VIDEO CONFERENCING BEST PRACTICES

Ensure your meeting is a success

GETTING READY

- Arrive early. It is always better to be early and prepared.
- Minimize distractions like computer programs and loud external noises.
- Make sure there are no bright lights behind you such as open windows and lamps.
- Make sure your devices are set up prior to the meeting.
- Use wired internet instead of wireless for best connection.
- Use headsets or earphones to avoid echo.

HEADSET EXAMPLES:

- Mute yourself when not speaking. External noises like coughing and typing make more noise than you may realize.
- Ask for assistance from ITS if you are not sure how to set up your devices.
- Test your connection by going to bluejeans.com/111

Keyboard Shortcuts:

- Press M for microphone mute/unmute
- Press V for video mute/unmute
- Hold down on the Space Bar to talk while muted

GETTING HELP

- Visit bluejeans.com/support for training videos, guides and FAQ
- Contact Blue Jeans Tech Support at support@bluejeans.com or +1 408-791-2830
- Contact Nursing ITS at (215) 898-5981 or email us at servicedesk@nursing.upenn.edu