

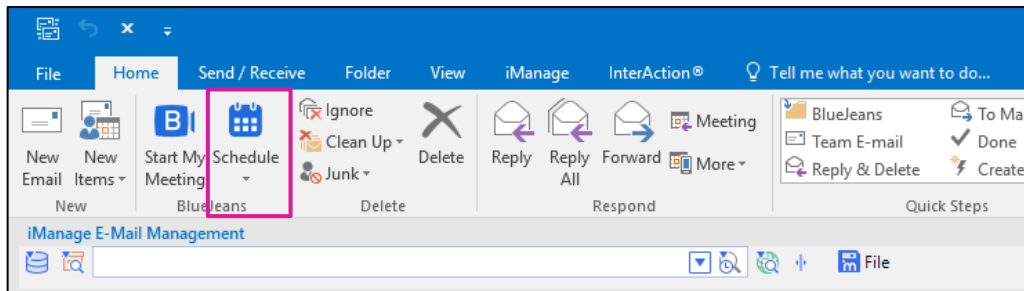
# BlueJeans - How to set up your account



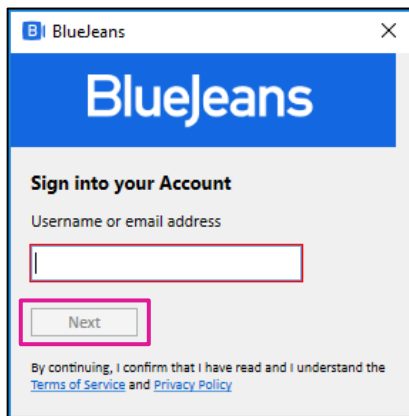
This document outlines how to set up your account for BlueJeans using both the Outlook add-in and the BlueJeans app. BlueJeans uses Microsoft Single Sign-on which syncs with your corporate profile.

## 1 SIGNING IN USING THE OUTLOOK ADD-IN

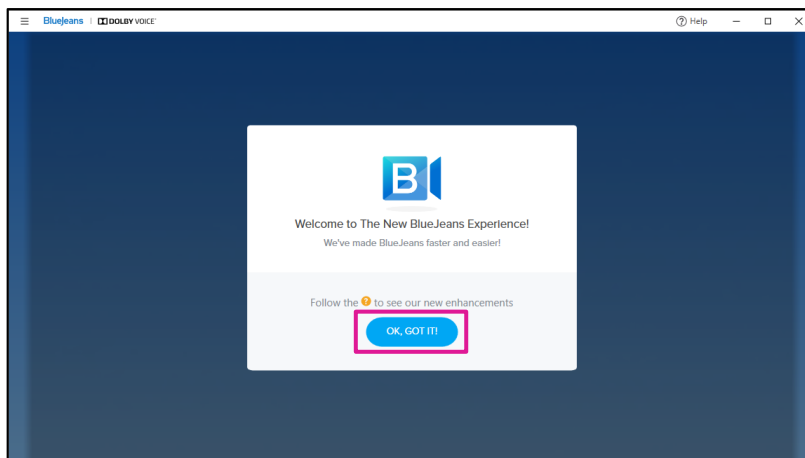
1.1 Select the drop down arrow under **Schedule**.



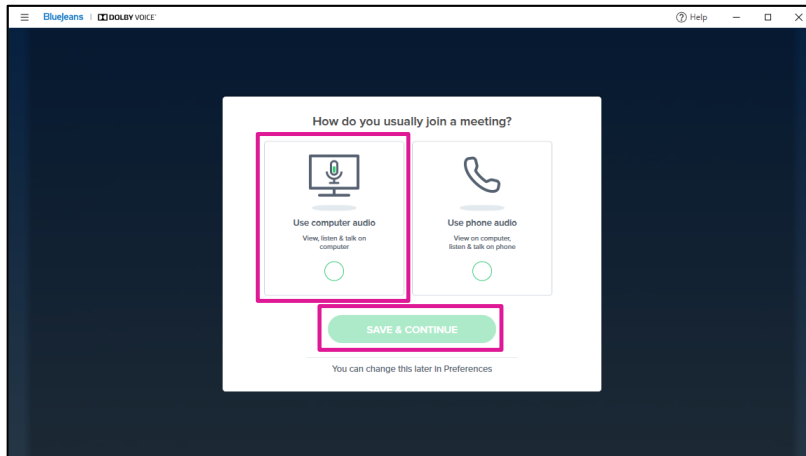
1.2 Enter your Burgess Salmon email address and then select **Next**.



1.3 This will launch the BlueJeans application. Select **OK,GOT IT!**



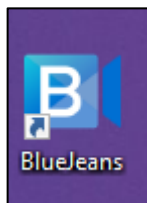
- 1.4 You will be asked how you will usually join a meeting. It is recommended that you select **Use computer audio** and then select **SAVE & CONTINUE**.



