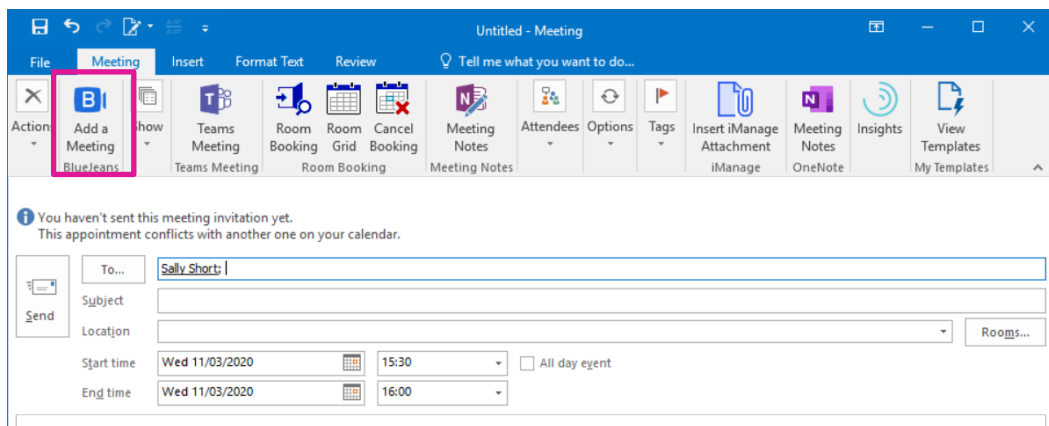


BlueJeans - How to set up a BlueJeans call

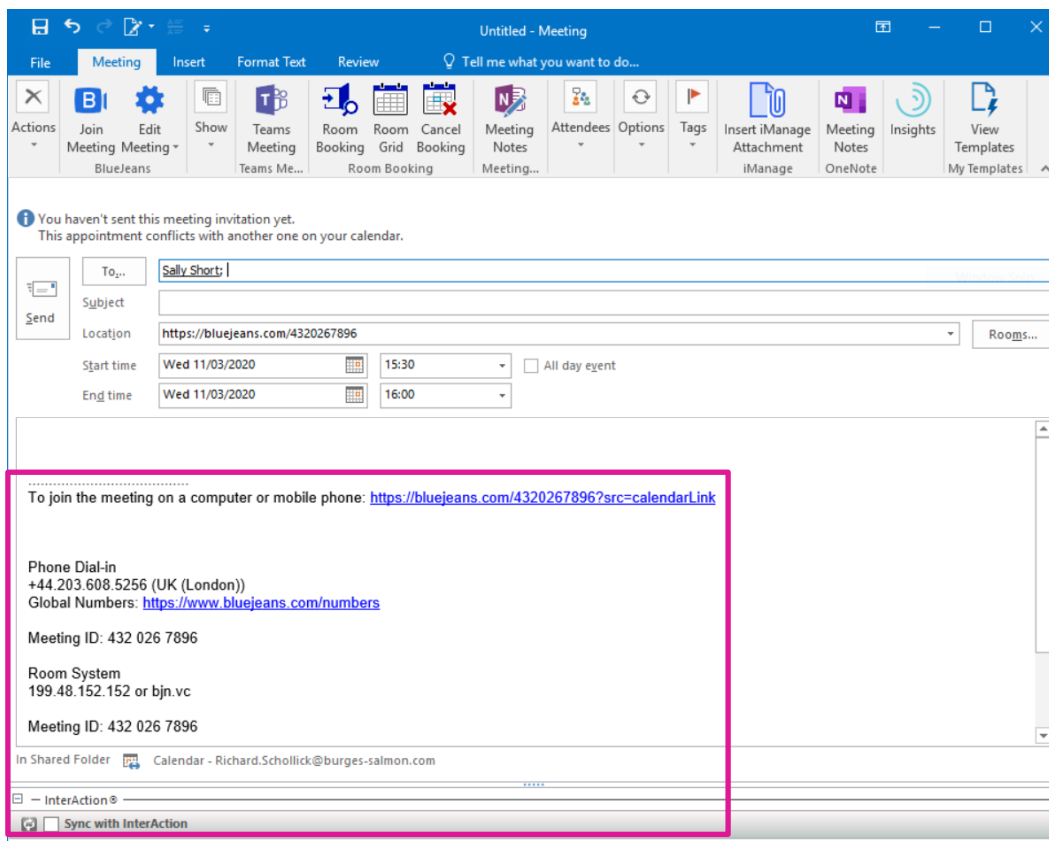
This note sets out how to set up a BlueJeans call from your Surface Book. BlueJeans can be used for video calls, screen sharing and standard conference calls.

