BlueJeans: Participating in a Session

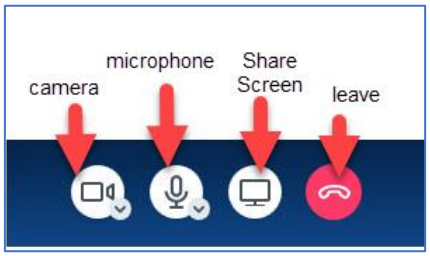
This handout shares information and tips about how to participate in a BlueJeans session

When participants are invited to a BlueJeans session they will have the option to join by clicking a **link** or calling in by **phone**. Phone option suits people who are not near a computer or don't have access to technology. Calling in by phone allows people to participate but they can only hear the meeting or class. In every invitation there should be the Vancouver toll-free phone number along with the meeting ID to allow people to join by phone.

Many people join BlueJeans meetings by the computer. Clicking on the link, included in the meeting invitation, prompts participants to download the **free BlueJeans App** or join by **browser**. The App is recommended. Using the App optimizes the experience and provides more options for interaction.

This document describes how to:

- Mute and unmute your audio and video
- Share your screen
- View and chat with participants
- Check or adjust your settings

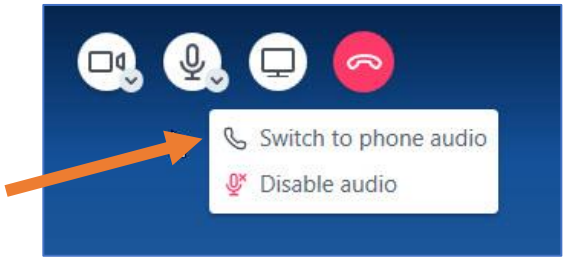


Mute and Unmute Audio/Video

At the top centre of your screen are icons that allow participants to control their **camera** and **microphone**, share their **screen** and **leave** the session.

By clicking on the camera and/or microphone icon, they can be turned off. A red circle and slash/line appears when they are turned off. This means no one will see and/or hear the participant. When a participant wishes to speak, they need to click on the microphone icon again and the slash/line will disappear.

If participants are having trouble with the audio connection or the **microphone**, switch to phone audio from the drop-down menu on the microphone icon without leaving the session.

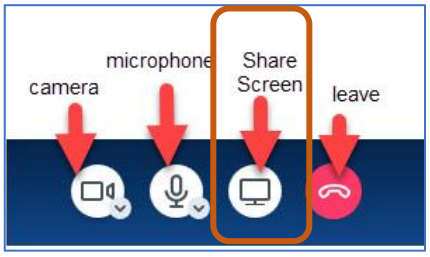


It is **good practice** for participants to **mute** the microphone when they aren't speaking. This helps other participants to more clearly hear the class or meeting.

Sometimes participants will be **automatically muted** when they enter a session. The moderator has control over how the audio and video are handled for each session and may have adjusted these settings.

Depending on how the session is set up by the **moderator**, participants' video and audio could be automatically set to 'on' upon entering a session. Be prepared for your **camera** and **microphone** to be **live** when you enter a session and be ready to quickly turn them off as a courtesy to participants.

Share Your Screen

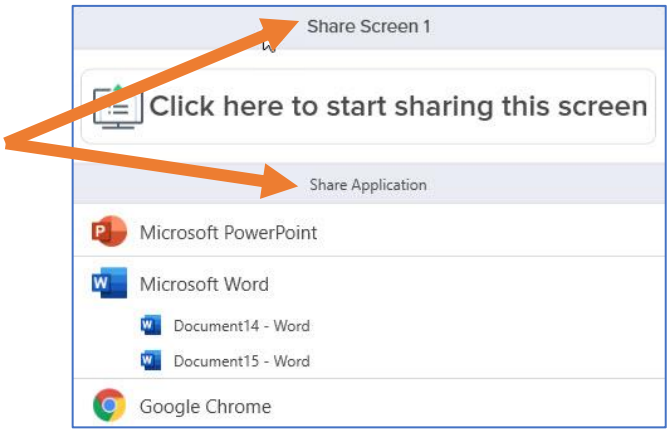


Participants can select the **screen share** icon to share applications or many applications, windows, or entire desktop with everyone in the session.

