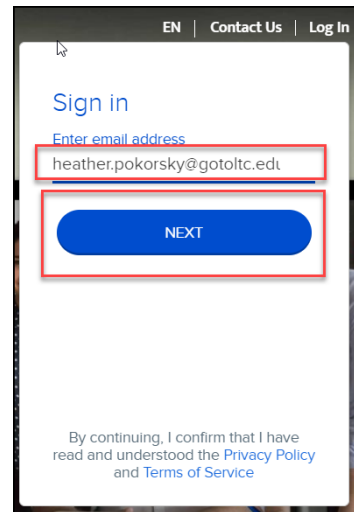


# BLUEJEANS - MODERATOR

1. Using Google Chrome, go to <http://bluejeans.com>. Click on the **Log In** link. You will need to give the participants the link to your session. This link will be given to you when you get assigned a BlueJeans account.

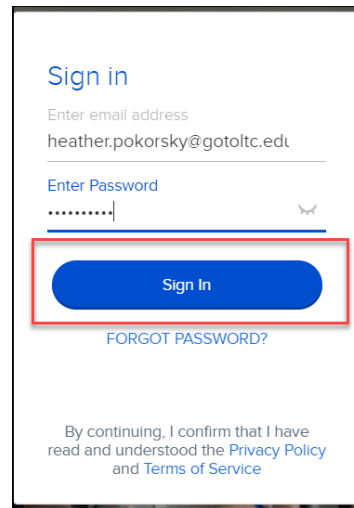


2. Type in your email address and then click on the **Next** button.

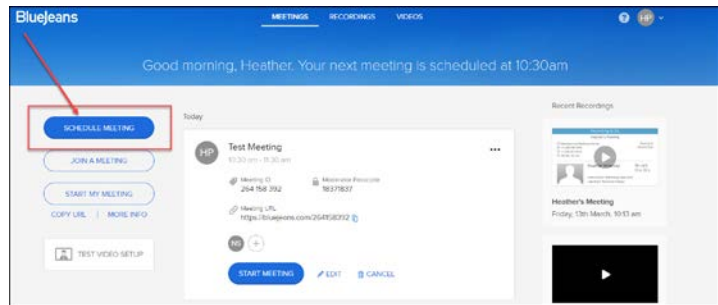


3. Type in your password and then click on the **Sign In** button.

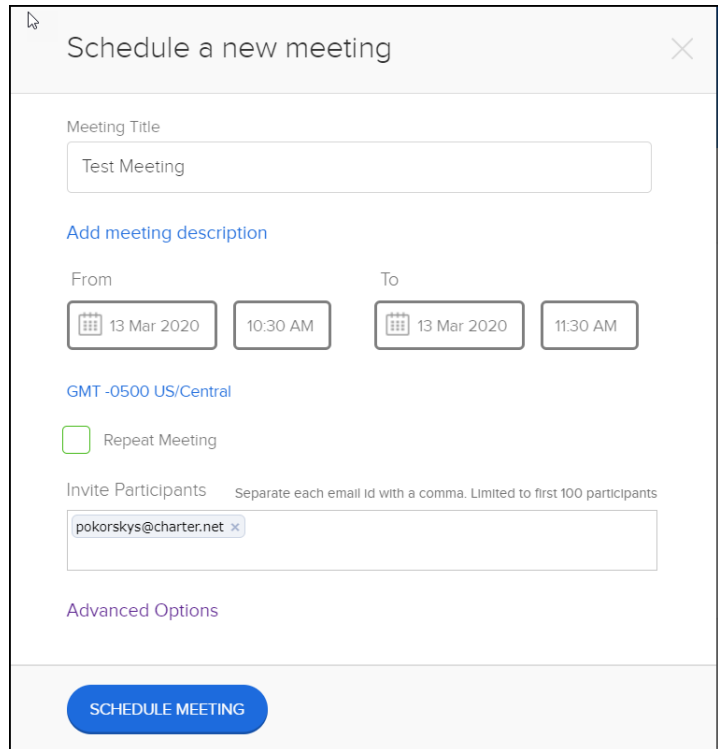
Click on the **FORGOT PASSWORD** link if you forgot your password.