1 HOW TO SET UP A BLUEJEANS CALL

1.1 Create an appointment as usual. Tap **Add a Meeting** to insert your BlueJeans meeting details.

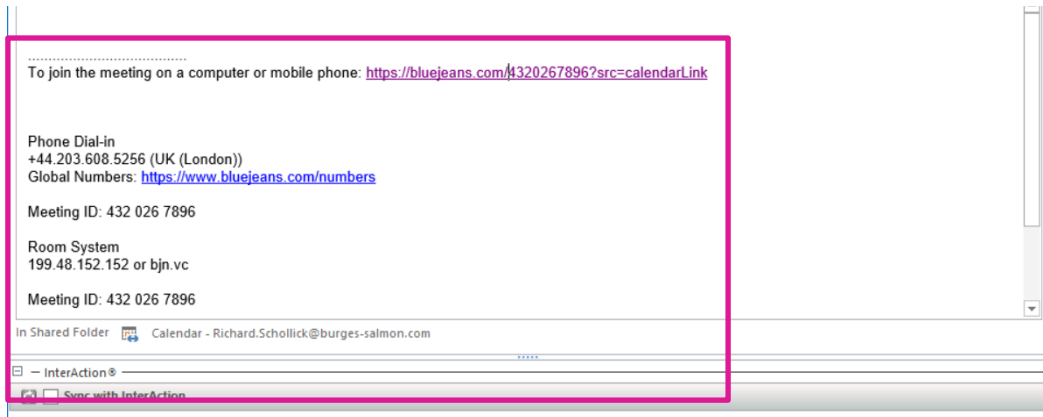


1.2 Ensure that all details are correct (i.e. attendees, date/time) and click **Send**.



2 HOW TO JOIN A BLUEJEANS CALL

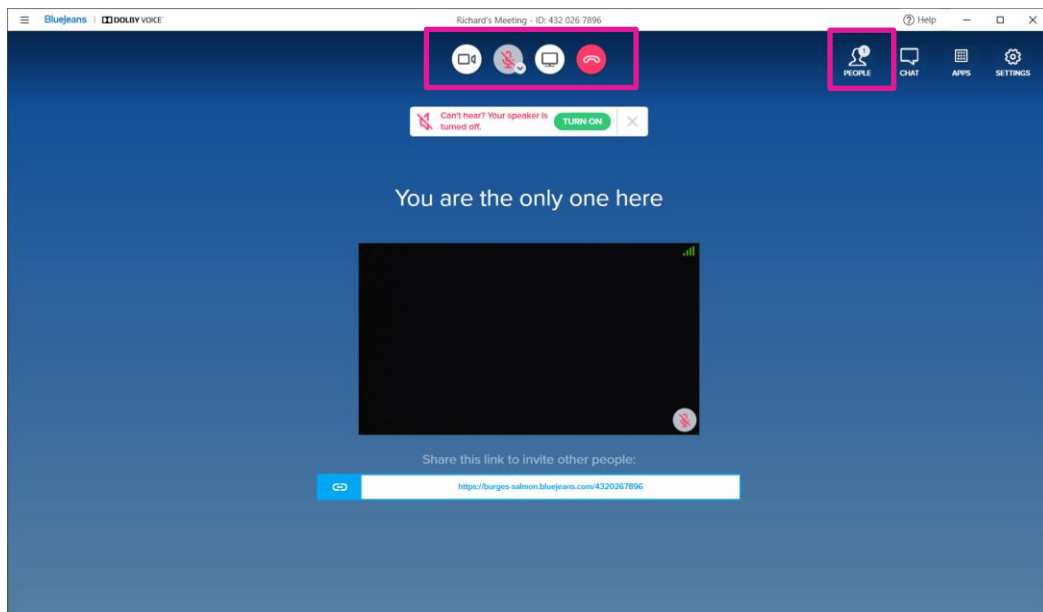
- 2.1 Open the appointment and click on the BlueJeans link. Attendees can also join by phone (as a regular conference call) by using the dial-in number provided in the appointment.



- 2.2 The BlueJeans app will open. Use the options along the top of the screen to:

- Turn the camera on/off
- Turn the microphone on/off
- Share your screen
- End the call

To see who has joined the call, click the **People** button in the top-right corner.



3 HELP AND SUPPORT

- 3.1 For further help and support please contact Learning Technology.

Last reviewed
11 March 2020