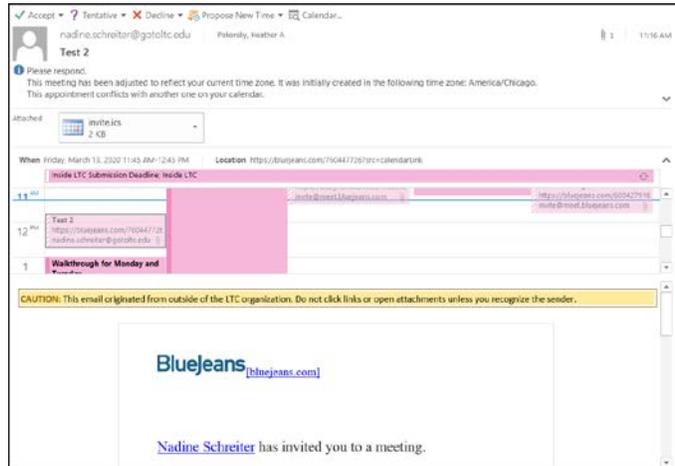
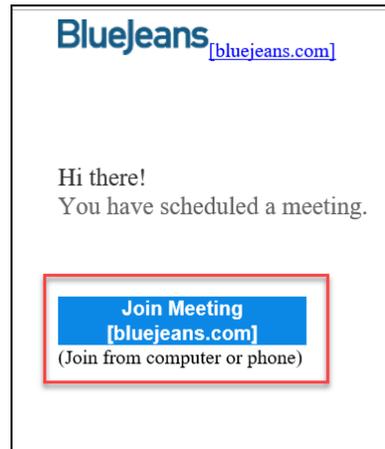


BLUEJEANS – PARTICIPANT

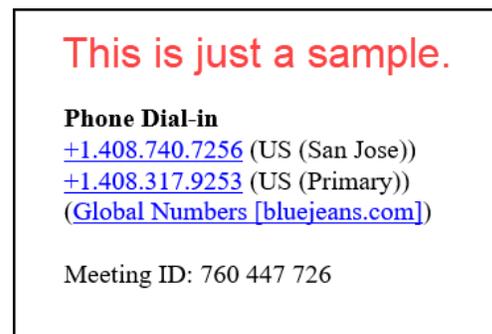
1. You will receive a calendar invite from the moderator; accept the calendar invite.



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



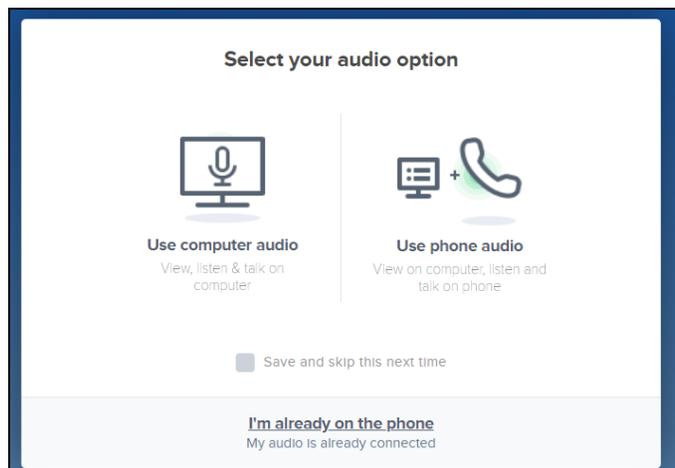
If you cannot access the meeting, but can join via phone, go to the calendar invite for the phone number and meeting id number information.



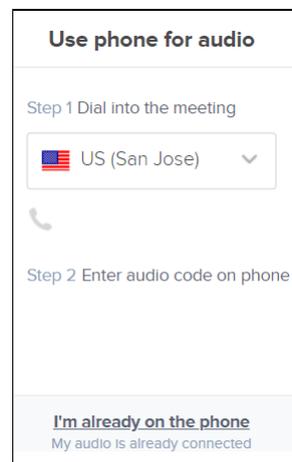
3. Click on the **JOIN WITH BROWSER** link.



