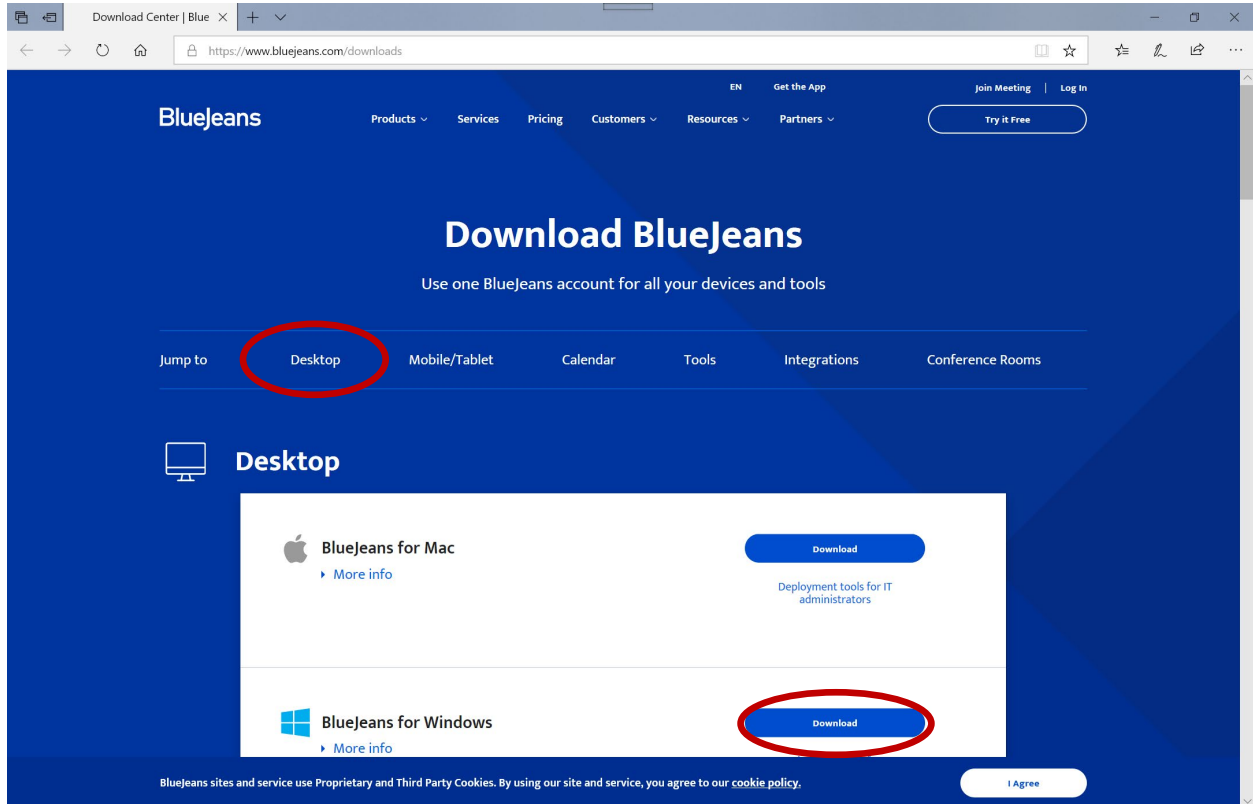


# INSTRUCTIONS TO INSTALL BLUEJEANS APP AND CONNECT TO A MEETING (2 Steps)

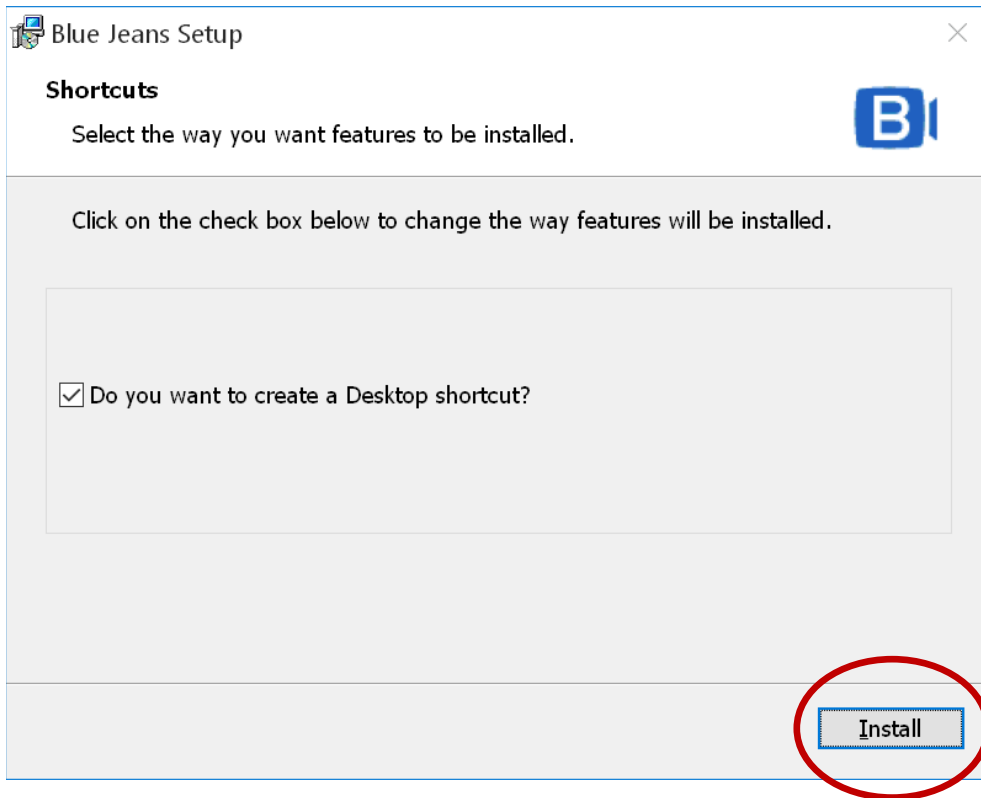
## Step 1: Install Bluejeans App

- A. Download the BlueJeans App from: <http://bluejeans.com/downloads>
- B. Choose your computers operating system, or the Google Chrome Browser Extension. These instructions are written for **MS Windows**. There is also an app for MAC OSX with very similar steps.
- c. Click **“Run”** for the install file **"BlueJeans(version#).msi"**.



Individual security settings may generate additional windows to appear which may require your approval in order to proceed with the install. **You may need to click run, continue or enable your operating system** to continue if application installation is blocked for security purposes.

