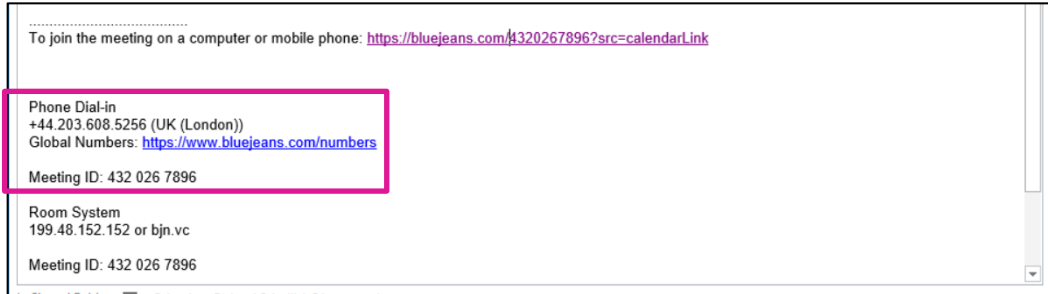


# How to join a BlueJeans call

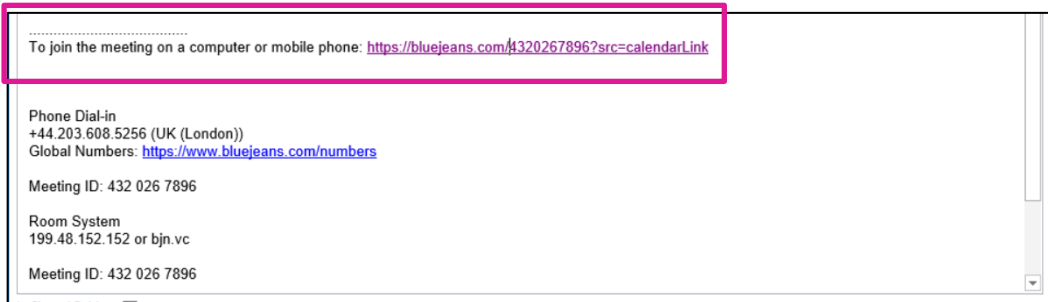
## 1 HOW TO JOIN A BLUEJEANS CALL BY PHONE

- 1.1 If you are joining by phone, use the **Phone Dial-In** number provided in the appointment. You will then join as a normal phone call without video.

