

BlueJeans

[00:00:00] [music]

Male Speaker: Are you using a calendar to schedule your meetings? No problem, because BlueJeans has a calendar add-in for Google Chrome Microsoft Windows Outlook On-Premise, as well as Office 365 Outlook. You can head on over to bluejeans.com/downloads to get instructions on how to set these up. In this video, I'm going to show you how easy it is sign in, as well as schedule and start a meeting using the Office 365 Outlook Add-in. Now with the Office 365 Outlook Add-in installed, I'm going to click on Meeting and schedule a new meeting, like I normally would. You're going to notice that we have two icons available at the top of the screen. We have Add a BlueJeans Meeting and Settings.

To get started, we're going to click on Settings. Now, this is where it's going to ask us to sign in to our BlueJeans account. Let's click on Sign-in. We'll want to put in our username or email address, followed by our password. Once you've authenticated with your username and password, you'll notice that we've got a few different choices here on our Settings page. You can set all new meetings to be scheduled using a One time meeting ID or you can default it to your Personal meeting ID. You can also have new users join your meeting with the BlueJeans app or with a browser. Now, all that's left to do is to schedule your meeting.

This a very familiar process. All you're going to do is put in who you want to invite to your meeting in the To field, just like you normally would. You'll type in a subject, you'll select the duration as well as when the meeting should start and end. Because we're doing a BlueJeans meeting, I'm going to leave the location blank here. In the open box text field, you can type in any details about the meeting as you see fit [00:02:00] or you can leave it blank. To add that BlueJeans meeting, we're going to click on the button up along the top that says Add a BlueJeans Meeting.

It'll take just a moment as it schedules the meeting on your behalf. Once it has completed, it's going to put the BlueJeans meeting details not only in the body of the email, as you see here of that invite, but also in the Location field. You can make adjustments as you see fit. Otherwise, all you need to do is click on Send. At any point in time, you can come back to your calendar. You can open up that meeting and adjust its start time, its end time, any meeting details. When you click on the Send Update button, BlueJeans will automatically update the meeting as it's needed. When it's time to start your meeting, you can open up your BlueJeans application. You'll see your meeting listed there and you can click to start it.

[00:03:00] [END OF AUDIO]