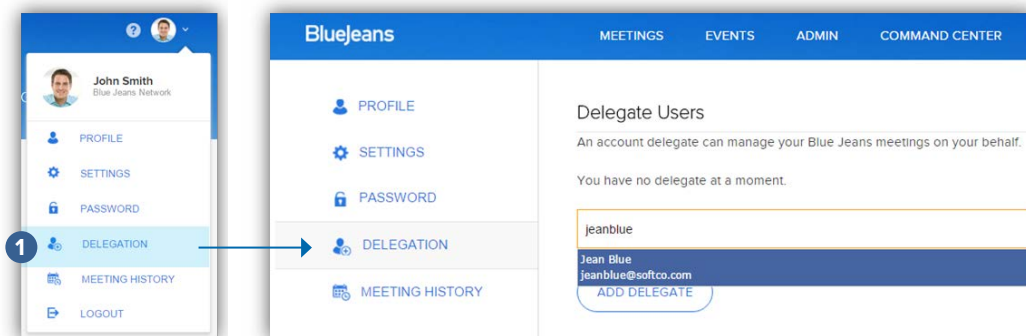


## How to Schedule a Meeting for Another BlueJeans Host in Outlook

### STEP 1

Ask the host to add you as an account delegate in his or her BlueJeans account and in Outlook.

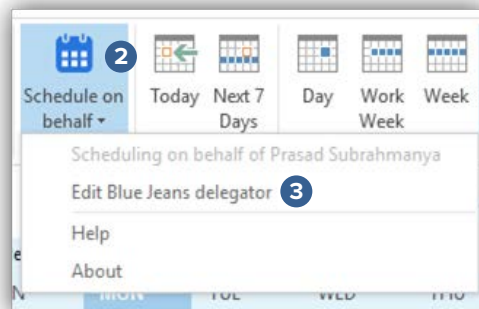


### STEP 2

From your Outlook account select **Schedule on Behalf** in the BlueJeans ribbon group.

### STEP 3

Select the host for whom you'd like to schedule a meeting.



### Resources



Interested in more tips and training? Sign up for eLearning or a Coffee & BlueJeans LIVE videocast at [coffee.bluejeans.com](http://coffee.bluejeans.com).



Check out [bluejeans.com/support](http://bluejeans.com/support) for other guides, tutorials & more. Visit [community.bluejeans.com](http://community.bluejeans.com) to connect with other users and ask and answer questions.

### About BlueJeans

BlueJeans delivers video communications that connect people and drive business growth. BlueJeans' Enterprise Video Cloud is trusted by global businesses to enable video experiences for anyone, anywhere.