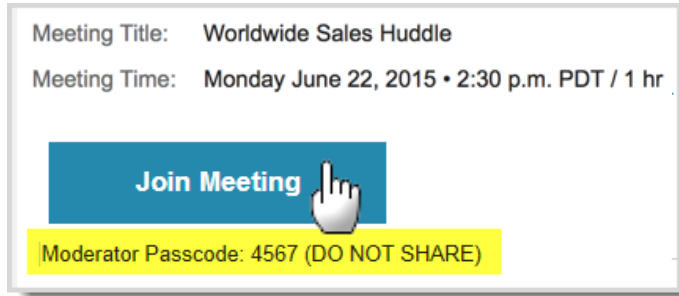


# Joining and Managing your Meetings

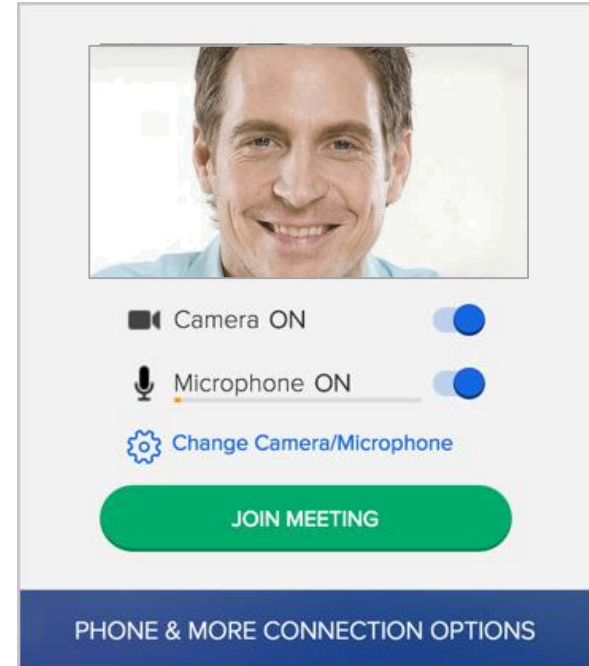
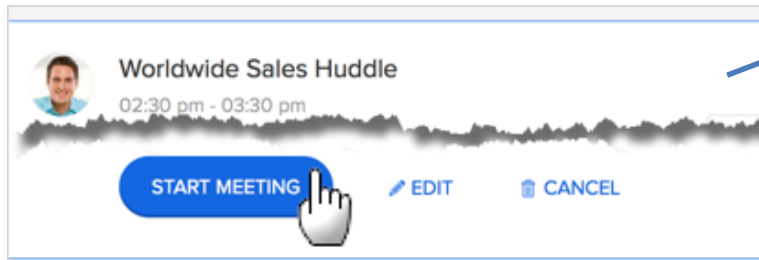
Video Tutorial: <https://support.bluejeans.com/s/article/Video-Joining-a-Meeting-from-a-Browser>

# Moderator enters the Meeting - two easy ways

1. When it's time for the meeting to begin, the moderator clicks on the link in the email invitation that was sent to the Moderator (contains Moderator's unique passcode):



2. Or, the moderator logs into their account and clicks the scheduled meeting bar, then Start Meeting:

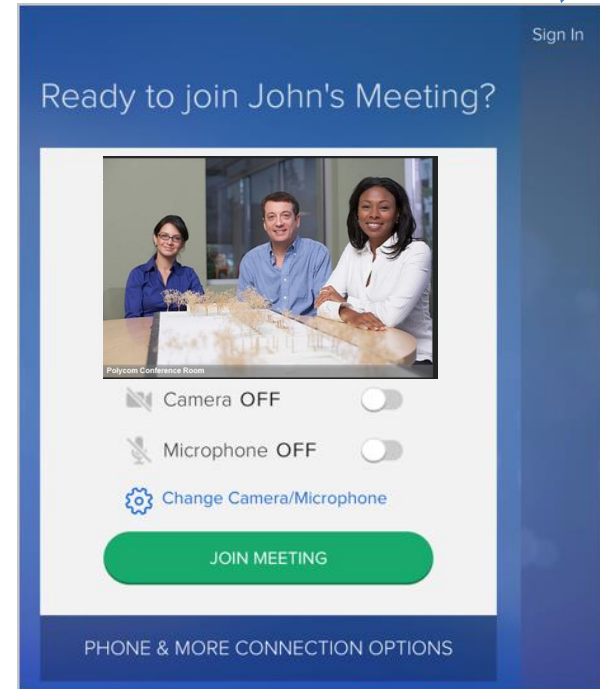


# Participants enter the room – two easy ways

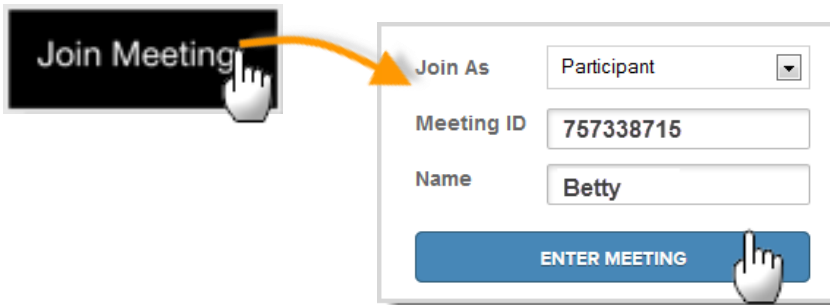
1. Clicks link in their Participant email invitation:



Click here if you have a BlueJeans account, and sign in.

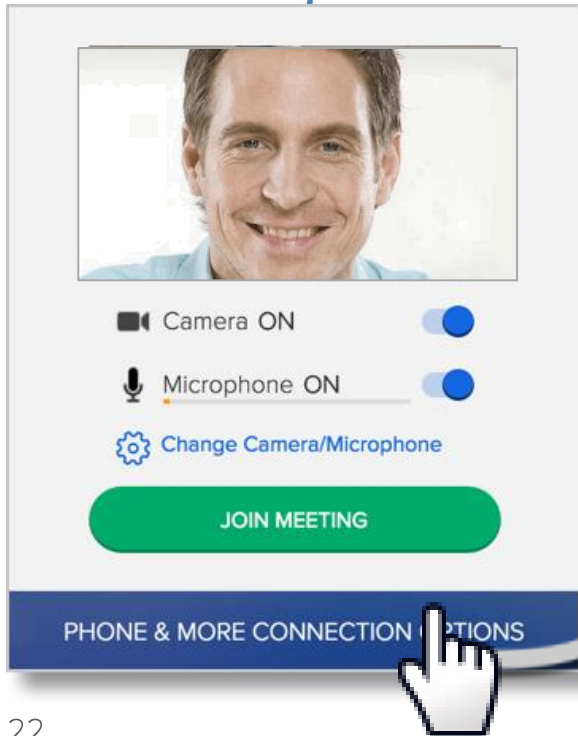


2. Or, logs into the meeting room from the BlueJeans web site (bluejeans.com), clicking Join Meeting and entering the Meeting ID (and passcode):