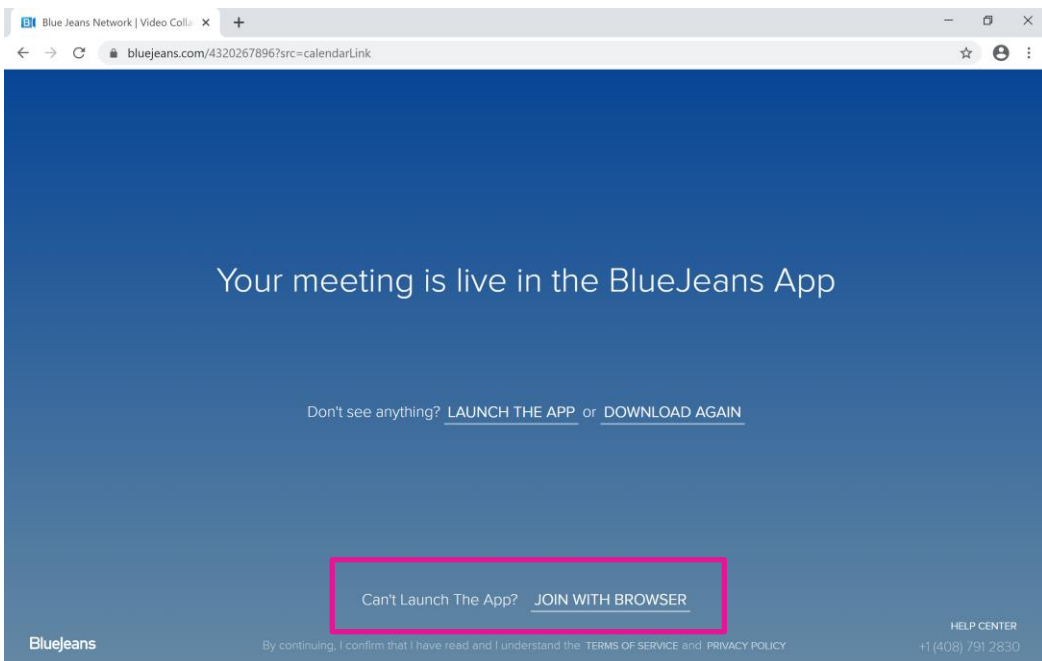


## 2 HOW TO JOIN A BLUEJEANS VIDEO CALL FROM YOUR COMPUTER

- 2.1 Open the appointment and click on the BlueJeans link.



- 2.2 The following screen will appear. Click the **Join With Browser** link at the bottom of the screen.