It is best to await instructions from the moderator/host of the session or class before screen sharing is begun.

Moderators may prompt participants specifically what to share.

Two Ways to Share: By Screen or Application

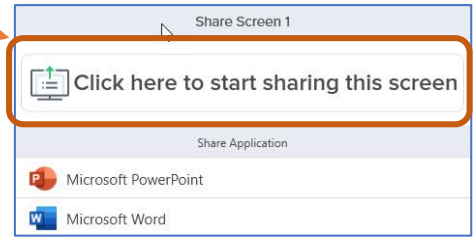


Participants have two options for sharing information from their computer – by the whole screen or by a specific application.

Sharing by clicking on the screen will provide people with an additional feature called "annotation" that allows them to 'draw' on the screen.

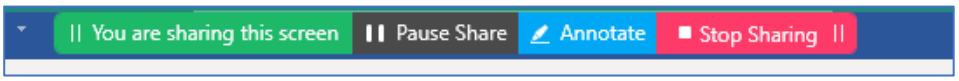
Sharing by clicking on a specific application (e.g., Word Document, Browser etc.) will provide people with no "annotation" feature.

Sharing Application by Screen (with annotation available)

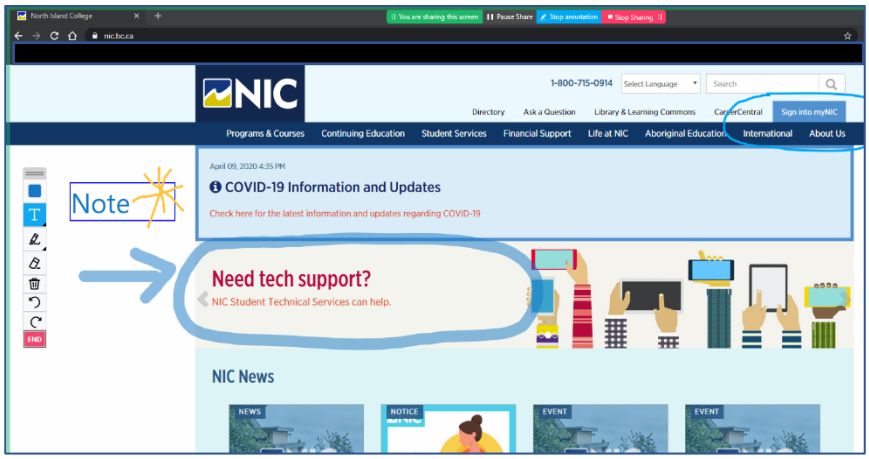


If participants want to share more than one document or file, it is best to select "**Click here to start sharing this screen**" – in this way they can toggle/switch between many applications, programs and windows.

The screen being shared will be outlined in a **green line** and will include the annotation feature in **blue segment** on the tool bar.



The Annotate feature brings up a toolbar on the left side of the screen with basic tools (pen, text, eraser, trash can) to add items to the screen for highlighting and signalling attention.

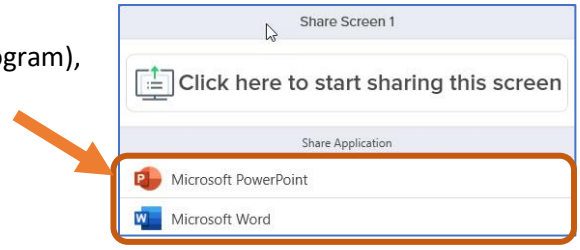


Sharing Application by Application (no annotation available)

If participants wish to just share one application (one file, one program), then they chose the application they desire.