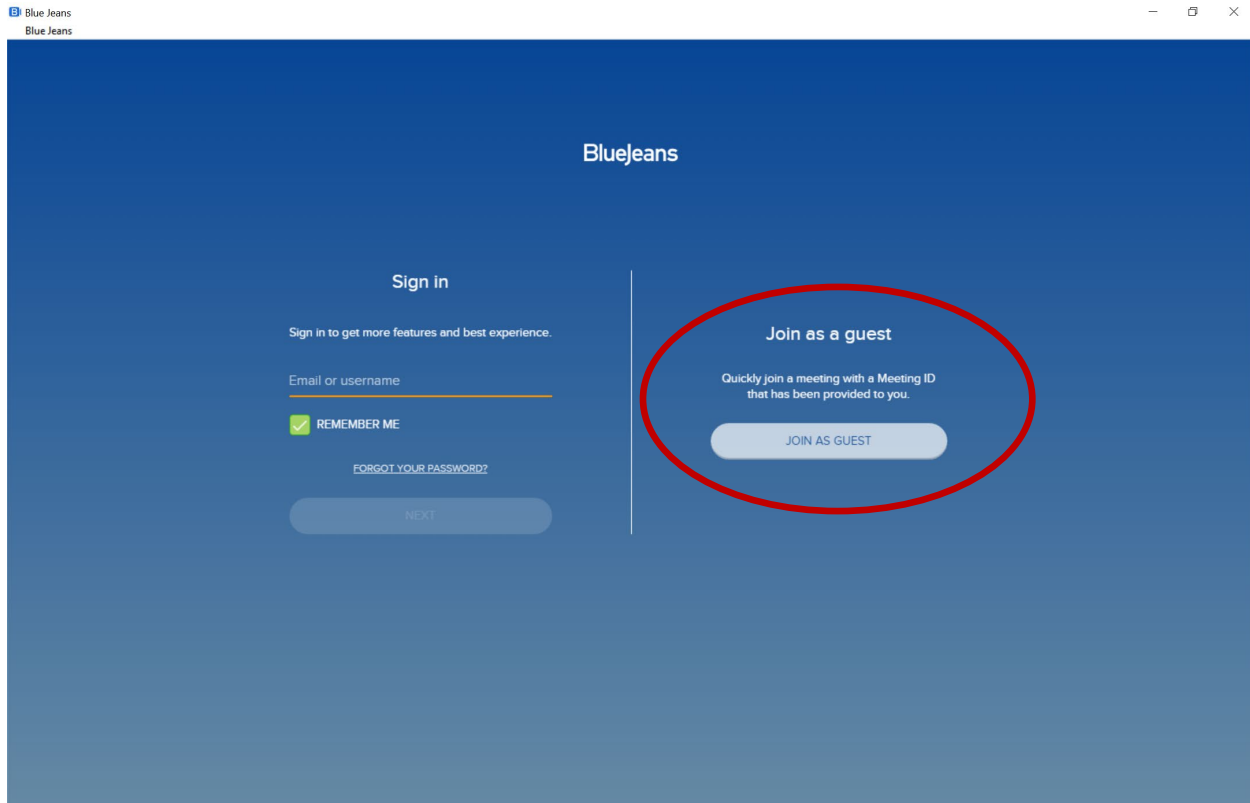
D. Click **“Install”** or **“Run”** to complete the installation.



