

HOW TO USE BLUEJEANS AS A GUEST USER

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

LOGGING INTO BLUE JEANS

- (1) Go to umich.bluejeans.com
- (2) Enter meeting ID and your name on the right (Meeting ID can be obtained from moderator)
- (3) Select the “enter meeting” button

Attend a meeting

Join As
Participant

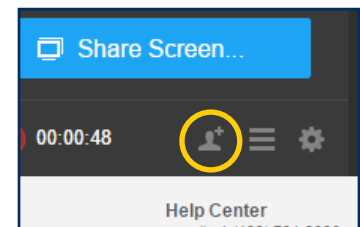
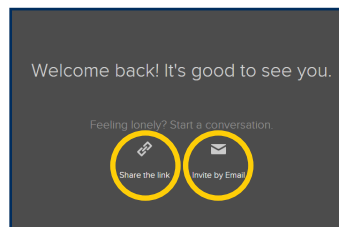
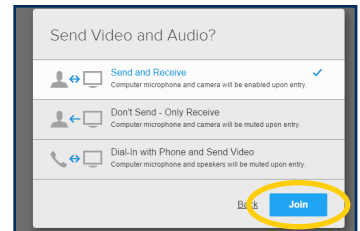
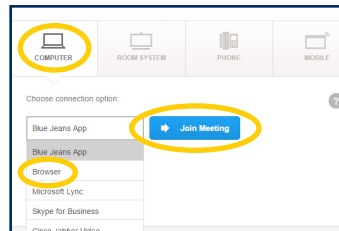
Meeting ID
Enter Meeting ID

Name
Enter Name

ENTER MEETING

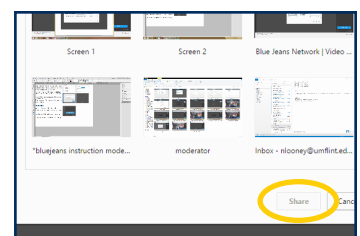
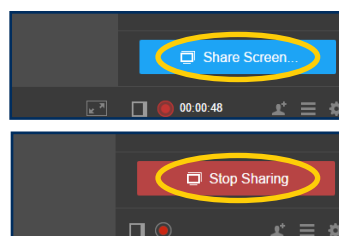
JOINING A MEETING

- (2) Select what device you are using from the tabs at the top (Ex: *computer, room system, etc.*)
- (3) Select a connection option from the drop-down (Ex: *Browser, Blue Jeans app, etc.*)
- (4) The meeting will open and a prompt will ask if you want to send audio and video, select from the options and hit the join button
- (5) Use the buttons in the center screen to invite guests by email or send a link directly



SHARING YOUR SCREEN

- (1) Select the blue “share screen...” button on the bottom right
- (2) Either select the screen or the individual program you want to share then select “share”
- (4) When you are done sharing select the red “stop sharing” button



USING THE INSTANT MESSENGER

- (1) Select the word bubble tab on the top right above your own video preview
- (2) Type your message at the bottom where it says “Type here...”
- (3) Hit enter to send the message