The application being shared will be outlined in a **green line.**

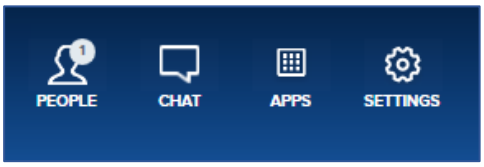
It will not include any annotation feature.



View and Chat with Participants

At the top right of the screen are four icons – **People, Chat, Apps** and **Settings.**

These icons will open panels to share options and adjust settings if necessary.

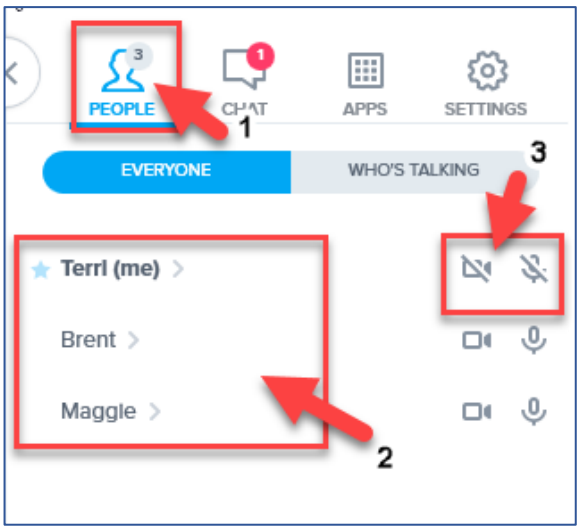


The '**People**' tab will show you who else is in the session and the status of their audio and video.

1. People tab is highlighted.

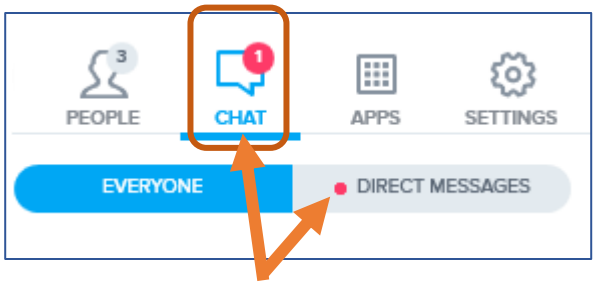
2. List of **other participants**

3. Indicators for who has **muted** audio and **no** video



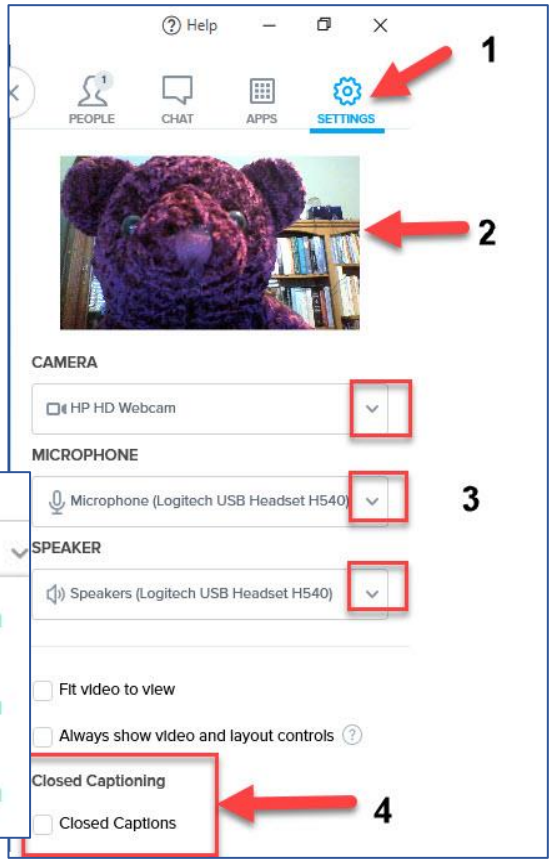
The **Chat** tab will allow participants to send messages to other participants.