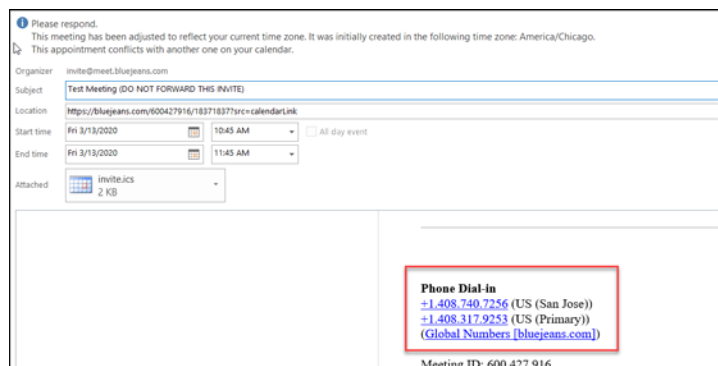
- Click on the **Schedule Meeting** button.



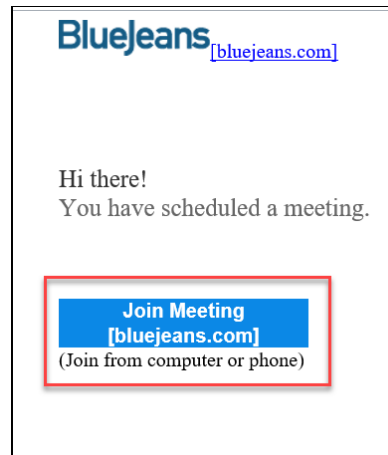
- Type in a name for the meeting. Set the date and time for the meeting. In the **Invite Participant** text box, type in the email addresses of the participants for your meeting. Please note that if a participant already has a BlueJeans account you will be able to select their name when you start typing in their email address. Click on the **Schedule Meeting** button.



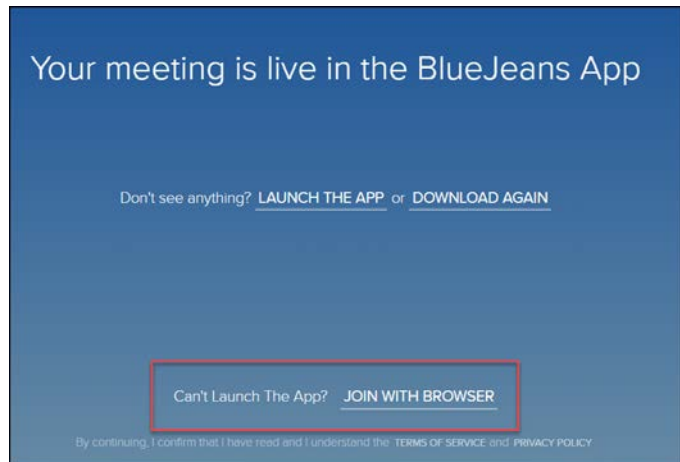
- You and the participants will receive an email from BlueJeans with a calendar invite to the meeting. If a participant cannot join online, they will be given a phone number to call as well as a **Meeting ID number**. Please note that if you did not receive an email check your Junk or Spam email folder.



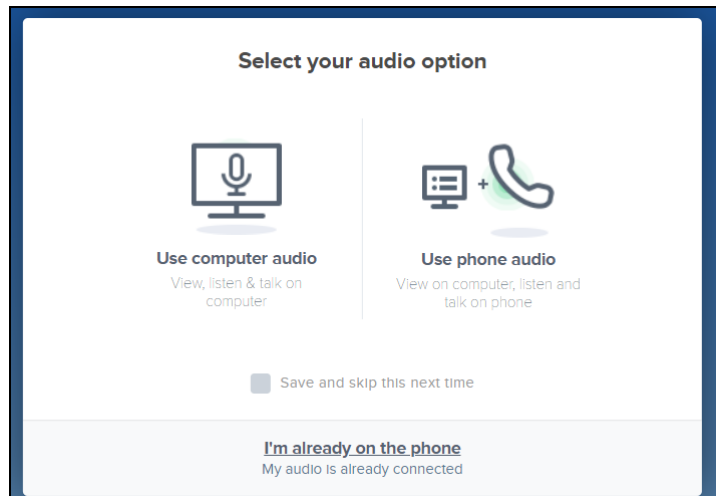
- To access the meeting, go to the calendar invite and click on the **Join Meeting** button.



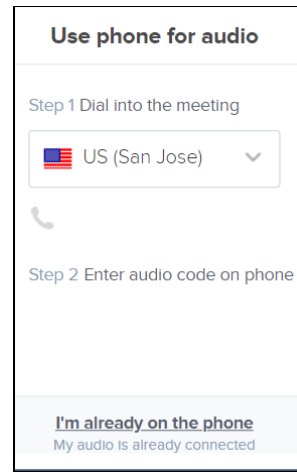
- Click on the **JOIN WITH BROWSER** link.