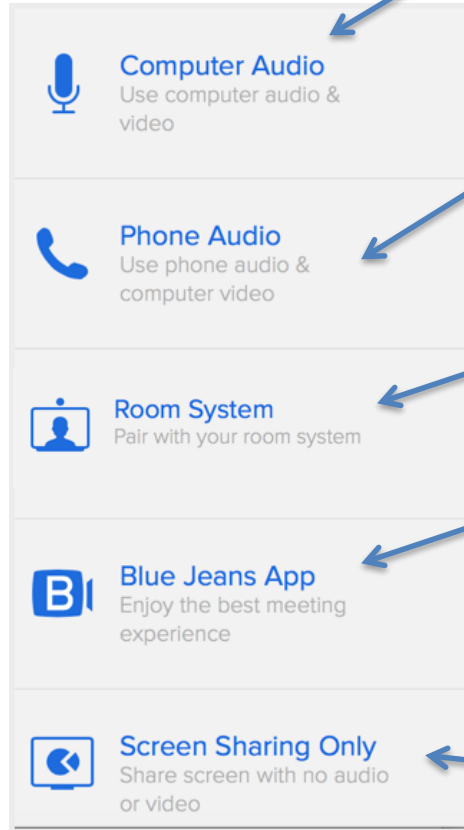


# Choose your connection option

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



Select **Computer Audio** if you'll use your computer for audio & video



Select **Phone Audio** if you'll dial-in from a telephone, using the computer for video only.

Pair to an h.323 [Room system](#)

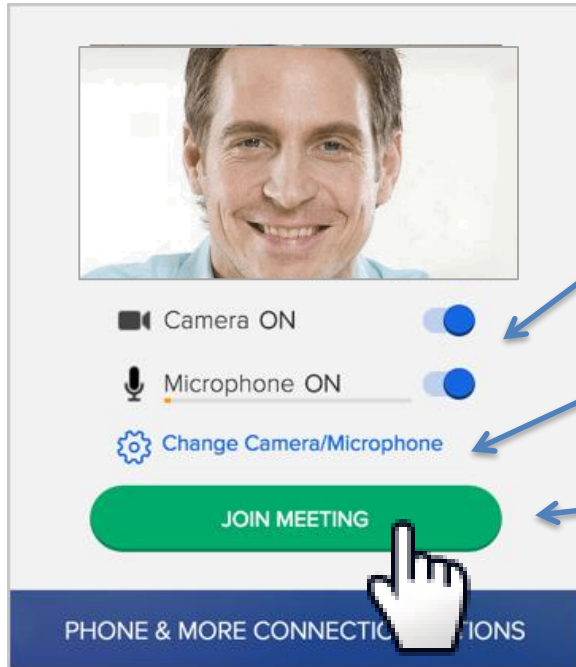
Use the BlueJeans App. **Tip: download the app if you will be using BlueJeans more than once.**

Share your screen only (by default, you won't be seen or heard)

# Joining the Meeting from your Computer (PC, Mac or Linux)

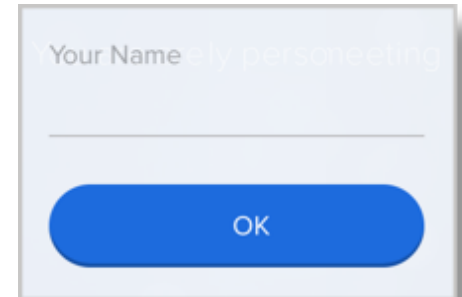
# Audio and Video from your computer

Coming into the meeting, select your mute preferences, then press Join Meeting:



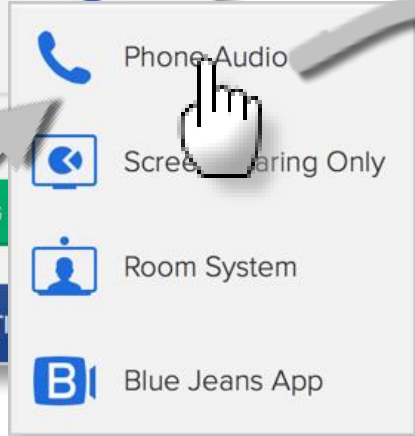
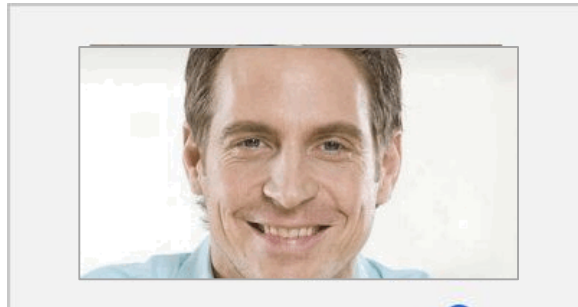
1. Toggle left to Mute your Camera or Mic. (they are ON when blue button is on the right)
2. Change the camera of mic device, if needed
3. Click to Join Meeting!

If prompted, enter your name, which will appear in the participant roster:

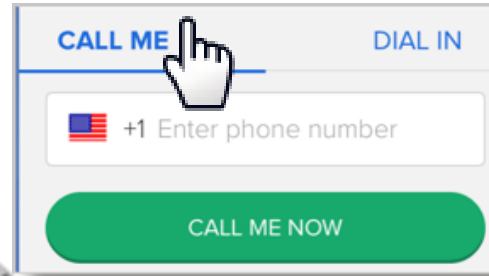


# Audio from your Telephone / Video from your computer

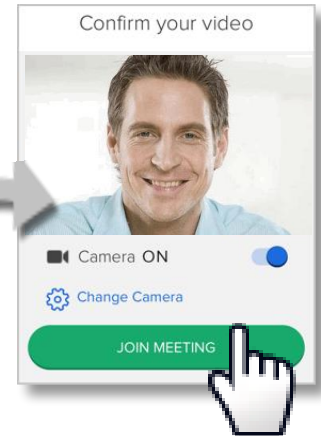
Select Phone Audio to talk/hear from a phone, using the computer for video only:



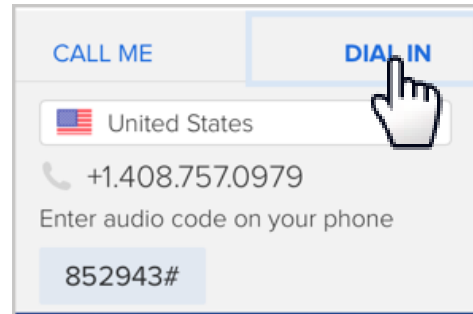
a) BlueJeans can call you:



Finally, click join to connect your video ...

