

BlueJeans

Speaker: [00:00:00] We want to make hosting and joining BlueJeans meetings as simple as possible. If you use Outlook or Google calendar you can install an easy add-in to schedule meetings right from your favorite calendar. Go to bluejeans.com/downloads, click calendar tools and find the one you use. After installing you'll be able to add BlueJeans meeting info right from your calendar. You have the option to schedule using your personal meeting ID which is always the same and can be customized in your account or with a one-time meeting ID that is auto-generated for every meeting.

There are three ways to join a BlueJeans meeting from the dashboard. You can join a meeting using your personal meeting ID. Click join on a pre-scheduled meeting from your calendar view or by typing in a meeting ID. In any case, you have the option to join with screen share only if you don't need your camera or mic enabled or dial in with phone audio. A few best practices will ensure your meeting is a success, check your lighting and use a headset or earbuds with built-in microphone, make sure you have a solid Internet connection, smile and click join.

Inside the meeting, you can change the video layout, share your entire screen or a single application and chat with everyone in the meeting. This is great for sharing links or messages to large groups. As the meeting moderator, you'll have some additional options available to you. If you aren't sure look for your name in the roster moderators have a star next to them. Moderators can record the meeting, mute people if needed. Some of these settings can also be done in advance when you send out the meeting invite. Did you know you can join BlueJeans meetings from your mobile device too? Download our app in the iTunes or Google Play store.

[00:01:57] [END OF AUDIO]