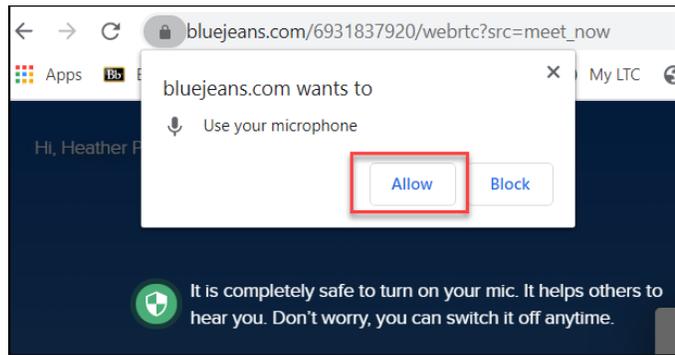
4. Click on either **Use computer audio** or **Use phone audio**.



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



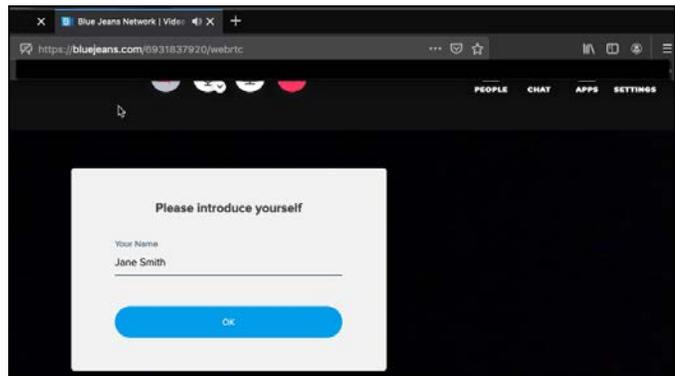
6. If you are using your computer audio, click on the **Allow** button to allow your microphone.



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



8. Type in your first and last name.



9. It is not recommended to turn on camera unless you need to. 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**.



10. When you join the room it is highly recommended to mute your microphone so you won't hear a lot of feedback. If you need to talk you can unmute your microphone.



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**.

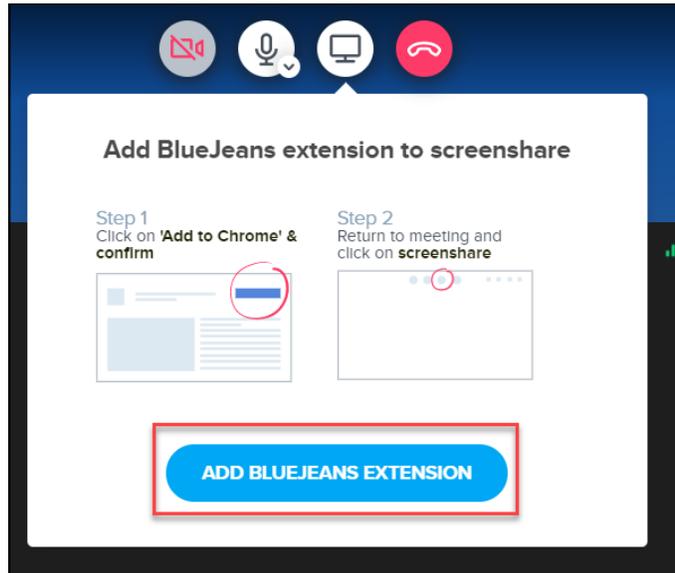
11. ***If the presenter asks you to share your screen proceed with steps 10-15.