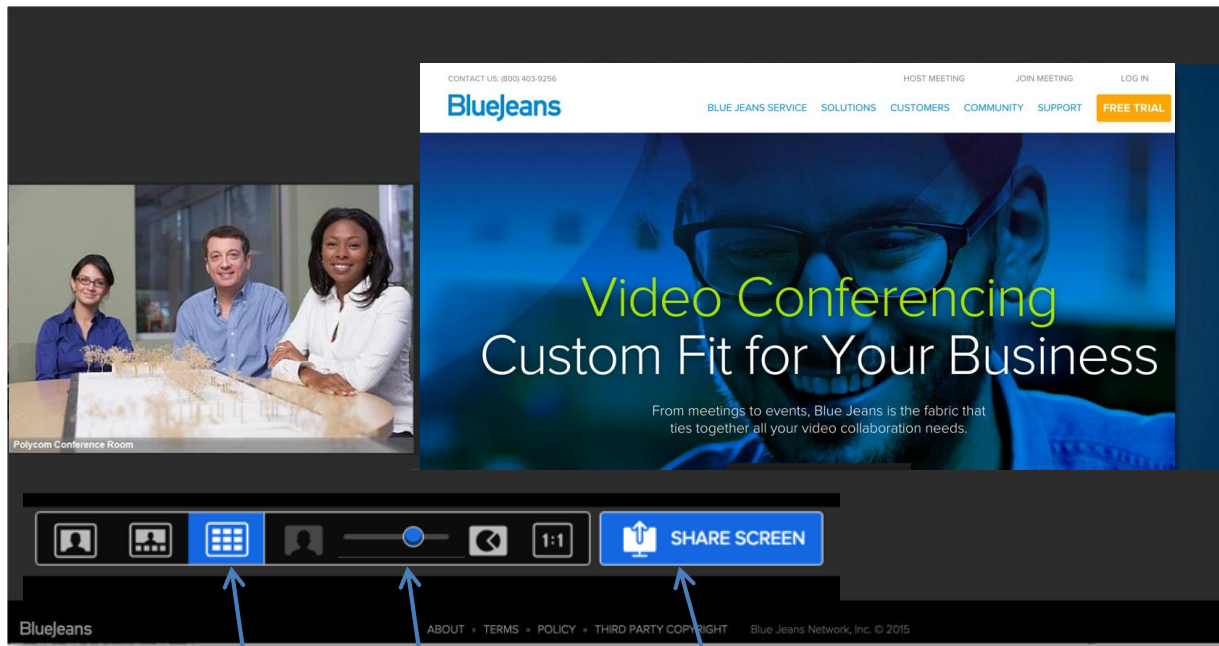


OR, b) dial into a BlueJeans number to connect:



... and you'll enter the meeting!

# Meeting Controls



[Chat](#) with participants

Leave meeting

Your video



Leave

Chat

Participants

Share Screen

Settings

Switch to Phone

Audio ON

Video ON

Rec OFF

Full Screen

View attendee roster. Click name for call details.

Moderator also can:

- [Mute](#) individuals or all
- [Invite](#) others to meeting
- Change/push [layouts](#)
- Lock Meeting

[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

Change Speaker [layout](#)

Drag to change size of video and presentation

[Share](#) your screen

Drag cursor ...

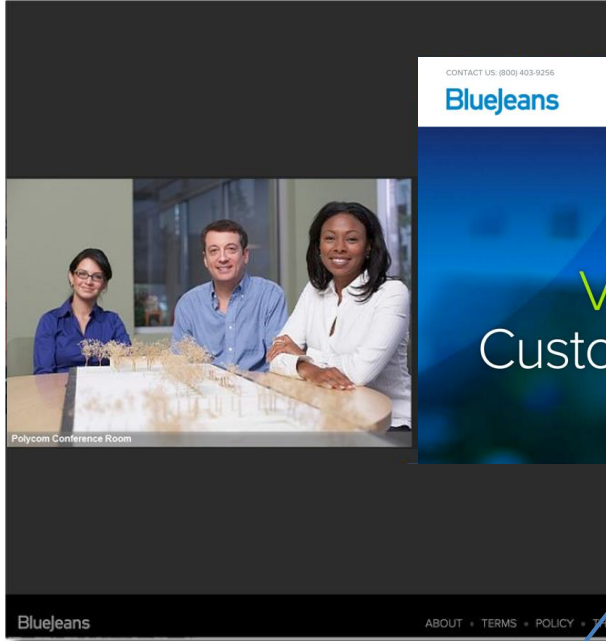


# Participants

Click pencil to [change your name](#)

Active speakers

Moderators have blue bar



EVERYONE (4) NOW TALKING (1)

John Smith

Ralph Lee

**DROP FROM MEETING**  
**HIDE CALL DETAILS**

MOBILE

Resolution	Sending 120x160	Receiving 848x480
Video	VP8	VP8
Audio	Opus 16Khz	Opus 16Khz

Betty Brown

**Polycom Conference Room**

**INVITE PARTICIPANTS**

UNMUTE ALL MUTE ALL

Leave

Chat

Participants

Share Screen

Settings

Switch to Phone

Audio ON

Video ON

Rec OFF

Full Screen

Moderator only can mute anyone's camera or microphone:

- Red mute indicates Moderator muted Ralph's microphone
- Black mute indicates Ralph has muted camera from his end

Click attendee's bar, to:

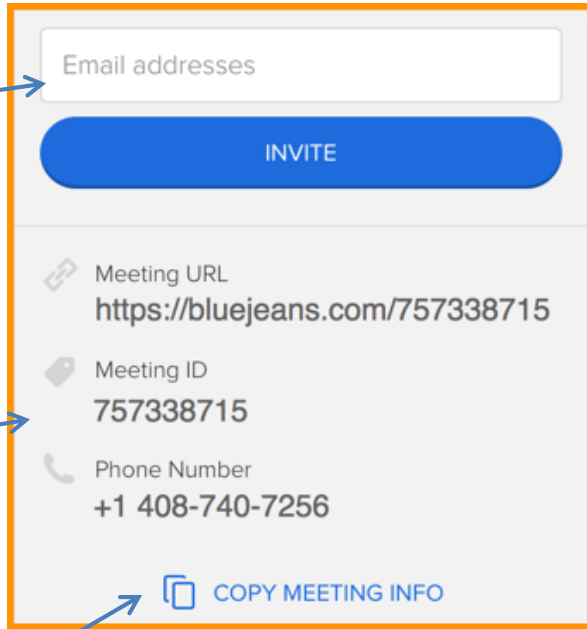
- Moderator only can drop Ralph from the meeting
- Reveal Call Details: device type, quality signal bars, and network stats