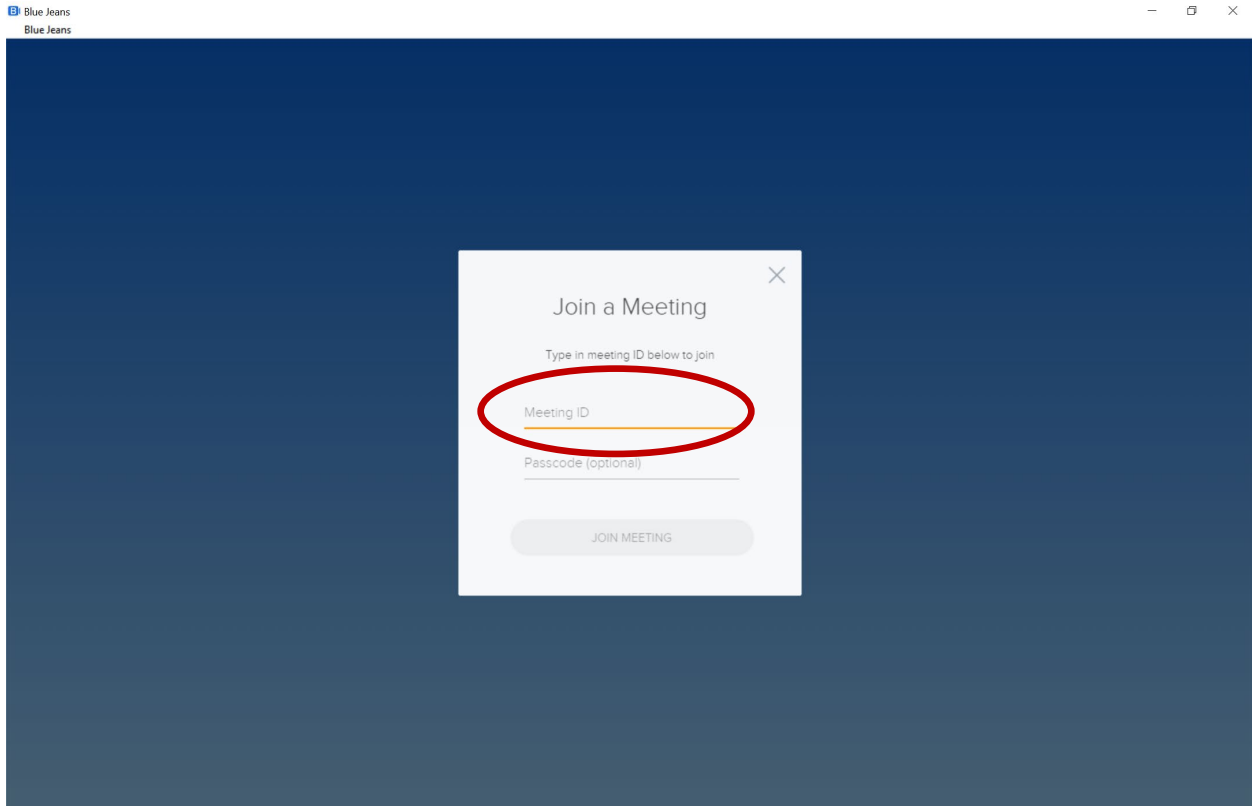
End of installation. Proceed to Step 2.

