

› Blue Jeans Guide

1. Install the BlueJeans desktop application by visiting <https://bluejeans.com/downloads>.
Note: Use of the BlueJeans application is *strongly recommended* for the highest quality meeting experience
2. Go to <https://bluejeans.gatech.edu>
3. Click **Login to BlueJeans**
4. Join As: **Participant**
5. Enter **Meeting I.D.** and **Name**
6. Click **Enter Meeting**
7. Choose to launch the **BlueJeans desktop application**, if prompted
8. Choose **Computer** as the audio and video option



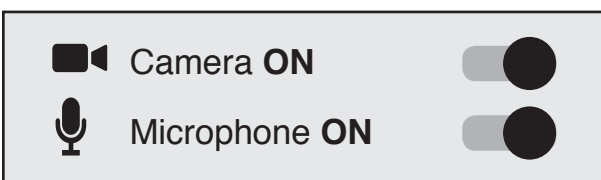
To join by phone

If you have an Internet connection, but would like to use your phone for audio, join the meeting using the Blue Jeans application and select the **Phone** option. Click **Call Me Instead** and enter your phone number. **Dial 1** to enter the meeting.

If you do not have Internet access, you can join by phone only. To do so, simply:

1. Dial **1.888.240.2560** (U.S. toll free)
2. Enter **conference I.D.:**
(meeting number)
3. **Press #** to join as participant

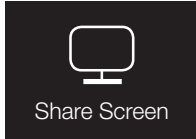
9. Turn on your **camera** and **microphone**.



10. Click **JOIN MEETING**.

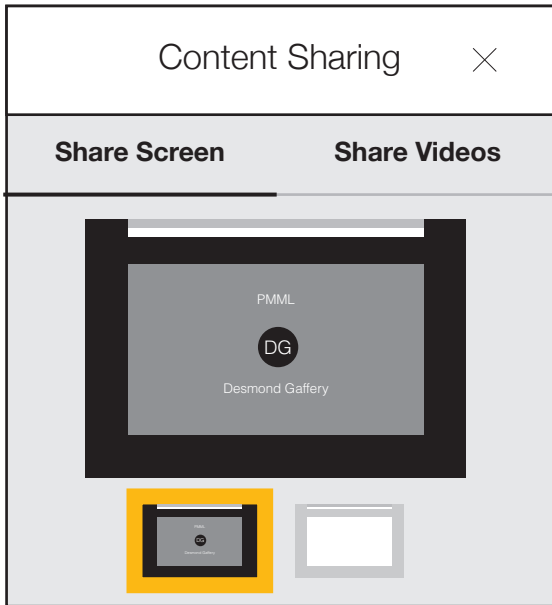
› How to Share Your Screen

1. To share content, click the **Share Screen** button.

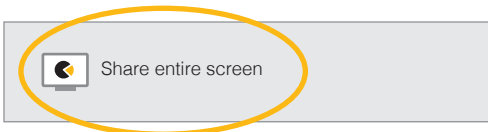


Note: Sharing your screen will discontinue other meeting participants' screen share.

2. Select the screen you would like to share by clicking the **screen preview image**.



3. Click **Share entire screen** to begin screen sharing.



Note: If using Chrome, click the **Share** button.



4. When done, click the **Stop Sharing** icon.

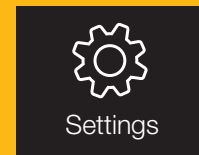


Tips

To **mute your mic** or **disable your web cam**, click the icons below:



To edit your mic, video, or speaker settings, click the **Settings** icon.



Best Practices and Etiquette

- Headphones/earbuds or a headset to reduce possibility of audio feedback.
- Internet connection of at least 384 Kbps (a wired connection, if possible).
- If sharing your webcam video, please set the camera for a headshot and be mindful of what is visible in the background.
- Please mute your microphone if you are not speaking.
- Join at least 10 minutes early to test your microphone.