Invite others to join this meeting

Moderator only can mute the mics of all participants

Sound wave (plus name in bold black) indicates this endpoint is speaking

# Invite Participants



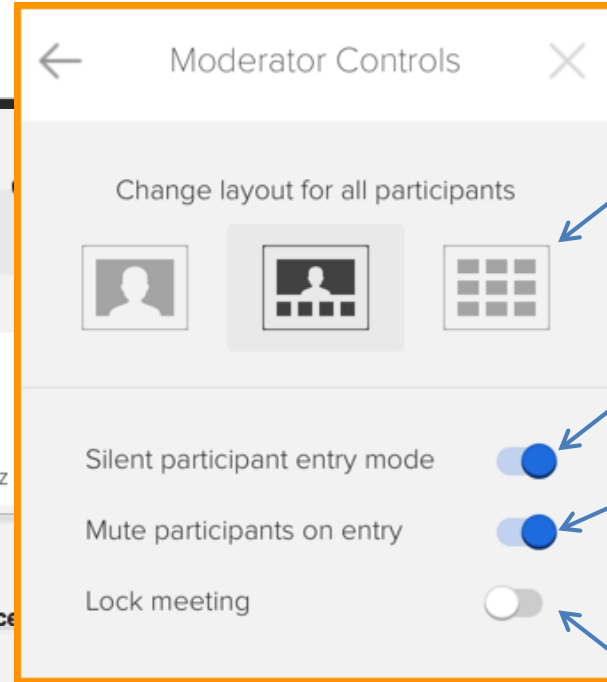
Email meeting credentials to others you want to join

Send meeting URL, ID or dial in number, or

Copy to clipboard

# Moderator Controls

For Moderators only



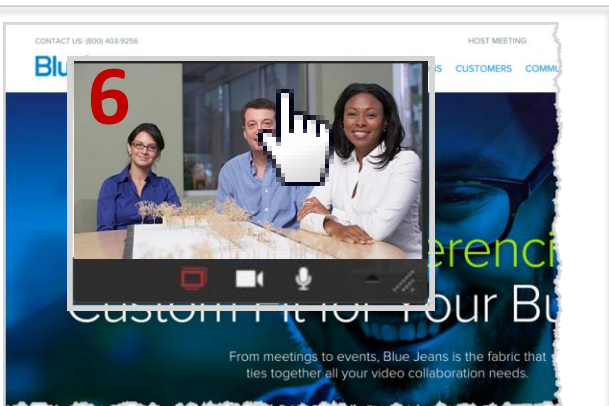
Push [Video layout](#) to all participants

Disable entry tone when participants join meeting

[Mute participant's microphone](#) when they join meeting

Lock to prevent new participants from joining

# Share Screen



The “active speaker” remains visible as you show your screen!

- Drag window to best location.
- Stretch the window to a larger size, from lower right corner.
- Mute camera / mic.



- Click bottom right drop down to hide (collapse) widget.



- Click  to end screen sharing.

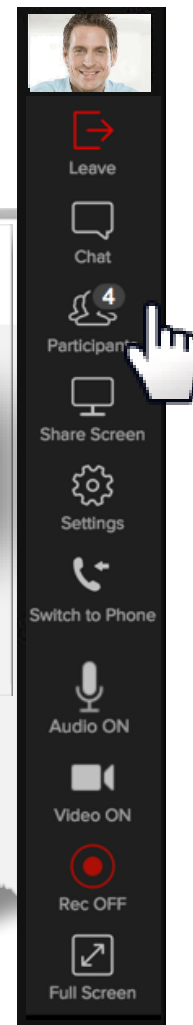
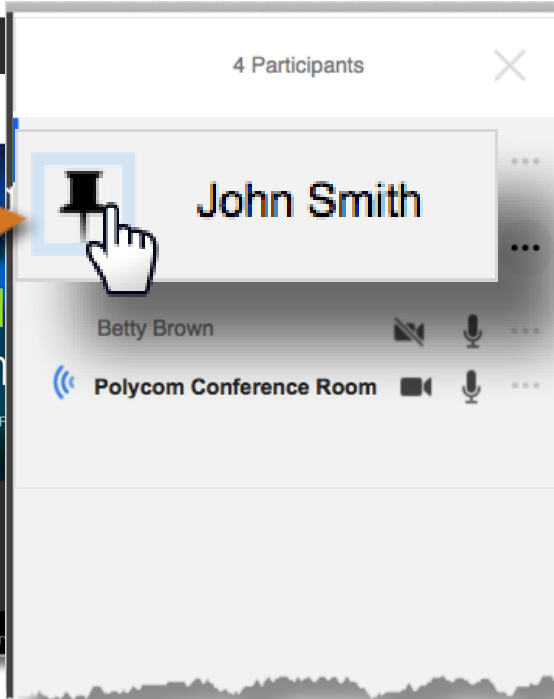
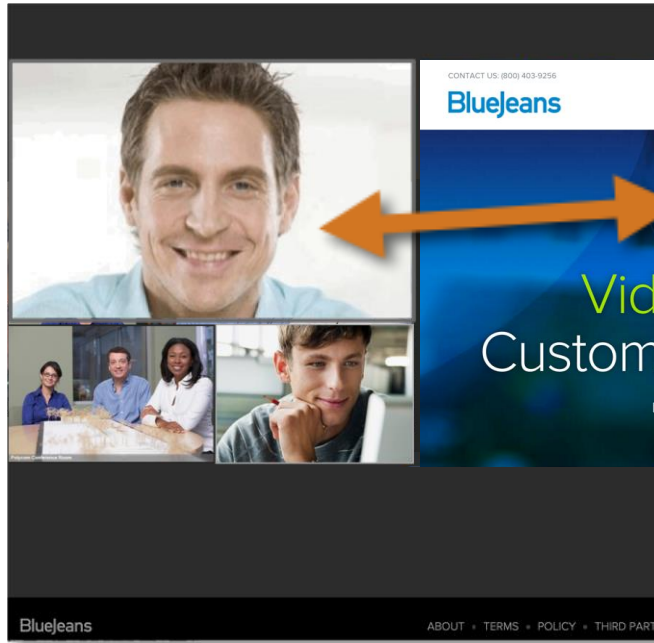
You are sharing Entire Screen ■ Stop sharing **5**

Note: Some enterprise security tools (e.g. app blocker) prevent windows users from sharing directly from the app.

1. Choose to share your Desktop or [video](#).
  2. We recommend sharing your entire screen...
  3. ... If multiple monitors are engaged, click Start Sharing from the one you wish to share from.
  4. ... or share an open application only (not available with Chrome)
  5. To end sharing, click “Stop Sharing” banner (*slide banner if it covers up window menu option*)
1. Use the floating widget to manage while sharing

# Video Pinning

*Use pinning when you have a lecturer delivering a presentation!*



**Moderator only** can designate a specific participant as the "main speaker," making their camera **fixed** as the main video at all times, regardless of who is speaking.

To pin:

- Hover over a Participant's name in the Roster and click on the "Pin" icon. (Participant must be sending video).
- To unpin the Participant, simply click on the "Pin" icon a second time, and it will disappear.

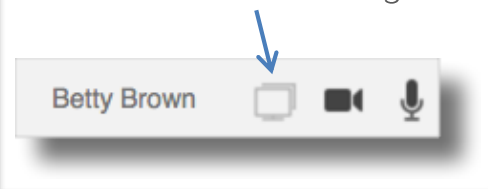
# Viewing a Screen being Shared by Another Participant



When others are sharing their screen, hover you cursor at bottom.

