

BlueJeans



Getting Started Guide

Understanding Your Account

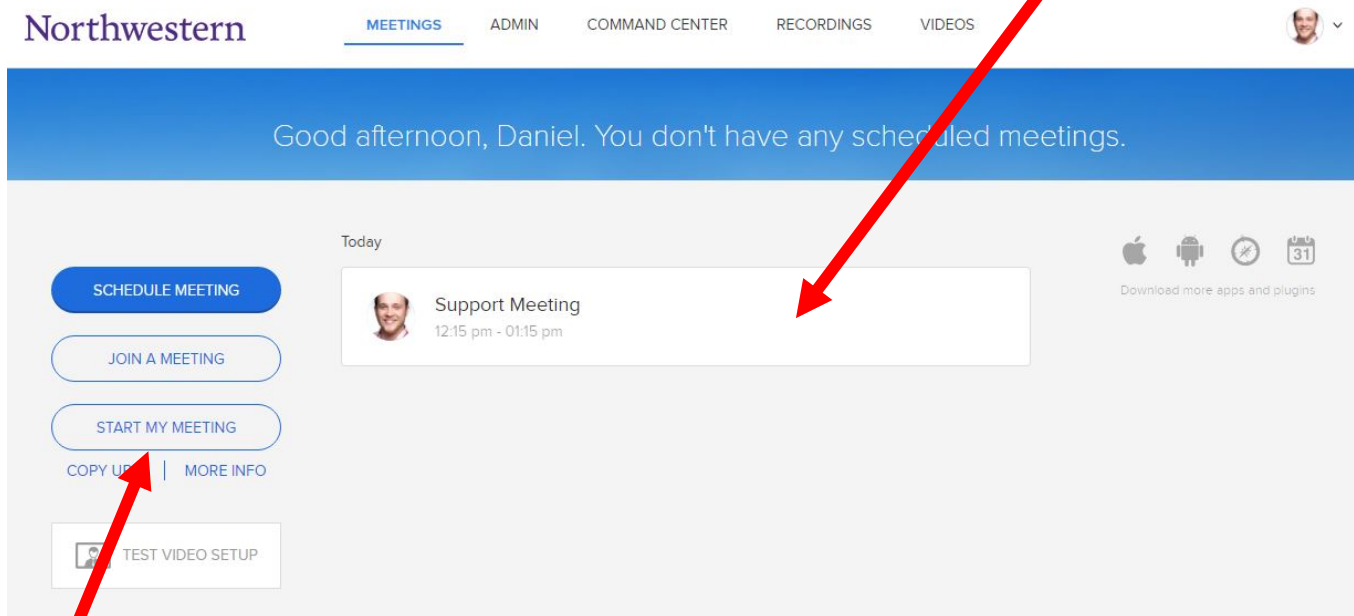
With Blue Jeans, all parties can easily connect to the same video/ voice/ web collaboration meeting using their platform of choice. So whether you use Cisco, Polycom, Microsoft Lync—to name a few—you can easily collaborate with researchers, faculty, students... anyone. You can even connect through your browser or mobile device.

Sign Up

Visit <https://northwestern.bluejeans.com/>, click “LOGIN” and use your Northwestern NetID and password to sign in. An account will automatically be created for you with your first use.

Scheduled vs. Personal Meeting

Scheduled meetings are used when you're planning a one-time meeting in advance, or for scheduling recurring meetings. Scheduled meetings are assigned a random meeting ID and expire roughly 24 hours after the meeting occurs.



Personal meetings are your virtual office space that can be used anytime for ad-hoc, on-the-fly video conferences. Personal Meeting ID's are customizable and never expire.

PRO TIP!

Shortcut to any meeting: bluejeans.com/meetingID#
Bookmark your personal meeting URL!

Scheduling Meetings

1. Click the **Schedule Meeting** button
2. Enter meeting details and click **Schedule** to save. To watch a training video on how to schedule meetings, [click here](#).

Schedule a new meeting

A Meeting Title

[Add meeting description](#)

From **B** 03 May 2016 12:15 PM To 03 May 2016 01:15 PM

GMT-0600 US/Central

C Repeat Meeting

Invite Participants Separate each email id with a comma

D

E [Advanced Options](#)