## **Step 2: Connect to a Bluejeans Meeting**

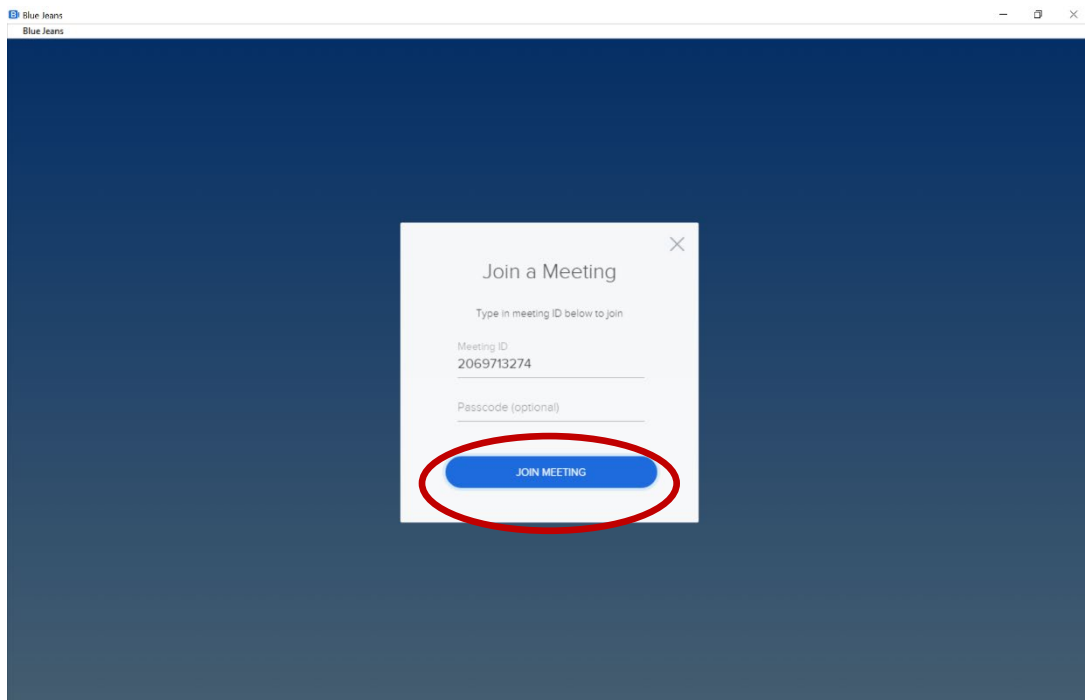
- A. Open the Bluejeans App (it should open immediately after install), or open it from the desktop shortcut shown on the right.
  