- **Content Slider** appears
- Position slider to expand or shrink the video and screen panel

Participant panel will indicate who is sharing



Choose participant's Video layout

View participant's video only

Content Slider: Adjust video/content size

View shared content only

Show content in actual size

Take over, and share your screen

# Switch to Phone

**CALL ME** **1** DIAL IN

What number should we call?

+1 Enter phone number

Available in the US and Canada.

Your computer audio will be disconnected while we switch to your phone.

**CALL ME NOW**

**CALL ME** **2** DIAL IN

Dial into the meeting

United States

+1.408.757.0979

Enter audio code on your phone

536035#

Leave

Chat

Participants

Share Screen

Settings

Switch to Phone

Audio ON

Video ON

Rec OFF

Full Screen

Click **Switch to Phone** to change your audio source to your phone:

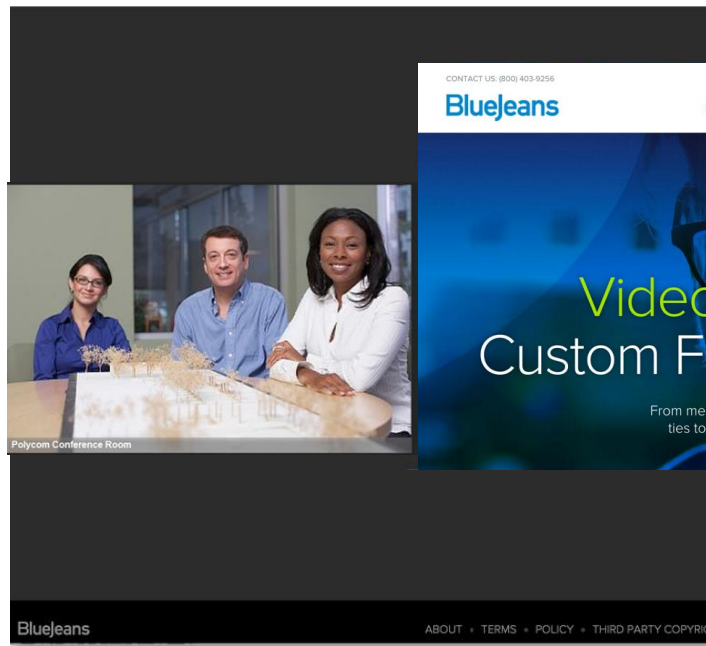
1. BlueJeans calls you:
  - Click the “call me” bar,
  - Enter your phone number (only U.S. numbers accepted),
  - Press “Call Me Now” and you’ll be in your meeting.

OR

2. Dial into the meeting:
  - Select a number from the list,
  - When connected, enter the displayed audio code, and you’ll be in your meeting.



# Settings



Application Settings

1

2

3

4

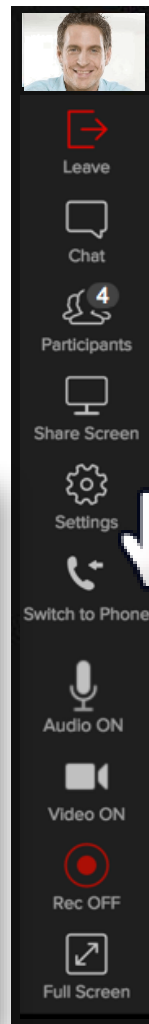
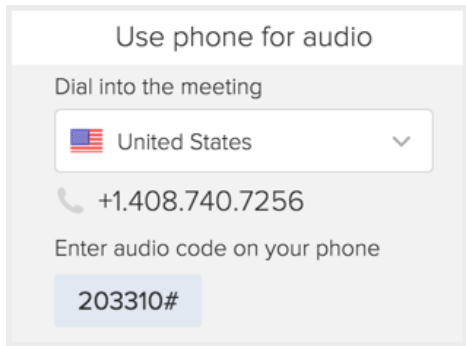
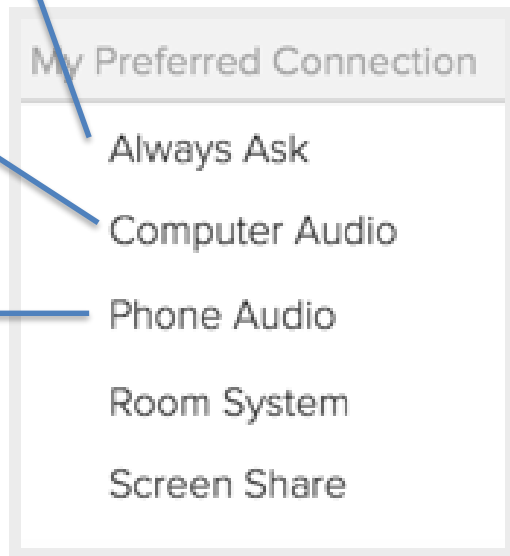
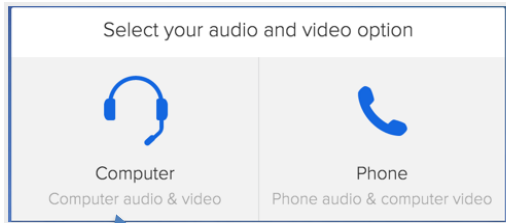
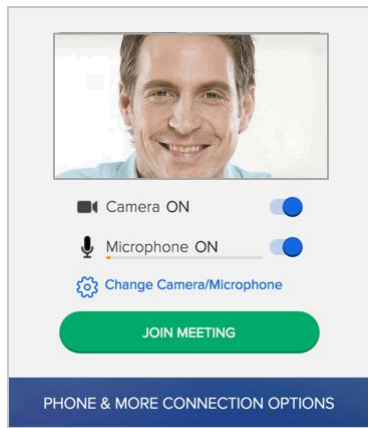
5

6

Adjust **Settings** to optimize your meeting:

1. Choose your mic, camera or speaker, if options available
2. Change connection to another device
3. Set “My Preferred Connection” type for future meetings (see next page for details)
4. Scale video to fit view (when menu expands)
5. Browser notification
6. Enable Hints and tips for helpful popup boxes in the web app