SCHEDULE MEETING

A. Meeting Title (included in email invitation and displayed in the waiting-for-the-meeting-to-begin welcome panel)

B. Date/Time

C. Repeat Meeting * (Meeting ID will remain static for each meeting and will not expire until series is complete)

D. Email invitations * (addresses entered in the past will “auto-complete”)

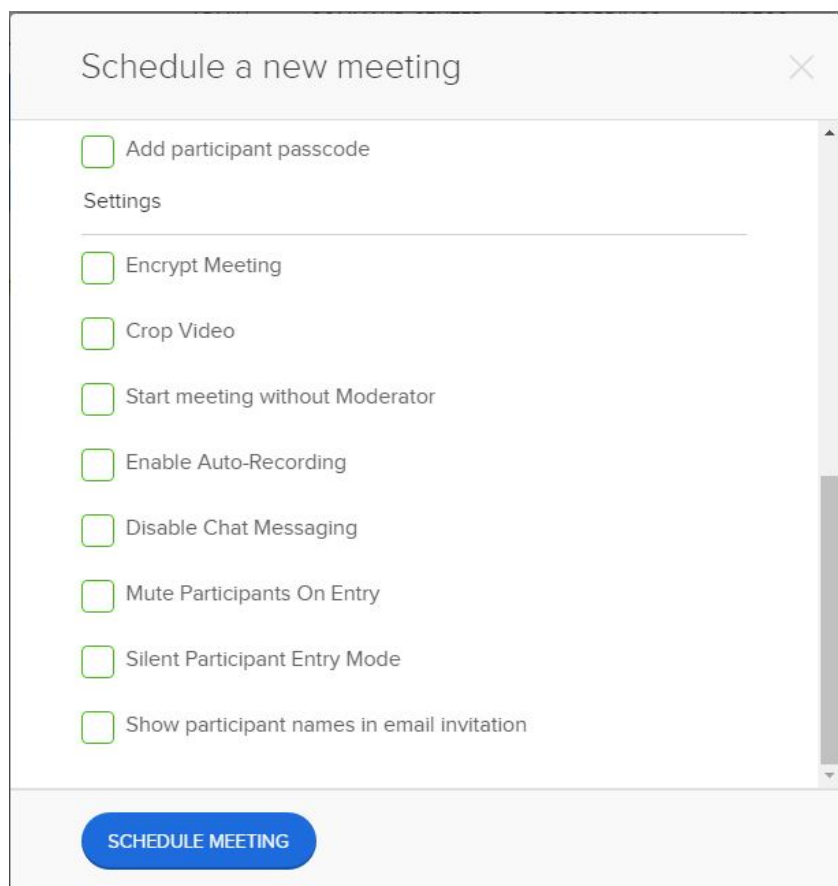
E. Advanced Meeting Options * (see next page for details)

*optional [Click Here](#) for instructions on scheduling with Outlook

Advanced Meeting Options

Enabling/disabling options here affect this **one scheduled meeting only**.

- To change options for **all Scheduled** meetings (going forward), also check the “**Make Default Settings**” box (or, make your selection from My Settings / Room Settings).
- To change options for your **Personal** meeting, click your Personal meeting bar, then click **Edit Personal Meeting** and choose click “Advanced Meeting Options.”



The screenshot shows a dialog box titled "Schedule a new meeting" with a close button (X) in the top right corner. Below the title bar, there is a section for "Settings" with a horizontal line separator. The settings listed are:

- Add participant passcode
- Encrypt Meeting
- Crop Video
- Start meeting without Moderator
- Enable Auto-Recording
- Disable Chat Messaging
- Mute Participants On Entry
- Silent Participant Entry Mode
- Show participant names in email invitation

At the bottom of the dialog box, there is a blue button labeled "SCHEDULE MEETING".

Encrypt Meeting – requires each participant that connects to your meeting has encryption turned on. If they do not have it turned on, they will see a message telling them “encryption is required” to join the meeting.

Crop Video – a Stretch feature to help promote a 4:3 video to a 16:9 full screen video (Not recommended for most meetings).

Start meeting without Moderator – enable if you want participants to meet without the moderator having to start the meeting:

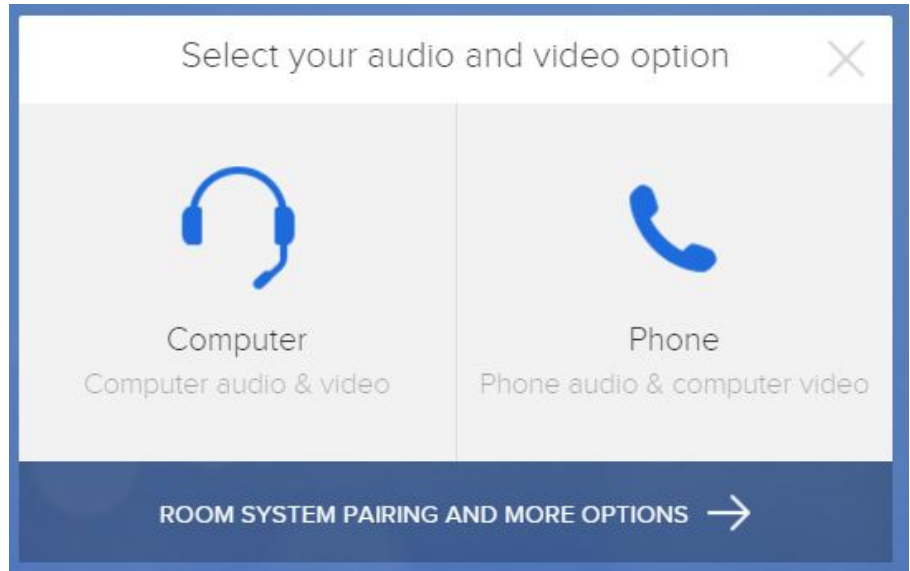
- Meeting begins after first 2 participants arrive.
- The person scheduling the meeting has the moderator controls (mute all, drop, etc.) available for use, when they decide to join.