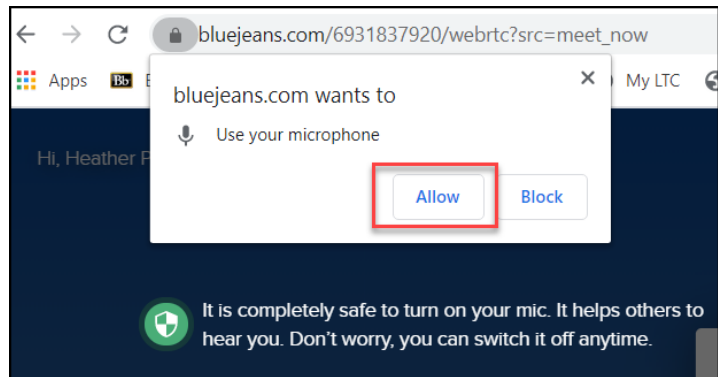
- Click on either **Use computer audio** or **Use phone audio**.



10. If you are using your phone audio, dial in with the number and code that is provided.



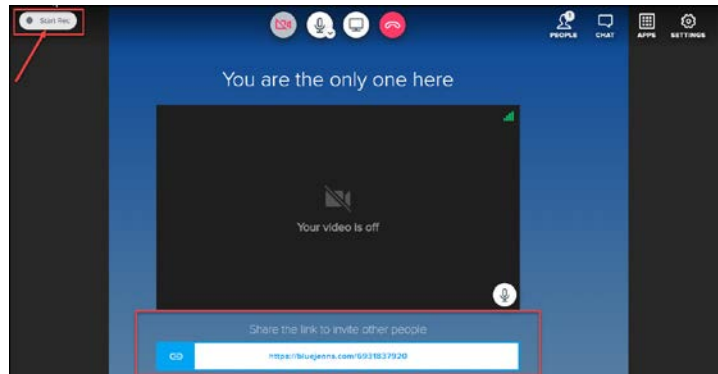
11. If you are using your computer audio, click on the **Allow** button to allow your microphone.



12. Click on the **Join Meeting Now** button.



13. To start recording, click on the **Start Rec** button in the upper left hand corner. If you did not share the link with your participants, copy the link and email the link to your participants.



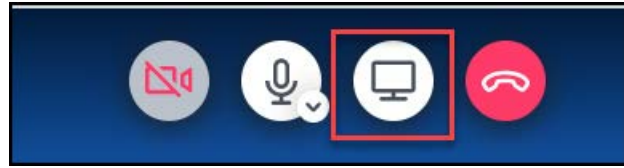
14. To turn on your camera, click on the **Unmute camera** button or to turn off your camera click on the same button to **Mute the camera**.



15. To mute your microphone, click on the **Mute audio** button or to turn on your microphone click on the same button to **Unmute the audio**.

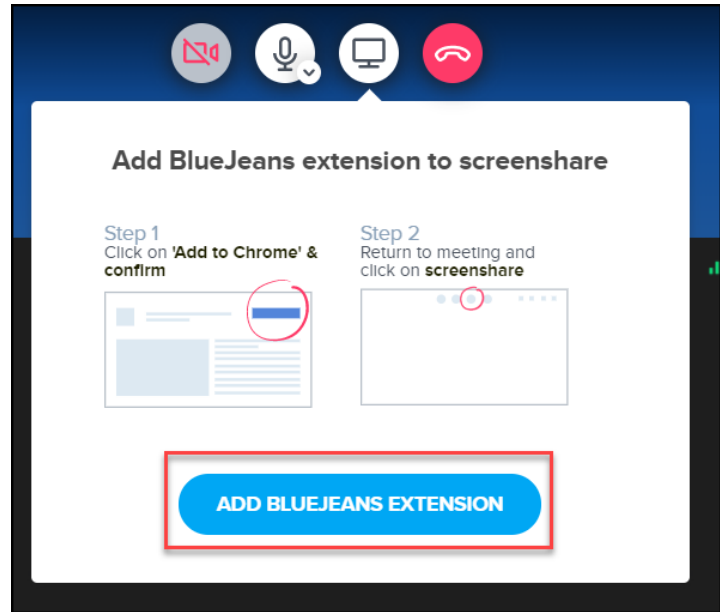


16. To start sharing your screen, click on the **Start Sharing** button.

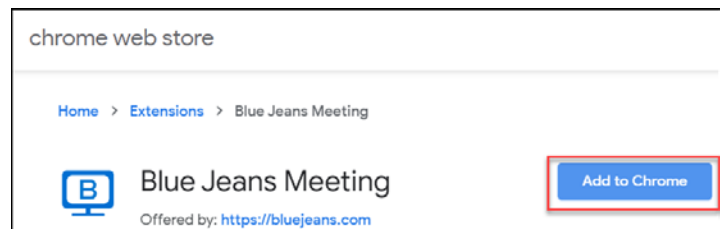


17. If asked, click on the **Add BlueJeans Extension** button to add the extension to your Chrome browser.

If you already completed this step, proceed to step 17.