A participant can message the **whole group** (everyone) or send a **direct message** to another participant.



When the **Everyone** option is **blue**, any message a participant creates will be sent to the whole group. For example, there is one **new chat message** as indicated by the **red #1** on the chat tab. This refers to a new direct message as indicated by the **red dot** in the direct messages tab. To view it, click **Direct Messages**.

Check and Adjust Your Settings



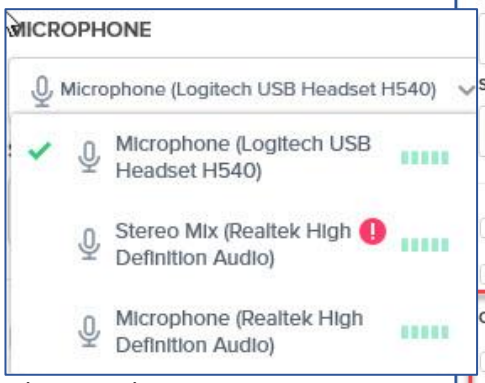
The fourth icon on the right menu is **Settings.** Here is an overview of what participants can do in the Settings tab.

1. The **Settings** tab is highlighted

2. See **camera** view even if it's muted in the room

3. Drop down **menus** for selecting correct microphone, camera, and speakers

- If you're having trouble with your audio/video equipment, click the drop-down menus to see if you have options to switch a device.

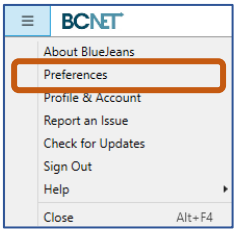


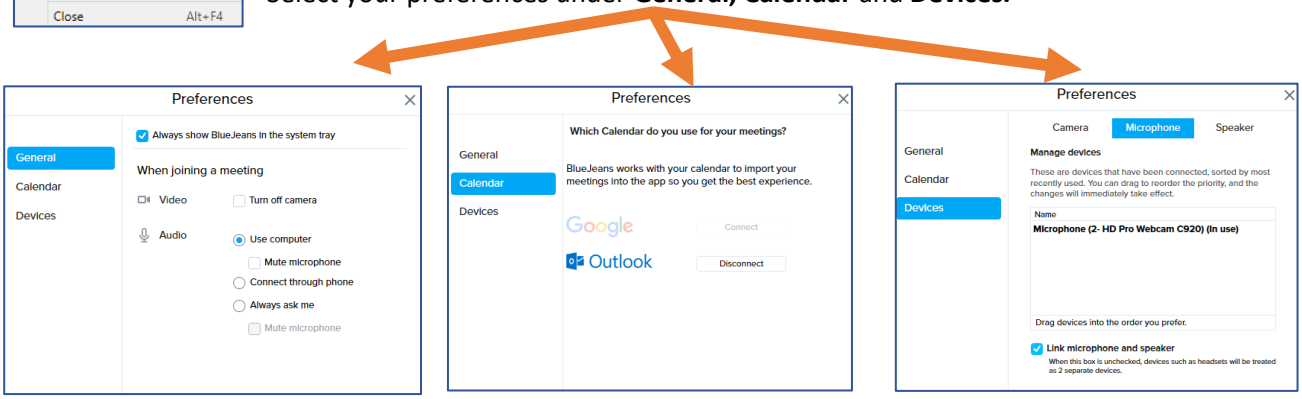
- Sometimes your default setting will not be the item you are using.

- E.g., when there is a microphone in the computer and in a headset, BlueJeans may default to the **wrong** one. You can change that in this menu.

4. Turn **on/off** Closed Captioning.

Preferences



From your Windows PC (screenshot example) click the hamburger icon (three lines) and follow it down to the Preferences menu (for a Mac, click BlueJeans to the right of the Apple icon).

Select your preferences under **General, Calendar** and **Devices.**