HOW TO USE BLUEJEANS AS A MODERATOR

LOGGING INTO BLUE JEANS
(1) Go to umich.bluejeans.com
(2) Click the login button located on the left side of the screen
(3) Enter Login ID and Ann Arbor/Kerberos password on the web login page

SCHEDULE A MEETING
(1) Click “schedule meeting” on the left of the page
(2) Fill in meeting info form on the right side of page
(3) Once the form is completed click the schedule button at the bottom right of the page

Once completed all invited guests will receive an email with meeting information and a link to login. The meeting will also appear in your upcoming meetings on the main page.

START AN INSTANT MEETING
(1) Click “start instant meeting” on the left of the page
(2) Select what device you are using from the tabs on the popup (Ex: computer, phone, room system)
(3) If you chose computer, select what sources you would like on, and hit “I’m ready”
(4) If you chose phone, use the number and audio code to connect
(5) If you chose “room system or more options” select the connection option from the popup at the right and complete the subsequent steps
(6) 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
(you will have the option to allow others to stay)

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) Choose the layout of the video display
(2) Mute or un-mute all guest microphones
(3) Silent Participant entry mode
(4) Mute all participants on entry
(5) Lock Meeting

RECORDING YOUR SESSION
(1) Click the red circle button to start recodign your session
(you will here a voice say “recording has started”)
(2) To stop recording click the red circle button a second time
(you will here a voice say “recording has stopped”)

You will receive an email when your recording is available to view, you can also access all
recordings in the recording tabs at the top of the main page.