- B. Click **“Join as Guest”** to begin.



- C. Enter the **Meeting ID** provided by the meeting organizer. You do not need to enter a passcode – leave that field blank.



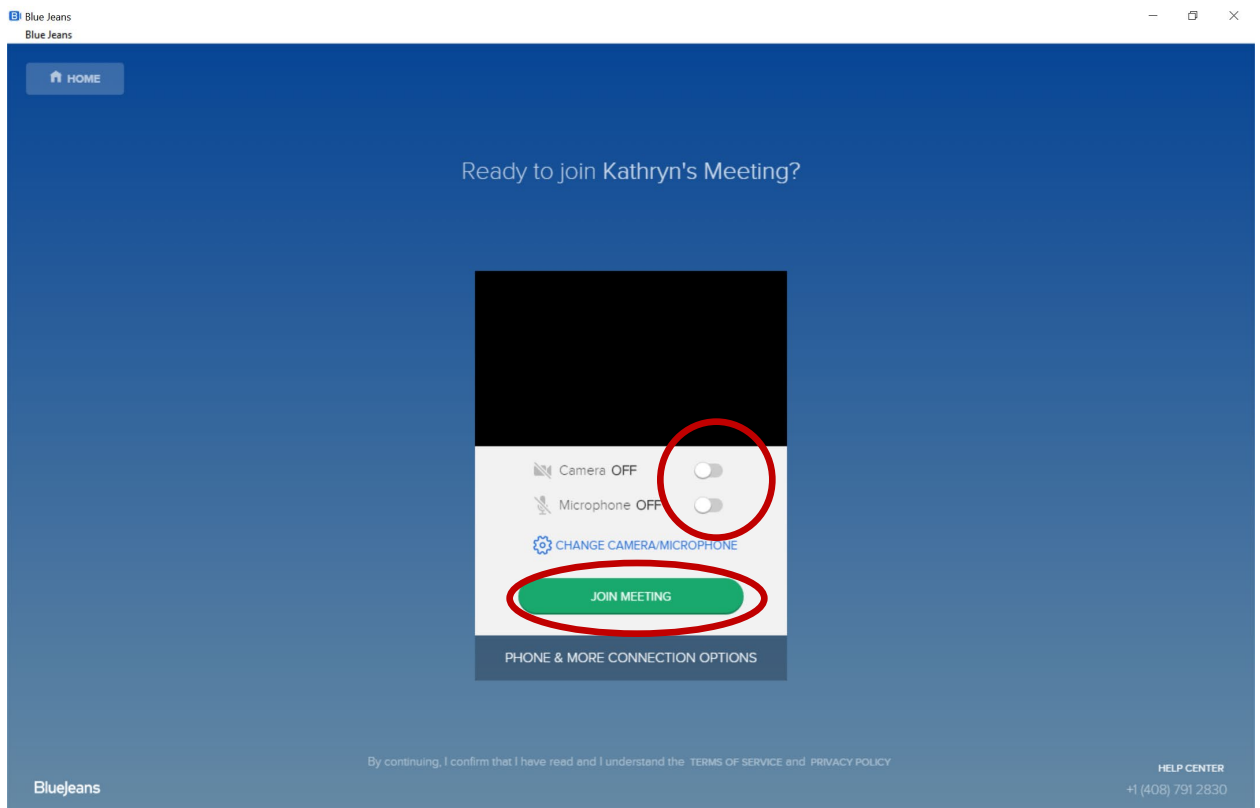
- A. When done, click **“Join Meeting”**.



