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:

   Meeting Title: Worldwide Sales Huddle
   Meeting Time: Monday June 22, 2015 • 2:30 p.m. PDT / 1 hr.
   
   Join Meeting

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

   Join Meeting

   Join As: Participant
   Meeting ID: 757338715
   Name: Betty
   
   ENTER MEETING

Click here if you have a BlueJeans account, and sign in.
Choose your connection option

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

- **Computer Audio**: Use computer audio & video
- **Phone Audio**: Use phone audio & computer video
- **Room System**: Pair with your room system
- **Blue Jeans App**: Enjoy the best meeting experience
- **Screen Sharing Only**: Share screen with no audio or video

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

Your video
Leave meeting
Chat with participants

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

**Drag cursor ...**

Change Speaker **layout**
Drag to change size of video and presentation
Share your screen

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Participants

Moderators have blue bar

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

Active speakers

Everyone (4)

Now Talking (1)

John Smith

Ralph Lee

Drop from meeting

Hide call details

MOBILE

Resolution: 120x160 Sending 848x480 Receiving

Video: VP8 VP8

Audio: Opus 16Khz Opus 16Khz

Betty Brown

Polycom Conference Room

Invite participants

Unmute all

Mute all

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

Click pencil to change your name

Moderator only can invite others to join this meeting

Moderator only can mute the mics of all participants
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 meeting 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.

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)

Note: Some enterprise security tools (e.g. app blocker) prevent windows users from sharing directly from the app.
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 your 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
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.
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
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.
By default, chat is enabled for all accounts. Click here for instructions to disable chat from your meetings.

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.
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

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):

   OR

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

   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**
   Weekly meeting
   Today at 10:16 AM
   Bluejeans

   ![Email Invitation]

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

   ![Download App]

   ![Join Meeting]

   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):

   ![Camera Muted]

   ![Meeting View]

   Also, Mute your mic when not talking:

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

   ![Low Bandwidth]

   ![Slide Panel Up]
Meeting from iOS (iPhone or iPad)

1. You'll land in the meeting! Press an icon to:
   - Press icon at bottom 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)
Meeting from Android

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