Mute Participants On Entry – when selected, this automatically mutes each participant as they join the meeting, regardless of how they have connected (audio, room system, mobile device, etc.). While this can be set as a default setting for all meetings, we recommend it be used for larger meetings.

Silent Participant Entry Mode – check this box to disable audible participant entry and exit tones.

How to Connect

Click **Join Meeting** from an email invitation, a calendar meeting request or a published meeting link.



Select your audio and video option

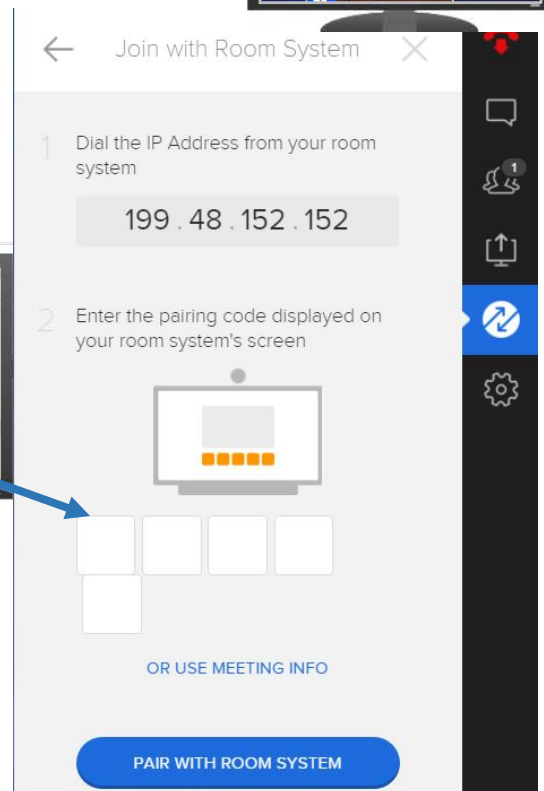
Computer: From any laptop or desktop, click the **Computer** tab and choose the connection option from the dropdown menu. Note: use the [desktop app](#) for the best experience. Google Chrome will also work, but not other browsers.

Phone: Click this tab for a dial-in number if joining without video

Room System: Click the **Room System** tab for dialing instructions.

- Call the Blue Jeans IP address with your Room System.
- Enter the Meeting ID and passcode
- For greater meeting control, “Pair” your laptop to your room system by entering the pairing code into your laptop.

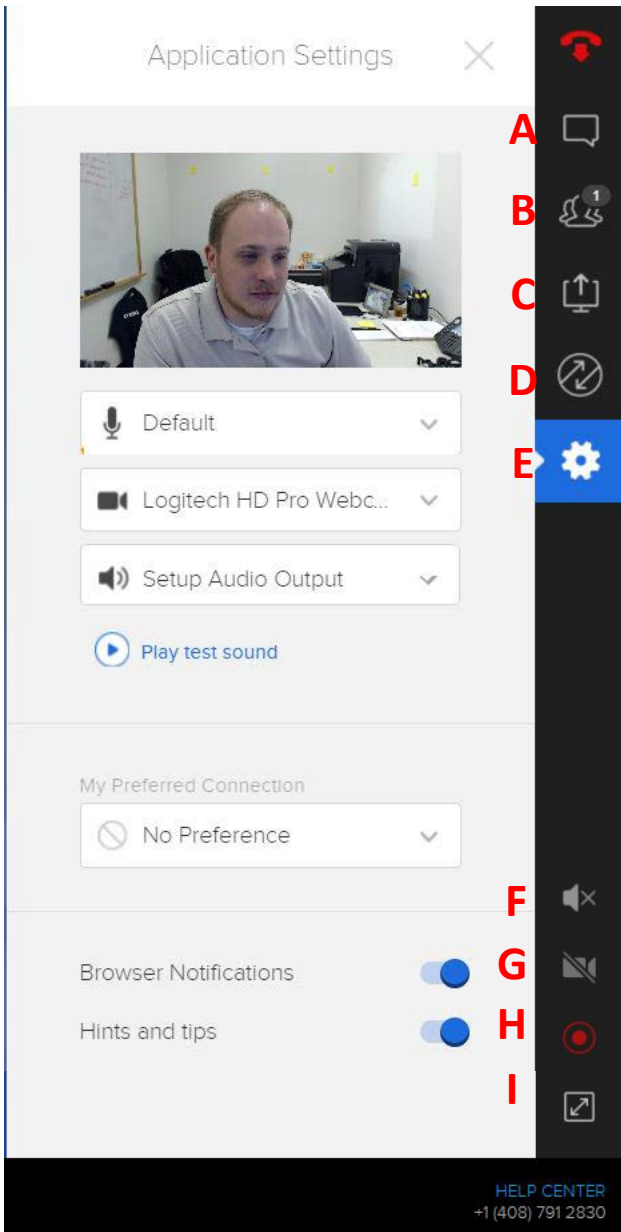
Mobile: The Mobile tab provides information about the Blue Jeans app for iPhone or Android devices.



