screen (recommended) click the top bar
3. To only share a specific, open application, click on the selection in the bottom section. The other meeting participants will only see that app. In the example below, participants would only see your Google Chrome window.
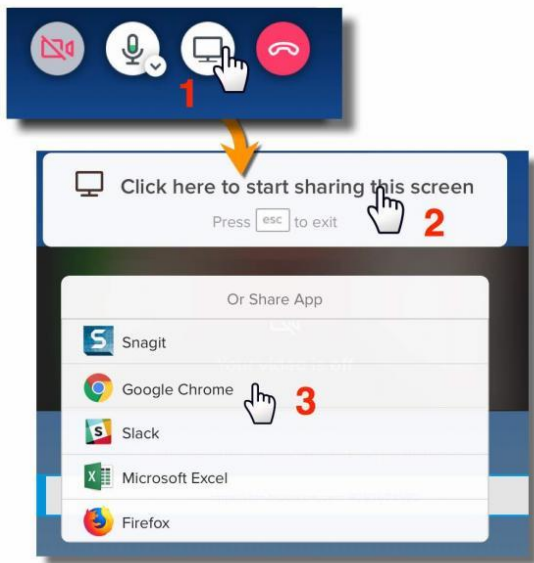
An icon will be shown in the People roster to indicate who is sharing their screen: