Welcome to

BLUEJEANS

This guide will show students where to find the BlueJeans app and how to use it.

What is BlueJeans?

BlueJeans is a video and audio web conferencing platform that can be used on any device. Depending on your device, there may be different ways to download and access BlueJeans.

Android and iOS

If students want to access BlueJeans via mobile device, they have the option to download the app. Refer to **Page 2** for Android or iOS instructions.

PC and the Web

If students have a PC, they can either download the desktop application or use BlueJeans via web browser. Refer to **page 3** for PC and web instructions.
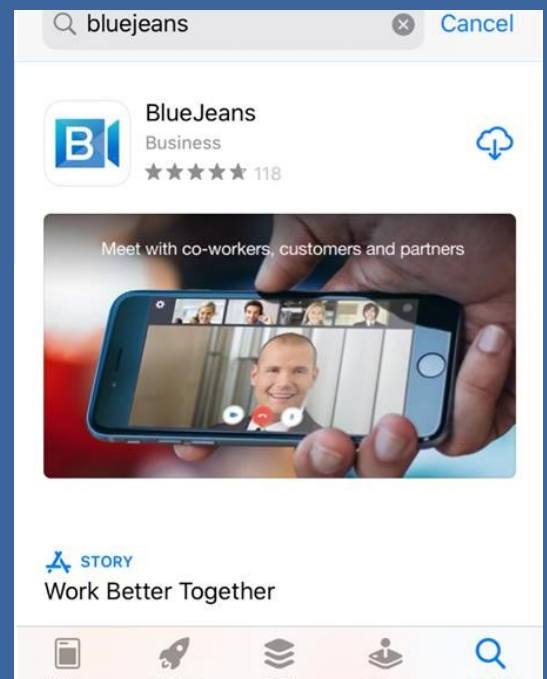
BlueJeans
ANDROID AND IOS

BlueJeans is easy to find and install using mobile devices that use Android and iOS, including smartphones and tablets. Make sure that that there is enough space on the device to install the app.
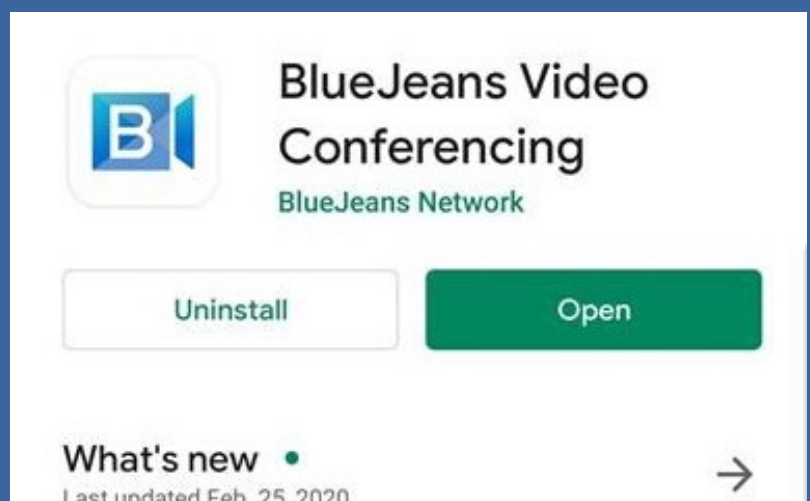
iOS

Go to the App Store and search for "Bluejeans". Download the app. Refer to picture on the right for what this looks like.

Android

Go to the Google Play Store and search for "Bluejeans". Download the app. Refer to picture on the bottom right for what this looks like.
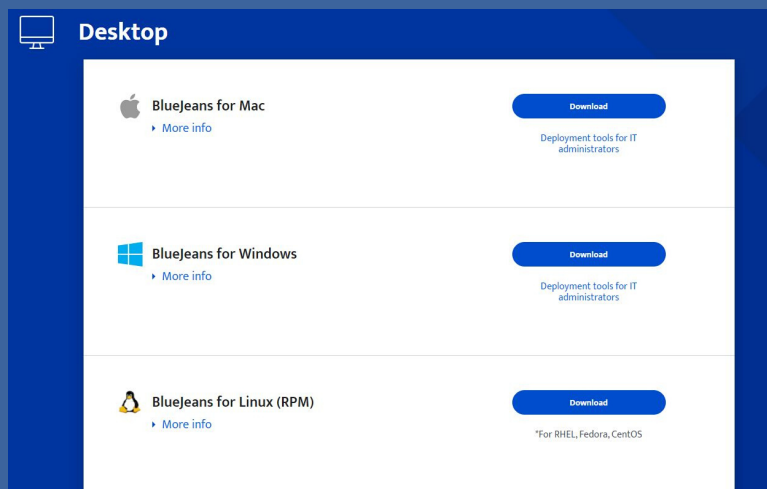
BlueJeans
PC AND THE WEB

If students are looking to use Bluejeans using a PC or laptop, they will be able to access it in two different ways:

1. Download and install the desktop app

OR

2. Open Bluejeans in a web browser using a meeting link

Keep in mind that using the app will provide the best experience possible.

