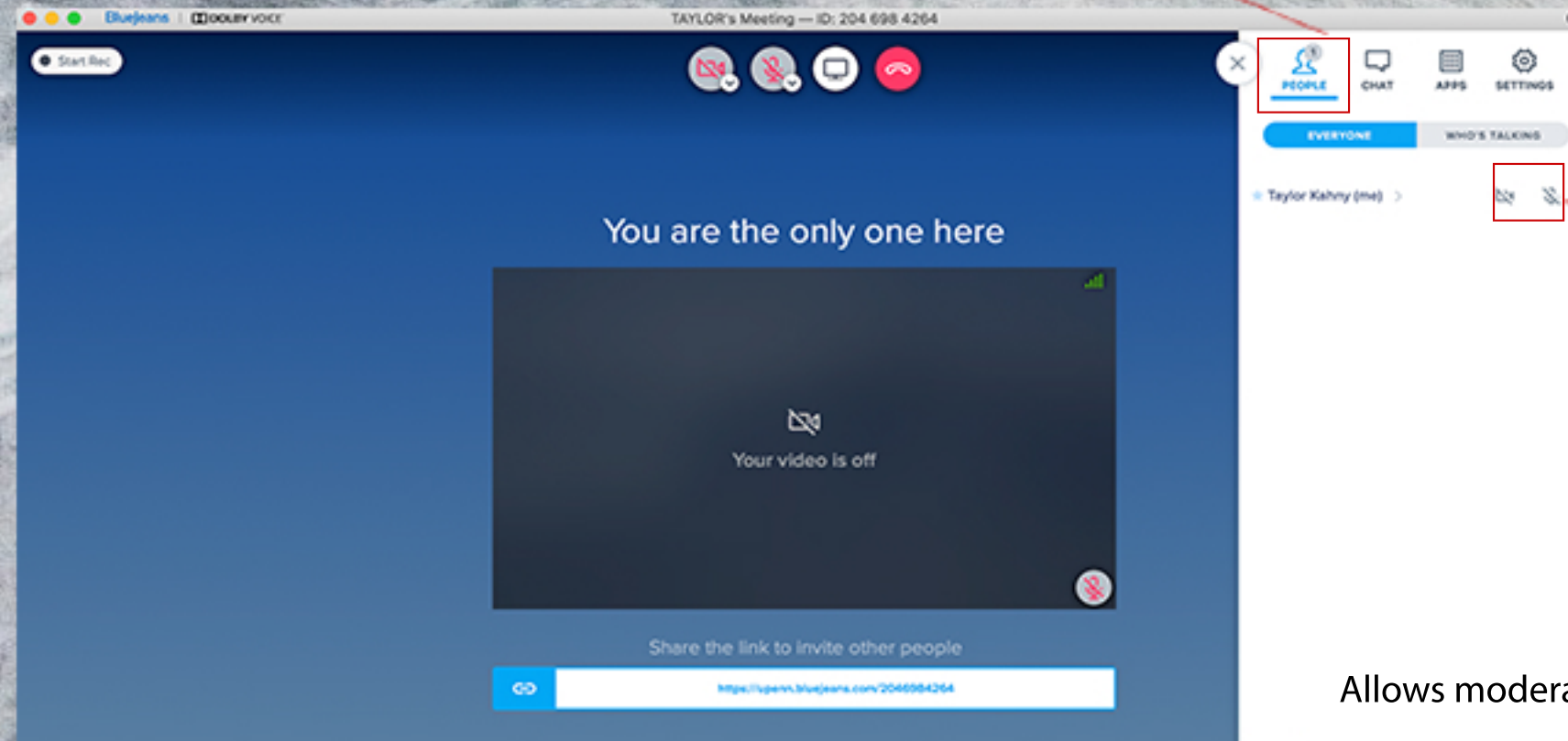


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