# Settings – My Preferred Connection



**Always Ask** – always gives you choice to use Computer or Phone for audio

**Computer Audio** – land straight in the “hair-check” screen, letting you mute camera or mic before joining meeting

**Phone Audio** – land in dial-into-meeting steps

**Room System** – land in the pairing code panel

**Screen Share** – land straight in the meeting, allowing you to screen share when needed



# Recording

Banner pops up briefly when recording starts or stops

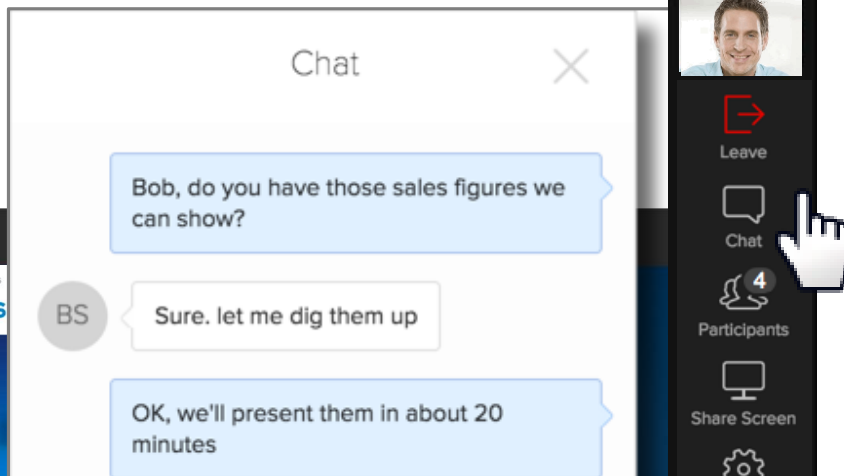
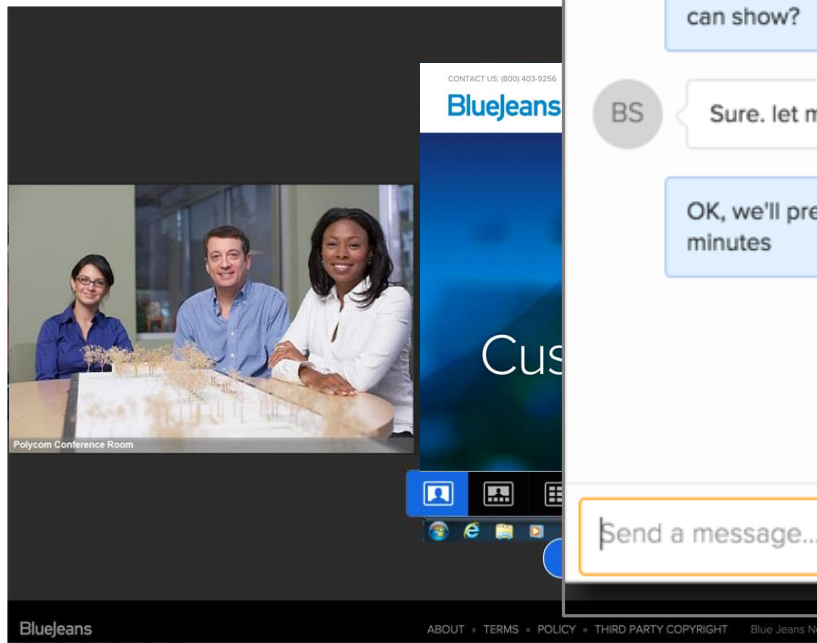
Flashing red light while recording is on

The screenshot shows a video conference interface. At the top, a black banner with a white recording icon and the text "Recording is on" is displayed. Below this, the main content area shows a video call with three participants and a slide titled "Video Conferencing Custom Fit for Your Business". On the right side, a vertical toolbar contains various controls: Leave, Chat, Participants (4), Share Screen, Settings, Switch to Phone, Audio ON, Video ON, Rec OFF (with a red circle icon), and Full Screen. A hand cursor is pointing at the "Rec OFF" button. A blue arrow points from the text "Banner pops up briefly when recording starts or stops" to the recording banner. Another blue arrow points from the text "Flashing red light while recording is on" to a small red light icon in the top right corner of the interface.

To start Recording, press the red button. Participants will hear an audible alert “*recording has started.*”

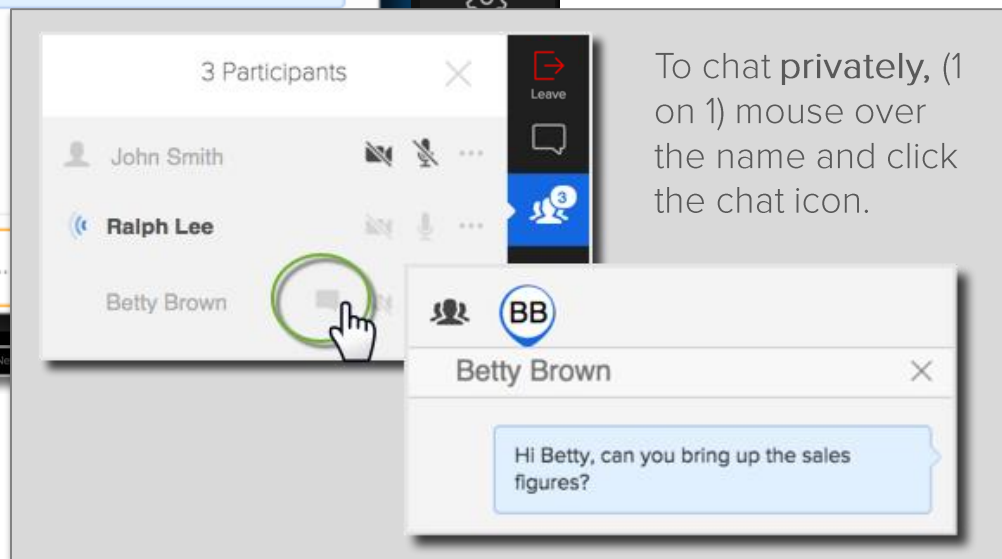
- Recording can only be enabled by the Moderator
- If the Moderator does not have a Recording button, [click here](#) for setup instructions
- For detailed instructions on how to manage the Recording and Playback feature, [click here](#)

# Chat



[Chat](#) with **all** participants in your meeting.