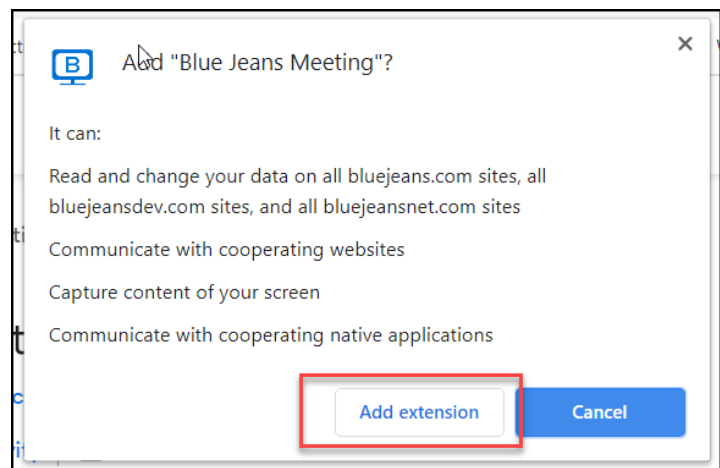


18. Click the **Add to Chrome** button.



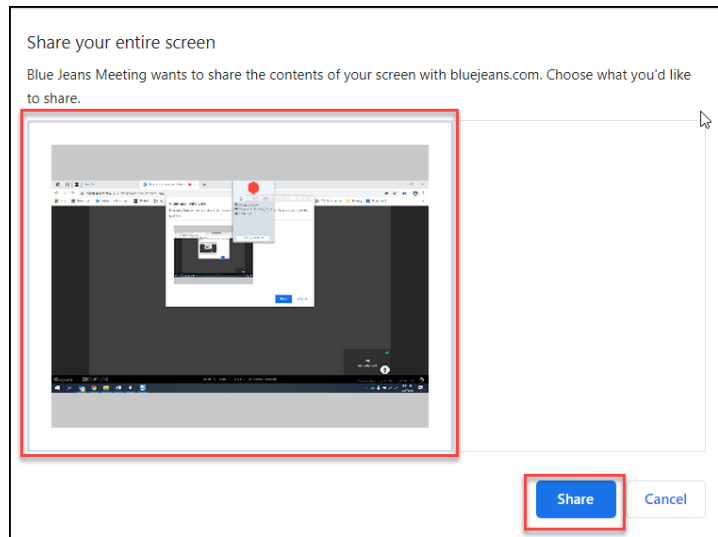
19. Click on the **Add extension** button.

\*\*\*NOTE: You may need to restart Chrome if you can't get the sharing to work. \*\*\*\*

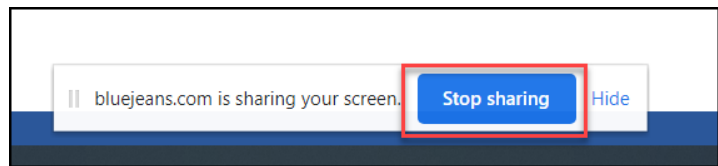


20. Select what you want to share and then click on the **Share** button. You can share any application, a PowerPoint, a website, etc.

\*\*\*NOTE: If you share your entire screen, participants will be able to see whatever you have up on your screen. \*\*\*



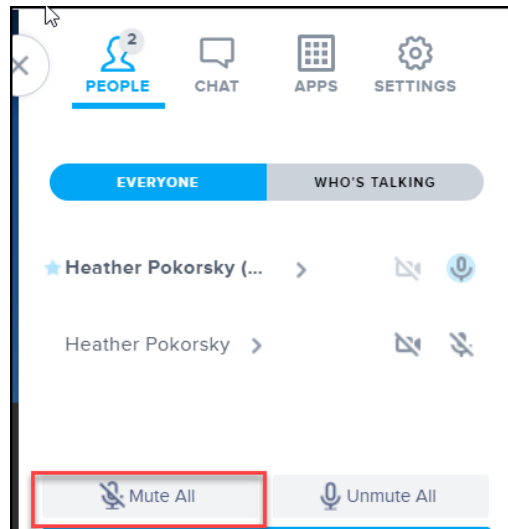
21. When you are done sharing, click on the **Stop sharing** button.



