This guide contains six pages, showing you how to:

1. Schedule Meetings from your BlueJeans account (alternatively, you can schedule using Outlook, Gmail/Chrome, or Scheduler for Mac)
2. Account Default Settings
3. Join the Meeting from the BlueJeans App on your Computer
4. Meeting Controls
5. Join the Meeting from other devices (e.g., Room Systems, Mobile)
6. Optimize your Meeting experience
1. Scheduling

In Meetings tab, click Schedule Meeting and complete the form:

A. **Meeting Title**
B. Add optional meeting *description*
C. **Date/Time**
D. **Repeat?** (daily, weekly or monthly)
E. **Email invitations**
F. Click to see Advanced Options
G. Choose to use your **Personal Meeting ID**, or, a unique, 9 digit **One-Time ID**.
H. Add **participant passcode**
I. **Advanced Option Settings**, including:
   - Moderator-less Meeting
   - Enable Auto-Recording
   - Mute Participants On Entry
J. Click to **schedule** this new meeting
2. Account Default Settings

4. In Settings, you can change default settings for future meetings:

A. Default **Video Layout**
B. **Telephone Number Preferences**: if enabled by your Admin, you can choose which country dial in number you want published for your meetings.
C. **Disable Audible Alerts**
D. Set the default **Advanced Options** you want enabled, for Personal or Scheduled (one time) meetings.
3. Join the meeting from a Computer

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

2. ... or click the blue “more options” bar, if you want to use a phone for audio, screen share only or pair from a room system:

   - **Phone Audio**: dial in via telephone, using the computer for video only.
   - **Screen Sharing Only**: Share your screen only (by default, you won’t be seen or heard)
   - **Room System**: Pair to an h.323 room system

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**Diagram Notes:**
- Click the green button to join.
- Use the options to select audio or video preferences.
- Click “more options” for additional settings.

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**Visual Elements:**
- Green button: Join Meeting
- Blue bar: More Options
- Phone Audio icon
- Screen Sharing Only icon
- Room System icon
4. Meeting Controls

Click pencil to **change your name**

- **Chat** with participants
- Leave meeting
- Your video

Moderator also can:
- **Mute** individuals or all
- Invite others to meeting
- Change/push **layouts**

- **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

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**Drag cursor ...**

- **Change Speaker layout**
- **Drag to change size of video and presentation**
- **Share** your screen
- Invite others to join
- Moderator only can mute all

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View participant roster. Click name for steps to **control another’s screen**. Moderator only can:
5. Join from Room System, or iOS Mobile

**Room System:** Click the Room System tab for dialing instructions.
1. Call the BlueJeans IP (or SIP) address with your Room System.
2. Enter the Meeting ID and passcode, or
3. For greater control, “Pair” your laptop to your room system by entering the pairing code into your laptop.
For more instructions, click **Room System**

**iOS Mobile:** Download the BlueJeans iOS app from the App Store on your iPhone or iPad
- Full in-meeting capabilities: share your screen, chat, zoom in on screen shares, & more.
- For full instructions, **click here**

Also join from:
- **Desk Telephone**
- **BlueJeans Android App**
6. Optimize your Meeting Experience

When joining from a Computer:
• Plugin with a wired internet instead of wireless. If wireless is only option, ensure you are in a good wifi signal area. Click here for more information.
• Simply plugin your headset (or ear buds) for the audio. There is no dial in by phone. Multiple audio sources can create feedback. If using an external speaker, don’t turn the volume up too loud, and, mute yourself when not speaking. Click here for more echo elimination tips.
• Consider your impression. Ensure a good camera angle and adequate lighting. Click here for more tips.

Popular BlueJeans Features to enhance your meeting:
• Share your screen
• Setup your meeting to be moderator-less
• Conducting a lecture? Click here for setup tips
• Change video layouts
• Use the Command Center to review the quality of meeting endpoints

Visit support.bluejeans.com for videos, guides and solutions