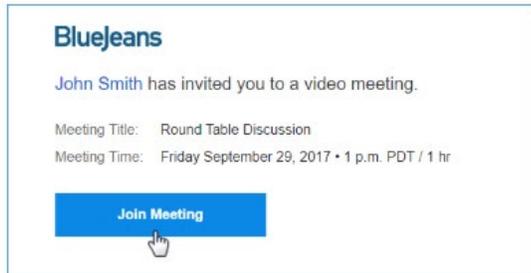


## Join the BlueJeans session

### Join the meeting from the email invite:



-Click the “Join Meeting” button found in your outlook invite and it takes you to the meeting entry page, where you can follow the on screen prompts to access the session.

– Enter your name and email, if prompted.

## Participating in the BlueJeans session

Turn your camera on/off.

Turn your microphone on/off.

Click to see who is in the session.

Access the text chat and text with other people (If you don't have a mic or have audio problems, you can use this to ask questions instead).



Share your screen. Leave the session.

Access additional features.

Access your settings. (You can change which mic or camera you are using here).

Learn more about participating in a BlueJeans session by visiting [these Tutorials](#).

If you encounter audio or video issues, you may opt to switch to phone audio from the beginning to ensure you can continue to participate in the session without much interruption. You will find dial-in instructions in the initial invitation or in the drop-down menu from the mic icon (top left). To avoid hearing an echo, even if you dial in before clicking on the computer link, go to the drop-down menu anyway and click “switch to phone audio.” If you use the phone option, be sure to mute your phone when not talking so as not to interrupt the speakers.