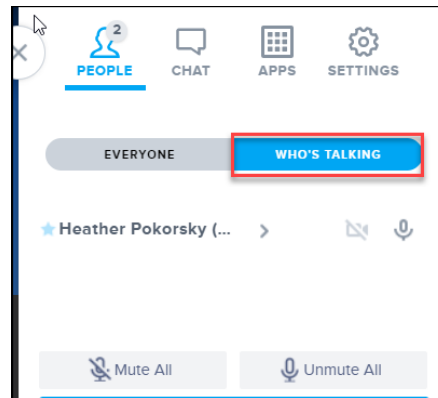
22. In the upper right corner are the advanced controls.



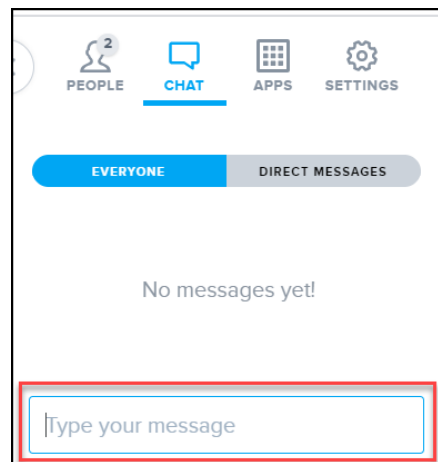
23. Under the **People** icon, you will see everyone that has joined the session. You can also **mute** all participants' microphones by clicking on the **Mute All** button.



24. Under the **People** icon, click on **Who's Talking** to see which participant is talking at the moment. If you don't mute all, this will give you an idea of where the noise is coming from.



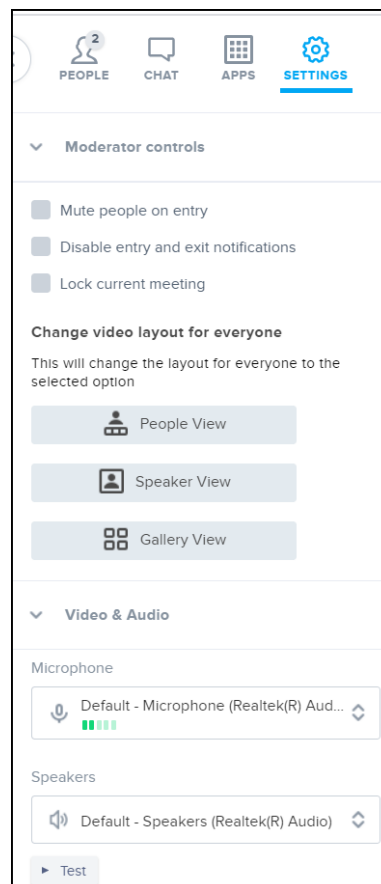
25. Under the **Chat** icon, you can send a message to everyone or select a participant to chat one-on-one with under **Direct Messages**. Type in your message in the chat box and then hit the enter key.



26. Under the **Settings** icon, you select different moderator controls or change the video layout for everyone.

You can also select which camera, microphone, and speakers to use, such as a built in or external camera.

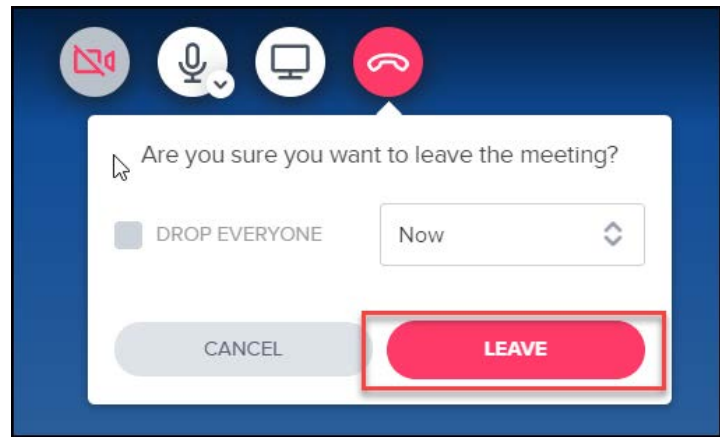
You can also preferences when joining a meeting.



27. When you are finished click the **Stop Rec** button in the upper left hand corner to stop the recording and then click on the **End the Call** button.



28. You can check the box to drop everyone or just click on the **Leave** button to end the session.



\*\*\* For questions or if you need help, please contact the LTC Helpdesk at 920.693.1767 or [LTChelpdesk@gotoltc.edu](mailto:LTChelpdesk@gotoltc.edu).\*\*\*