Visit the Bluejeans downloads page at https://www.bluejeans.com/downloads and download the app for the appropriate operating system

If students choose to access BlueJeans through a browser, they may need to install browser add-ons for BlueJeans to function properly!
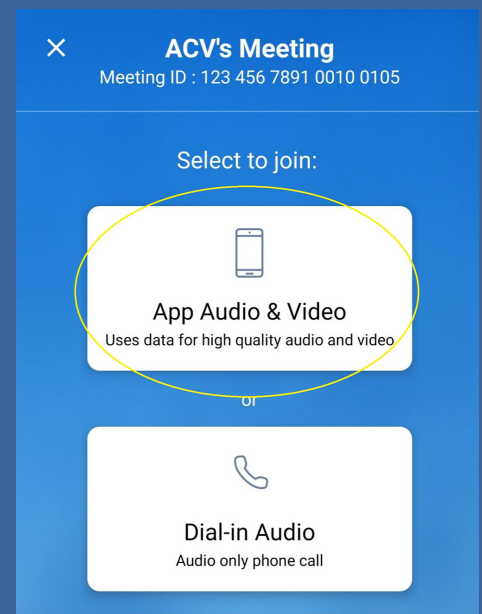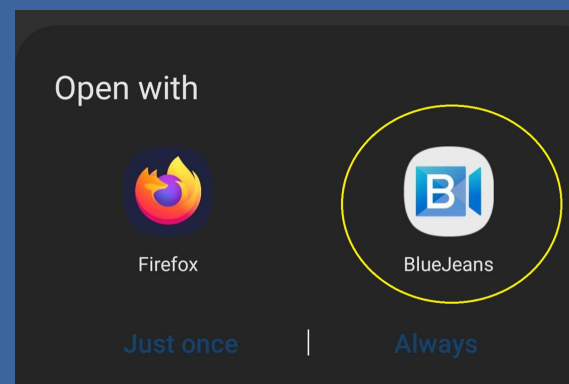
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JOINING A MEETING

Once the BlueJeans app has been installed, students will be able to join a meeting. This is how students will be attending a lecture that is being hosted by their instructor.

Steps to Joining a Meeting

1. Go to the appropriate course **Canvas** page. The link for the meeting will be posted there. Following the link will open BlueJeans if the app has been installed.

2. The app will ask for device permissions to use the microphone and camera. Make sure to allow the app to use both.

3. When the BlueJeans app opens, select **App Audio & Video** to join the meeting

4. Students will have to enter a name for ID purposes. Students should use their first name and student number only so they can easily be identified by the instructor.
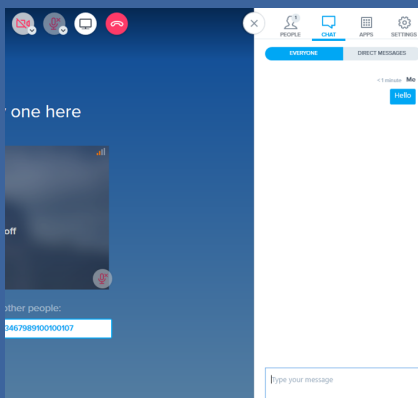
ex. First Name (Student Number)

BlueJeans

HOW TO USE THE MEETING ROOM

Once in a meeting, there a few functions that a student can use. Here's an explanation of what those functions are:

Microphone, Camera, and End Call

These buttons control the camera and microphone settings. These may be turned off by default by the instructor. It is best to keep these turned off for the duration of the lecture. The red button with the phone will end your connection to the meeting.
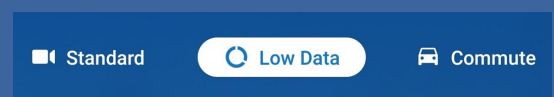
Chat

The chat button opens a chat feed that can be viewed by everyone in the meeting. Questions to the instructor can be posted here.

Low Data Mode

This function is available to mobile users. If the connection to a meeting is slow, low data mode can be selected to allow only incoming video & audio and improve user connection.

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ETIQUETTE

Remember that being part of meeting online should be treated the same way as attending a lecture in-person.

Follow these rules on BlueJeans etiquette to ensure that students and instructors have an optimal experience:

- **Don't share audio** - Make sure the microphone is muted in app.
- **Don't share video** - Make to keep your camera off in app.\
- **Only use chat for questions** - Group chat is available for use but please make sure that it is only used only used for relevant questions regarding the lecture.
- **Use appropriate language** - If the chat is used for questions, only appriopriate language should be used.

An instructor can choose to remove a student from the meeting if they are not following these rules or distrupting the lecture.