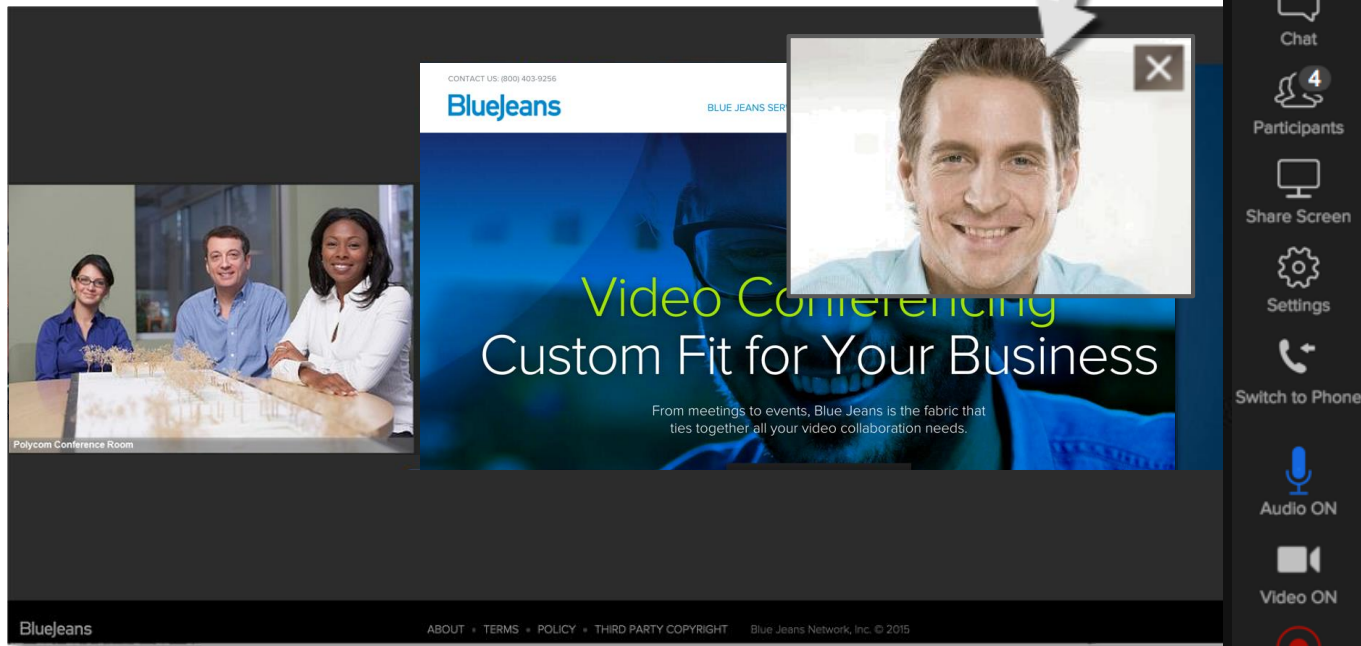
Tip: accept the request to receive Notifications from BlueJeans and you'll be alerted when a new chat arrives.



To chat **privately**, (1 on 1) mouse over the name and click the chat icon.

By default, chat is enabled for all accounts. [Click here](#) for instructions to disable chat from your meetings.

# Enlarge Self View



Click on the self view thumbnail to make it more visible.

This is an architectural enhancement that will also reduce CPU and reduces fan speed.

This translates to less fan noise, lag and freezing for our end users (self view thumbnail must be popped out of the participant panel for CPU and fan improvements).

# Leave Meeting

The screenshot displays a BlueJeans meeting interface. On the left, a video feed shows three participants in a conference room. The main area features a navigation bar with the BlueJeans logo and links for 'BLUE JEANS SERVICE', 'SOLUTIONS', 'CUSTOMERS', 'COMMUNITY', 'SUPPORT', and a 'FREE TRIAL' button. A sidebar on the right contains icons for 'Leave Meeting' (highlighted with a hand cursor), 'Chat', and 'Participants' (showing 4 participants). A modal dialog box titled 'Leave Meeting' is open in the foreground, asking 'Are you sure you want to leave the meeting?'. It includes a checkbox for 'DROP EVERYONE' (which is checked), a 'Now' button with a dropdown arrow, a large red 'LEAVE' button, and a blue 'NO, I'M STAYING' button.

When the Moderator leaves, meeting will continue for remaining participants, unless ...

... "Drop Everyone" box is checked, with minute timer set. Participants will see/hear alert that meeting will end.

# Joining the Meeting using a Desk Telephone



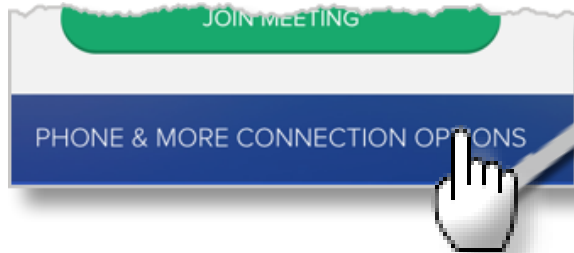
# Joining a Meeting from a Desk Telephone

1. Dial the phone number shown in your email invite, then enter the meeting ID and passcode (if used):

1) [Direct-dial with my iPhone](#) or  
[+1.408.740.7256](#)  
[+1.888.240.2560](#) (US Toll Free)  
[+1.408.317.9253](#) (Alternate number)  
(all numbers)  
2) Enter Meeting ID: 973814619

OR

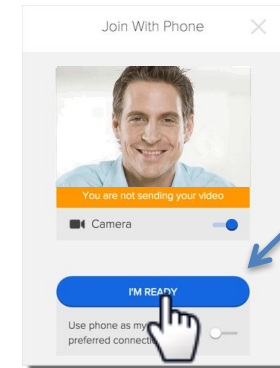
2. If you also want to see the meeting video, from the meeting's web interface, click "Phone and More Connection Options"



Click here if you want us to call you, instead of you dialing in

A screenshot of the 'DIAL IN' section of a meeting interface. At the top, there are two buttons: 'CALL ME' and 'DIAL IN'. Below them, there is a section titled 'Dial into the meeting'. It features a dropdown menu for country selection, currently set to 'United States'. Below the dropdown is a phone number '+1.408.757.0979'. Underneath that, there is a prompt 'Enter audio code on your phone' and a text input field containing '744101#'. A hand cursor is pointing at the input field.

1. Dial an access number (use drop down to see list of 40+ [international numbers](#))
2. Enter the "pairing" code generated for you, and #



3. Click join to connect your video

Want to customize the dial in numbers for your meetings? [Click here](#) for instructions

# Joining the Meeting from a Mobile (iOS or Android)

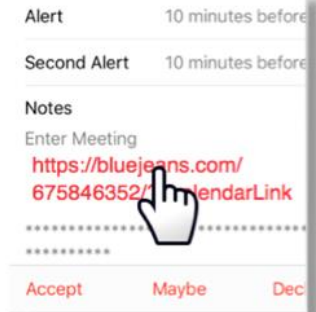
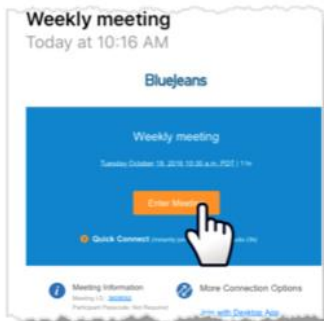




# Joining a Meeting from your Mobile

1. Click to join from your email or calendar event:

## Email Invitation



## Calendar Event

2. If using BJN App for first time, click "Join with the App (Audio Only)", and download the App:



If BJN App already installed, slide "Video On" to left (Off) & click Join Meeting:



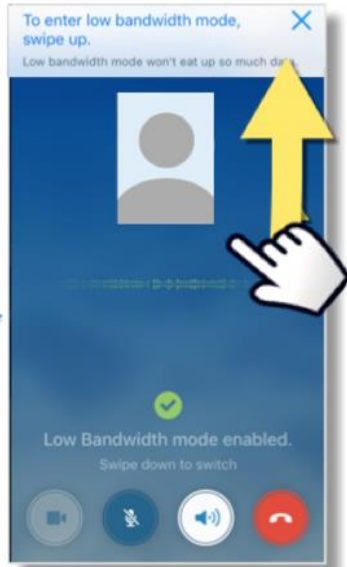
3. Your Camera will be muted: You will be able to see others (and content):