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

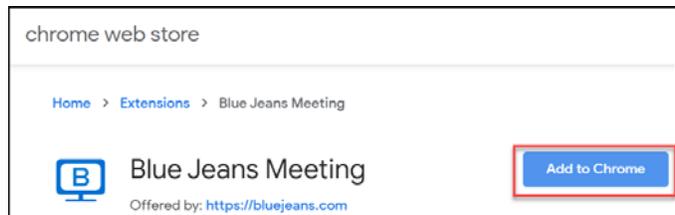


12. If asked, click on the **Add BlueJeans Extension** button to add the extension to your Chrome browser.

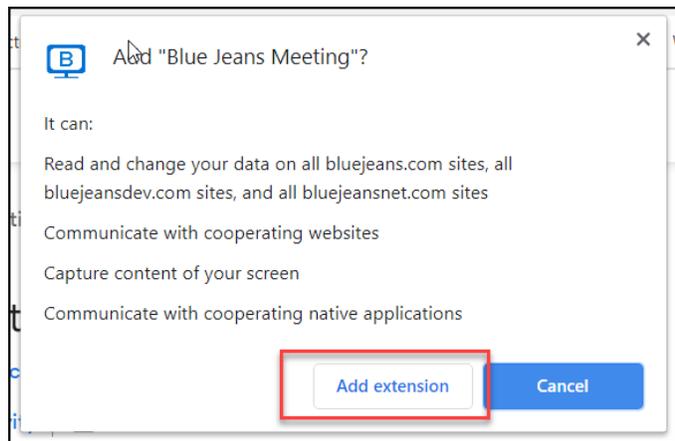
If you already completed this step, proceed to step 14.



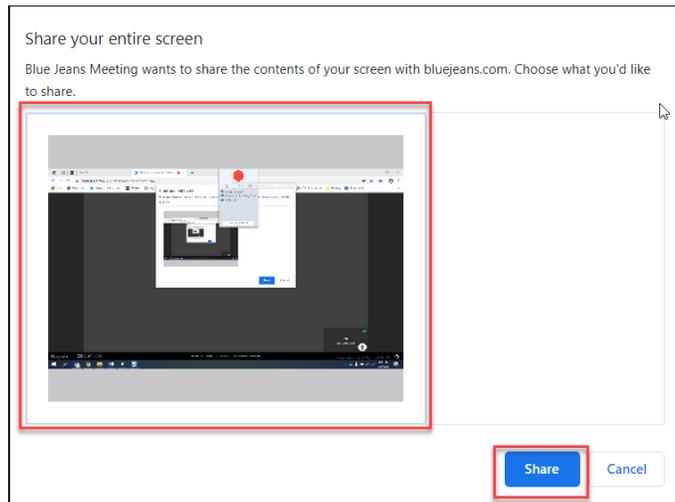
13. Click the **Add to Chrome** button.



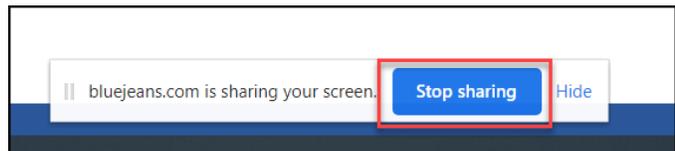
14. Click on the **Add extension** button.



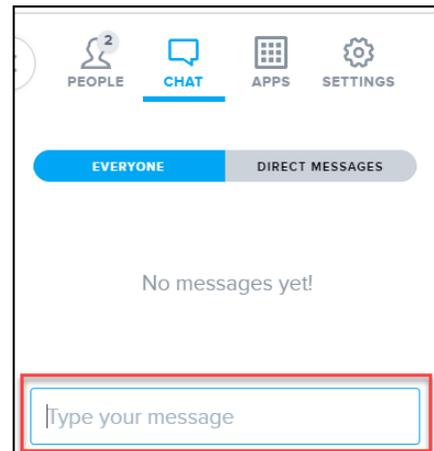
15. Select what you want to share and then click on the **Share** button.



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



17. 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.



18. When you are finished, click on the **End the Call** button.



*** For questions or if you need help, please contact the LTC Helpdesk at 920.693.1767 or LTChelpdesk@gotoltc.edu. ***