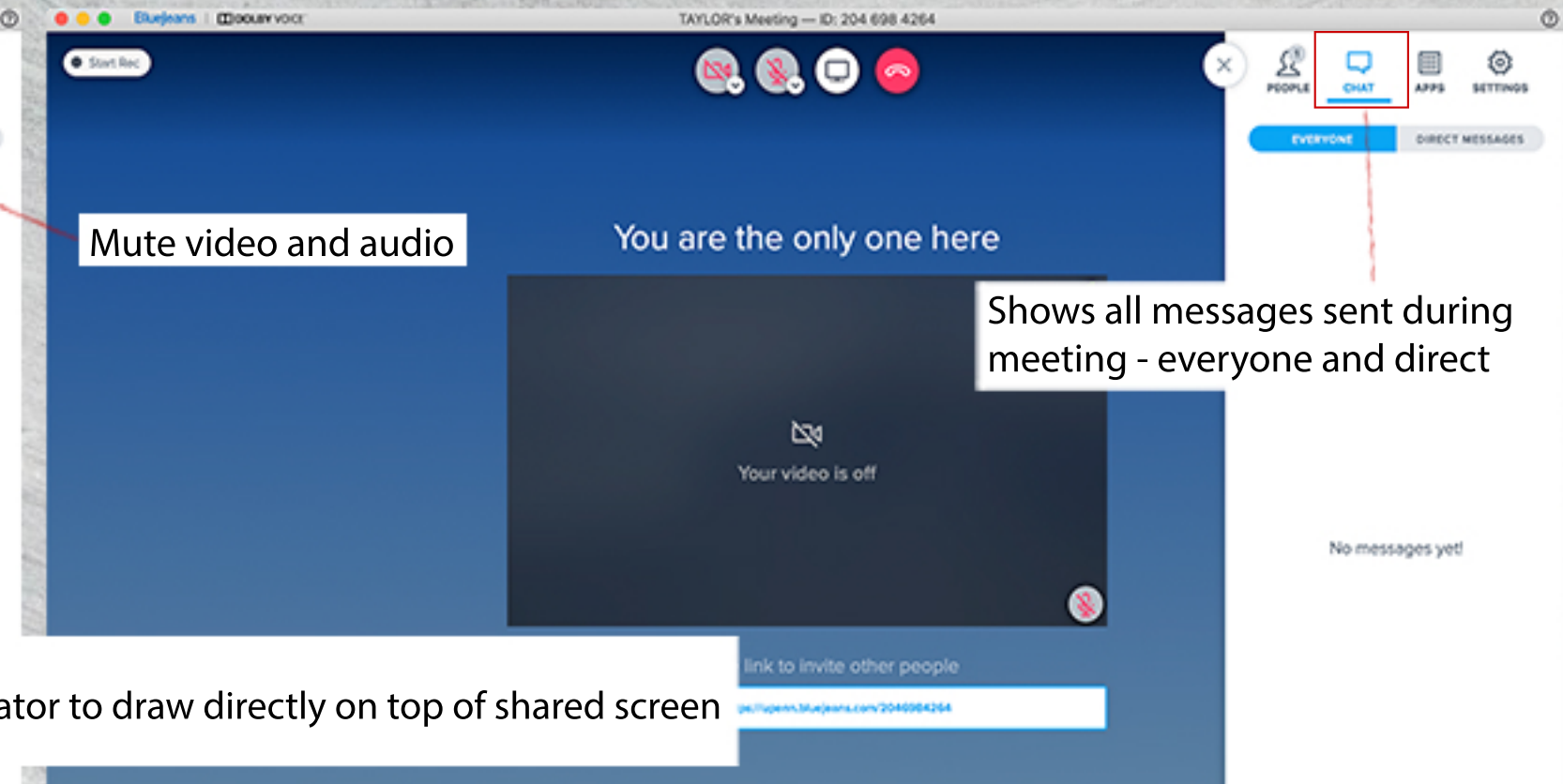
Inside the Meeting Part I