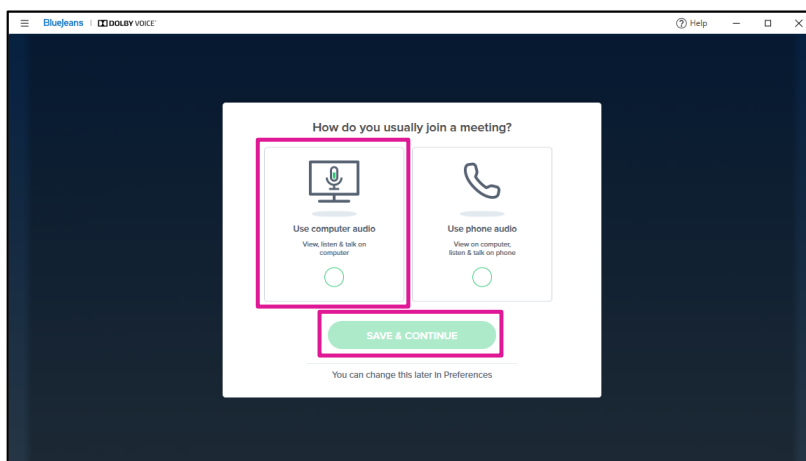
- 1.5 You are now signed in to BlueJeans and can use its full functionality.

## 2 SIGNING IN USING THE BLUEJEANS APPLICATION

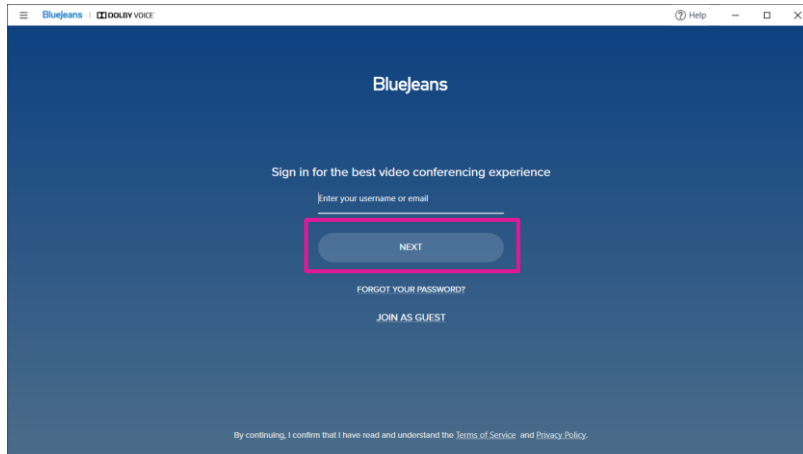
- 2.1 Select the BlueJeans icon on the desktop.



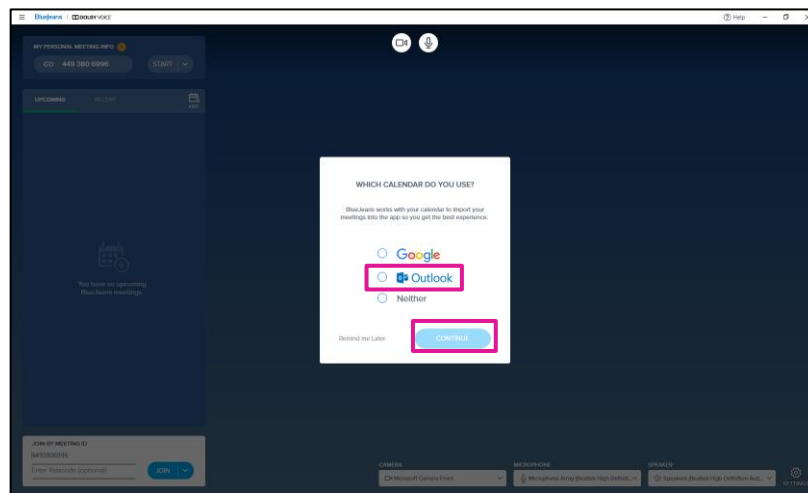
- 2.2 You will be asked how you will usually join a meeting. It is recommended that you select **Use computer audio** and then select **SAVE & CONTINUE**.



- 2.3 Enter your Burges Salmon email address and select **Next**.



- 2.4 You will be asked to select which calendar you use when using BlueJeans for the first time. This is so the application can sync with your diary. Select **Outlook** and then **Continue**.



- 2.5 You are now signed in to BlueJeans and can use its full functionality.

### 3 HELP AND SUPPORT

For further help and support, please contact the Learning Technology team.

**Last reviewed  
25 April 2019**