HOW TO USE BLUEJEANS AS A GUEST USER

ATTENDING A MEETING

1. Go to umich.bluejeans.com
2. Enter meeting ID on the right
   *(Meeting ID can be obtained from moderator)*
3. Enter a name to be displayed in the meeting
4. Click the “enter meeting” button
5. Select what device you are using from the tabs on the window that pops up
   *(Ex: computer, phone, room system)*
6. If you chose computer, select what sources you would like on and hit “I’m ready”
7. If you chose phone, use the number and audio code to connect
8. If you chose “room system or more options” select the connection option from the popup at the right and complete the subsequent steps
9. Once you connect to the meeting, use the buttons in the center screen to invite guests by email or to send a link directly

PLEASE USE INTERNET EXPLORER OR MOZILLA FIREFOX FOR BEST RESULTS

You may be prompted to install or allow plugins once the application has started

For assistance call (810) 237-6628
**LEAVE MEETING**
(1) Click the red phone button to leave the meeting

**CHAT**
(1) Click the word bubble button to open the chat window
(2) Enter your message at the bottom and hit enter
*(All meeting participants will be able to read your messages)*

**MEETING PARTICIPANTS**
(1) Click the people button to open the participant window
(2) Click Invite participants in the center of the box to add people to your meeting using email or by sending meeting information.

**CONTENT SHARING**
(1) Click the monitor and arrow button
(2) Select the monitor or program you would like to share from the popup window and hit “share”
(3) When done sharing select the red “stop sharing” button at bottom center

**CONNECTION OPTIONS**
(1) Click the double arrow button to open connection options
(2) Select the connection option you would like to switch to
(3) Complete necessary steps in pop-up window on right of screen

**MEETING SETTINGS**
(1) Click the gear button to open meeting settings

*Below are meeting settings*
(1) Microphone source
(2) Video source
(3) Audio output
(4) Preferred form of connection