TIP!

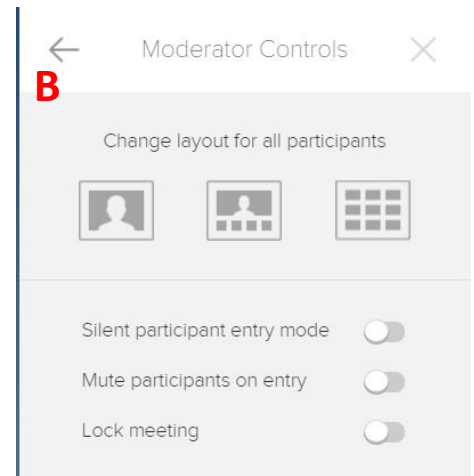
For Room Systems, set 199.48.152.152 in your directory.

Blue Jeans Controls in a Live Meeting



A. Chat: quick instant messaging. All participants will see chat messages

B. Participant Count & Quality Indicator (up to 100 connections): click on name to expand endpoint and quality information. Moderator can drop participants from meeting or add additional participants on the fly.



C. HD Content Sharing. Upload and share HD Video content.

D. Change Connection Type

E. Application settings

F. Mute/ Unmute Microphone

G. Mute/ Unmute Camera

H. Recording (unlimited storage)

I. Enter full screen



Layout controls

Hover to bring up:
Slider scales
content and video
to your preference

Keyboard Shortcuts: **M** – Mute/ Unmute microphone, **V** – Enable/ Disable video feed

Blue Jeans Best Practices

Connecting from a Computer or Mobile Device

For best results, plugin with a wired internet instead of wireless.

Use a headset or earbuds to eliminate echo or ambient noise. Surround Sound Speakers confuse our echo cancellation.

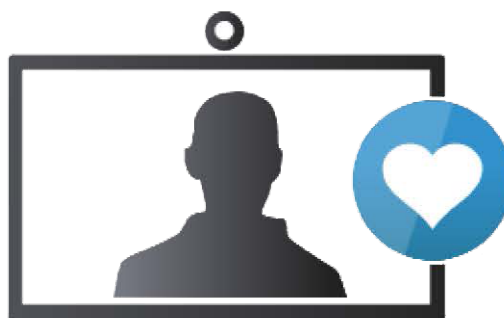
Mute yourself when not speaking.

Use the Desktop App. Google Chrome will also work, but the App will give you the best user experience. Desktop

Apps can be downloaded from: <https://bluejeans.com/downloads>

No need to dial in by phone when connected via a computer or mobile device. Simply plugin your headset and you're good to go. Multiple audio sources can create feedback.

Consider your impression. Ensure a good camera angle and adequate lighting. From a Video Conference Room, pair your laptop for full moderation controls thru Blue Jeans



ECHO!!

If you hear your own voice echoing, the sound is coming from one of the other attendees. Look for the name that is highlighted in participant list when you hear the echo. Ask that person to mute his/ her mic. As the moderator, you can mute that person on his/ her behalf.

Support

Basic user support is provided by Blue Jeans. Contact Blue Jeans:

Call: 408-791-2830

Support hours: Midnight to 9:00 p.m. PST, Monday through Friday (excluding holidays).

[Blue Jeans user guides and videos](#)

For general questions relating to getting started, how to use the Blue Jeans features, and Northwestern NetID-related issues, contact the IT Support Center at (847) 491-4357 (1-HELP) or consultant@northwestern.edu.

Where to find more information on Blue Jeans at Northwestern

- IT Service Page:
 - <http://www.it.northwestern.edu/desktop-videoconference/bluejeans/>
- Canvas Learning Center:
 - <https://canvas.northwestern.edu/courses/1580/pages/blue-jeans-web-conferences>
- Conferencing Recommendation Page:
 - <http://www.it.northwestern.edu/conferencing/options.html>