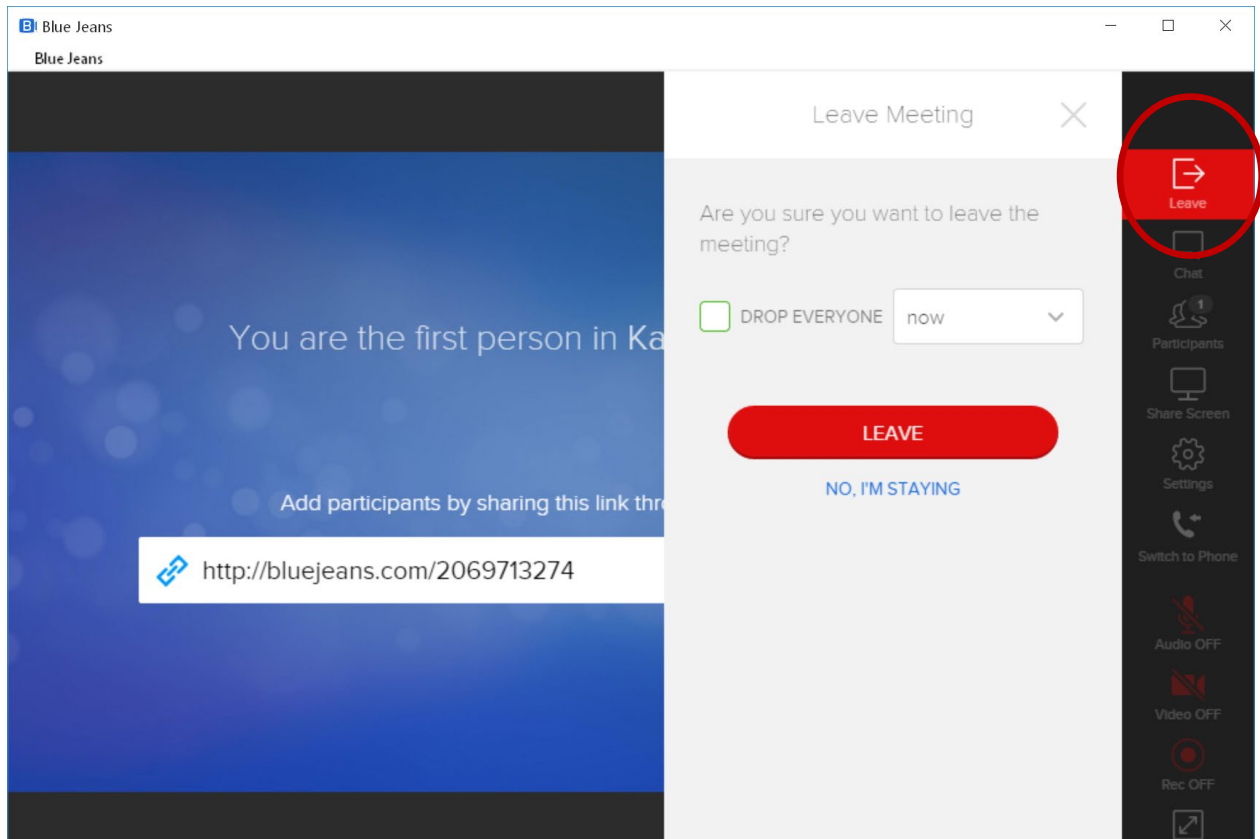
- B. Choose to toggle **OFF/ON** your camera and mic before entering the meeting. If you prefer enter the meeting with both disabled, then enable them later, you may do so from the menu after joining.

To change your device settings, click on the gear icon.

To dial-in with a phone for the audio portion of your connection, click “Phone & More Connection Options” in order to pair your phone and computer connection.



- C. When ready, click “Join Meeting”.
- D. Using the settings and menu options, adjust your mic and camera settings as needed. Participant lists and Screen sharing features are also available in the Bluejeans menu.
- E. To disconnect from the meeting, click on the red "Leave" icon on the upper right of the menu and confirm by clicking "Leave" again.



End of instructions.

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For more tips and information, please go to <https://support.bluejeans.com/>