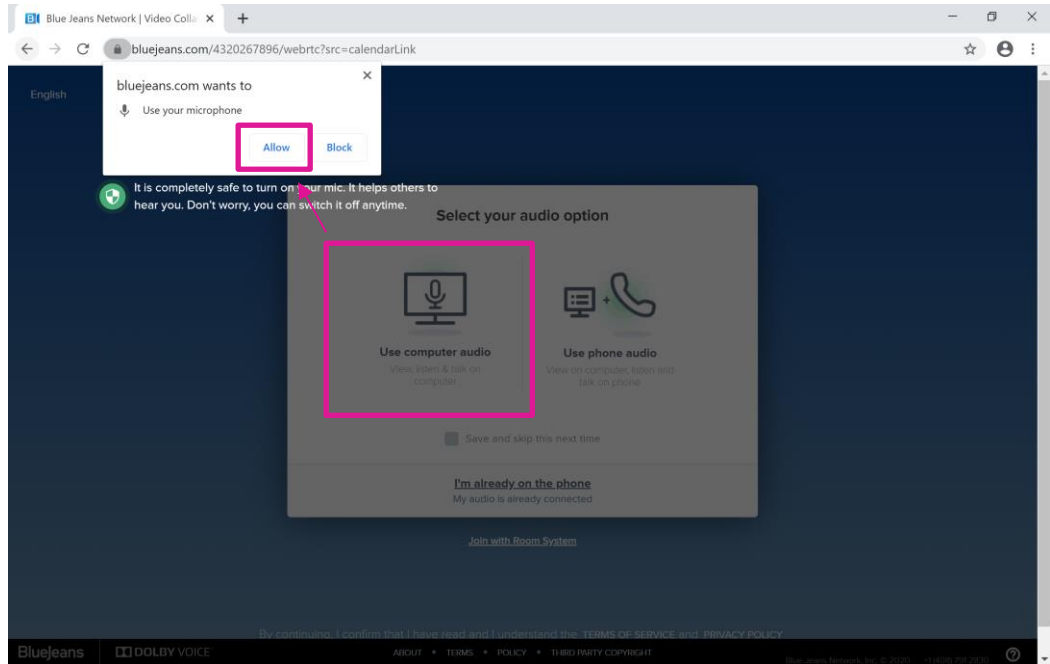


**Note:** It is recommended that you **do not use Internet Explorer** to join a video call.

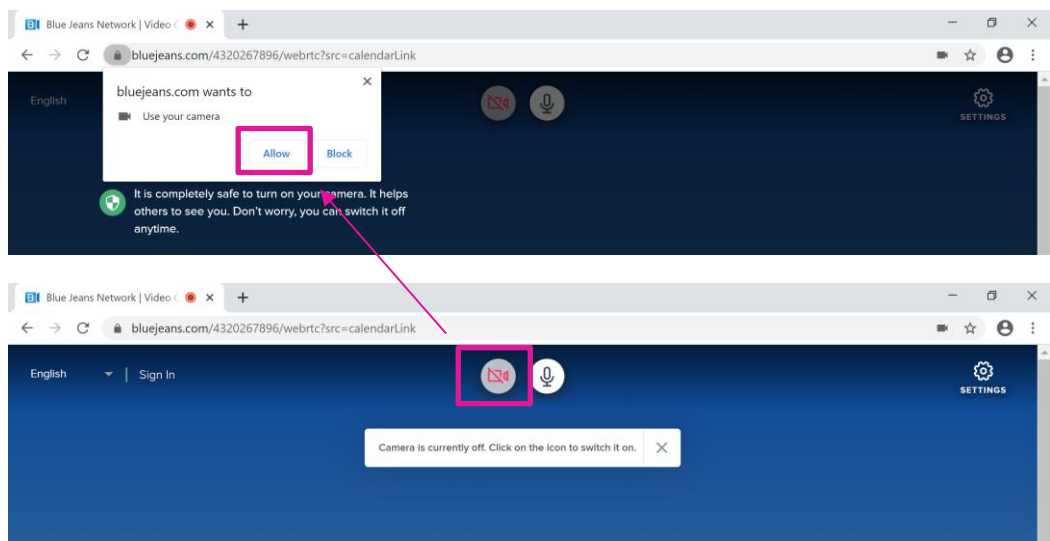
If you do have any difficulties, copy the link shown at the top of the screen and paste it into a **Google Chrome, Safari or Firefox** browser for optimal performance.



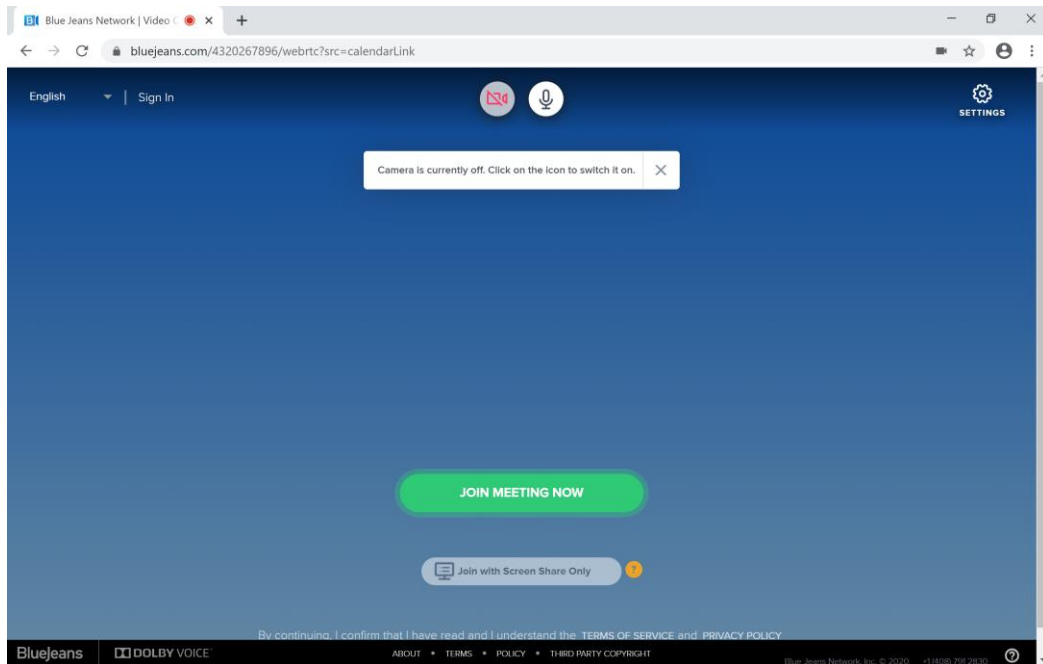
2.3 Next, click **Use Computer Audio**. A pop up will appear asking to use your microphone. Click **Allow**.



2.4 Next, click on the camera icon to switch it on. A pop up will appear asking to use your camera. Click **Allow**.



2.5 Once done, click the green **Join Meeting Now** button.



2.6 The BlueJeans screen will open and the call will begin. Enter your name and click **OK**.

Whilst on the call, use the options along the top of the screen to:

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

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

2.8 To leave the call, click on the red button at the top of the screen