Shows everyone who is currently in the meeting



Mute video and audio

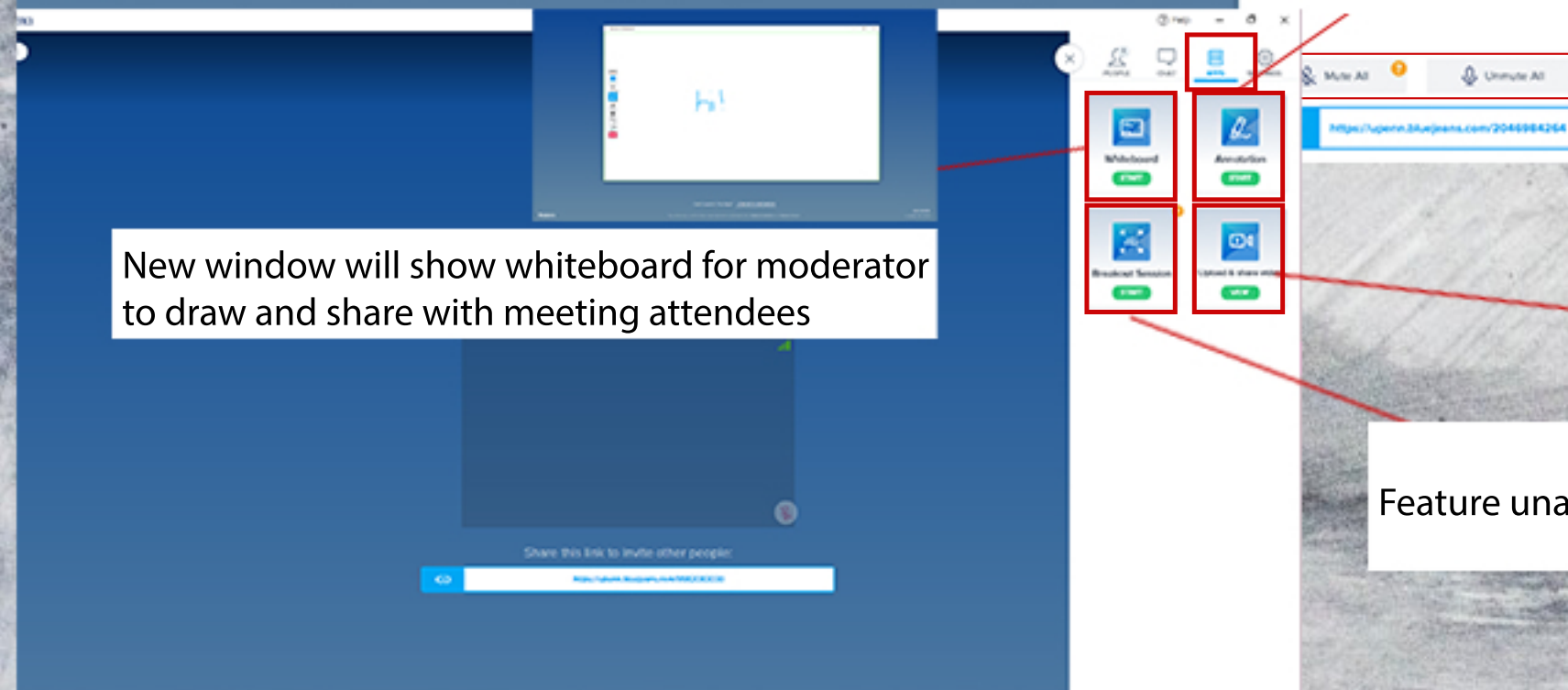
Shows all messages sent during meeting - everyone and direct



Allows moderator to draw directly on top of shared screen

Mute and unmute microphones for everyone in session

New window will show whiteboard for moderator to draw and share with meeting attendees

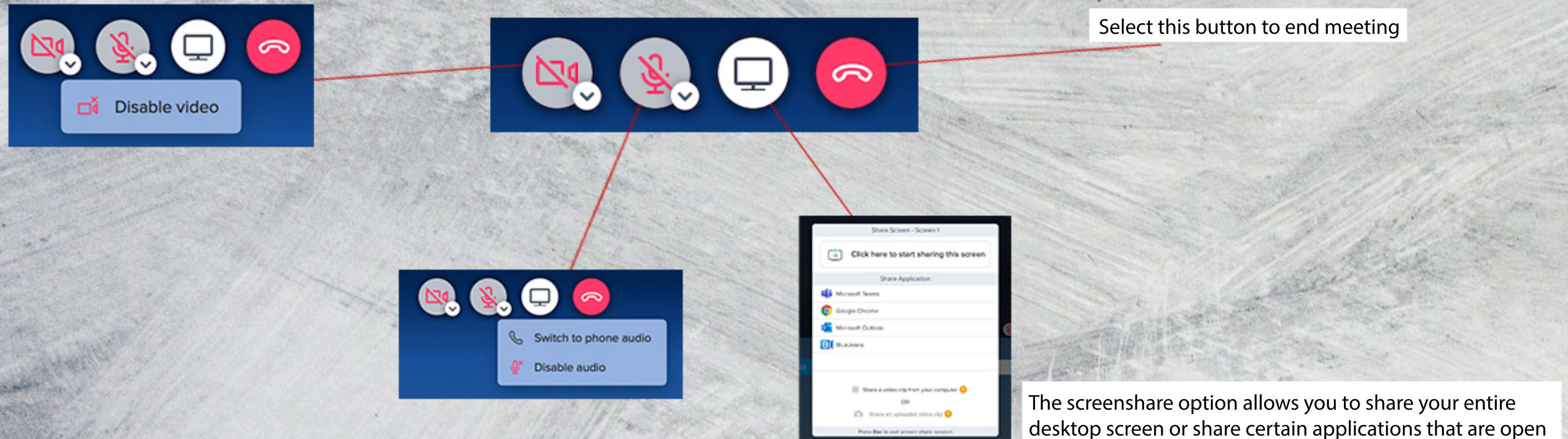


Allows moderator to upload and share video files

Feature unavailable - use separate BlueJeans sessions for breakouts

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Inside the Meeting Part II



When users enter the meeting, they are shown this window and can choose from the various options in the top center of the page.

To disable your webcam or microphone, select the corresponding icon and choose Disable video/audio.

To switch from computer audio to a phone connection, users can select the microphone icon and choose the Switch to phone audio option.

If users would like to share their screen, they can select the Desktop option, which shares their entire screen or a particular application that is currently open, such as Microsoft PowerPoint or Google Chrome.

To end the meeting, select the red phone button.