Also, Mute your mic when not talking:



4. Slide panel up if you see "low bandwidth" alert, this will improve your meeting quality:

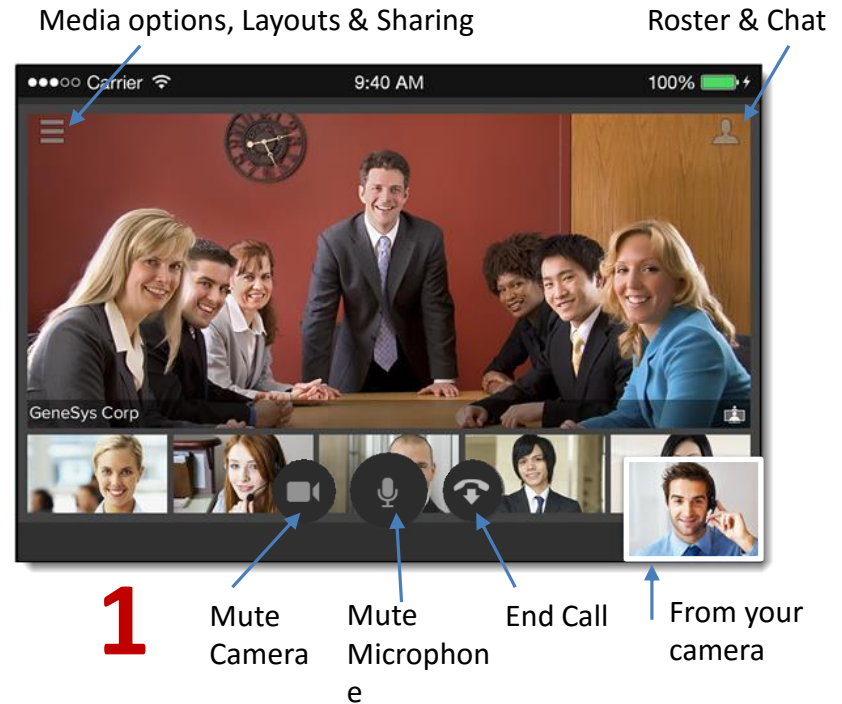




# Meeting from iOS (iPhone or iPad)

1. You'll land in the meeting! Press an icon to:

- Press icon at bottom to to:
  - Mute your Microphone
  - Mute your Camera, or
  - End the meeting.
- Your camera image is shown at bottom right
- Note ear-bud/speaker behavior, found at the bottom of this solution
- When another participant is sharing their screen:
  - You'll see the shared content and the participant videos, simultaneously!
  - Stretch the content to zoom in. Double tap to return to the native scale

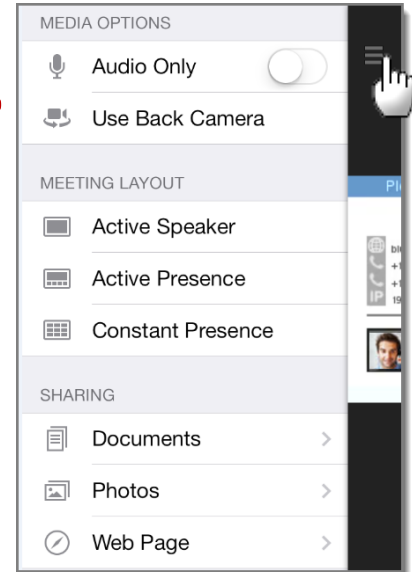


# Meeting from iOS (iPhone or iPad)

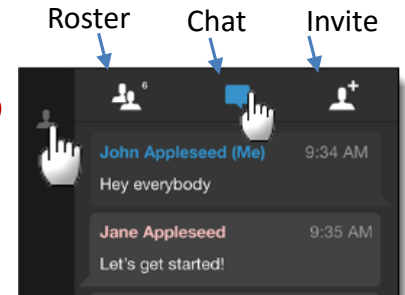
2. Click/Swipe icon at top left for more options:
  2. Switch to Audio Only (this will mute your camera)
  3. Switch to back camera
  4. Change the Layout, to either:
    2. Active Speaker (just the speaker shown)
    3. Active Presence (speaker talking at top, with thumbnails of most recent speakers at the bottom)
    4. Constant Presence (up to four speakers shown equally)
  5. Share Documents, photos or web pages.
3. Click/Swipe icon at top right to:
  2. View participant roster
  3. Chat with all meeting participants
  4. Invite others to the meeting (for moderator only)

## Media options, Layouts & Sharing

2

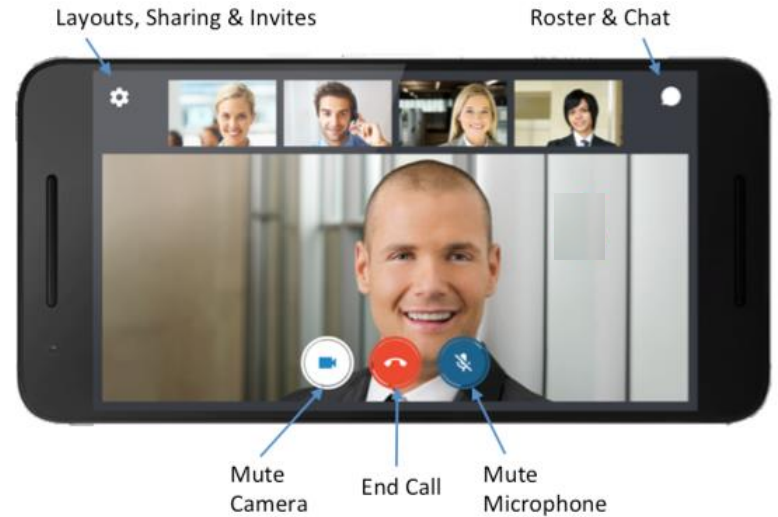


3



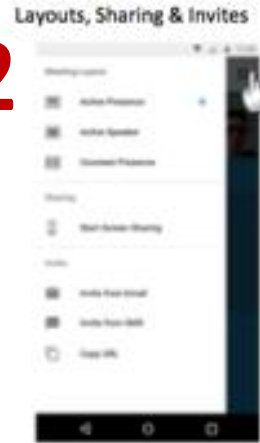
# Meeting from Android

1



1. You'll land in the meeting:
  1. Mute your mic or camera, change Video Layouts (3 options), change your camera to front or back, or end call
  2. Tilt your mobile to landscape to expand
  3. When others share their screen, you'll see the shared content and the participant videos
2. Click/Swipe top left icon to access Layouts, Screen Sharing and Invitation options.
3. Click/Swipe icon at top right to view participant roster, or chat with meeting participants

2



3

