

BlueJeans

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Speaker 1: I want to talk a little bit about some of the admin capabilities of your BlueJeans account. Specifically, we're going to talk to Group Info. To begin, you want to be on the Admin tab. On the left-hand side we'll be into Group settings, and then we're going to click on the Group Info tab. You can input a group name here. Remember, all the things we're talking about here, you can always come back and adjust them as you see fit later. Put in a group name.

As we take a look at scheduling preferences, you have a couple of different options here. In my example, I've got Enable Scheduling with personal meeting ID as the default selected. Under meeting security, we can choose to allow personal URLs. Remember, this is the moderator's personal URL. It's usually something like bluejeans.com/username. You can choose to allow that if you wish. For meeting preferences, you can enable video sharing for your group or you can turn it off. Then you also see some phone number preferences here. These are the phone numbers that your enterprise has set up as the default numbers. If you'd like to configure these further, simply click on the Configure Phone Numbers, you'll see all of the phone numbers listed here. You can choose which one should be the default. You can add a custom number and then, of course, you'll want to hit Save.

Speaking of those phone numbers, you can also allow moderators to choose different default phone numbers if you wish, and you'll put a check mark on that box, or you can allow overwriting of the default phone numbers based on geolocation. Basically, BlueJeans will select the local country dialing numbers closest to that moderator's location. It's actually a really handy feature to have.

Now, let's scroll down a little bit further here and take a look at recording preferences because some organizations may have a policy in place that only allows you to keep recordings for a certain number of days. If you fall into that category, you'll want to put a checkmark in this box here and then put in the number of days that you would like that recording to expire and delete after. You also have some sharing options available for your recordings here as well. You can set them to private enterprise access only which will only allow sharing of those recordings within your enterprise or enterprise and open access. Basically meaning that everyone, whether they're in your enterprise or not, will be able to access these recordings.

Then you can also choose how you would like your users to join the meeting by default. You can choose to either use the BlueJeans' Desktop App or the web browser. Now it is recommended that you use the BlueJeans Desktop App for a much richer experience. Of course, this is an app that is prompted to be downloaded to that person's desktop if they do not have it already. If you need to use the browser for whatever reason as a default, then you'll want to select that here.

BlueJeans

You can also allow your meeting owners to change this option for their individual meetings. If you don't want to push this out across your entire organization as a default, you can put a checkmark in here. In this example, a by default will launch that desktop app, but I am saying, you know what? If I have a user wants to change that on their own machine to default in the future to browser only, let them do it. That's what that checkmark is going to do there.

Then as we take a look at the audio preferences here, this is split between the desktop app and the browser. Basically what we're saying here as we click on the dropdown is when someone joins a meeting, do we only want to ask them one time how they would like to join the audio portion of that meeting? Ask them all the time every time they join a meeting, or we can set it by default to join via computer audio or phone audio. On the browser side, it's pretty close to the same thing. We can say, always ask or you can default it to computer or phone audio.

Then you can also select a default time zone for new users. If your organization let's say is all in the Pacific Time Zone, you can default that. Of course, users can always go into their profile and change their time zone. Then finally, we have a session timeout setting here. If you are in an organization that has a security policy in place that requires users to log out after a certain amount of time, you'll want to use this, put a checkmark in the box, and then specify how many minutes of idle time before they get auto logged out. Of course, once you've made all of these changes, you'll want to click on the save changes button.

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