

# HOW TO USE BLUEJEANS AS A MODERATOR

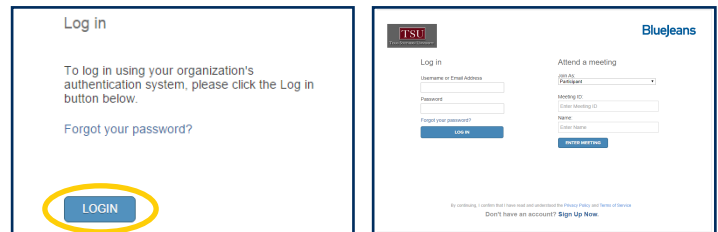
**PLEASE USE GOOGLE CHROME OR MOZILLA FIREFOX FOR BEST RESULTS**

YOU MAY BE PROMPTED TO INSTALL OR ALLOW PLUGINS ONCE THE APPLICATION HAS STARTED

FOR ASSISTANCE CALL  
Blue Jeans 24/7 Support Call (866) 613-4030

## LOGGING INTO BLUE JEANS

- (1) Go to <https://tsu.bluejeans.com>
- (2) Click the login button located on the left side of the screen
- (3) Enter Login ID and password on the web login page

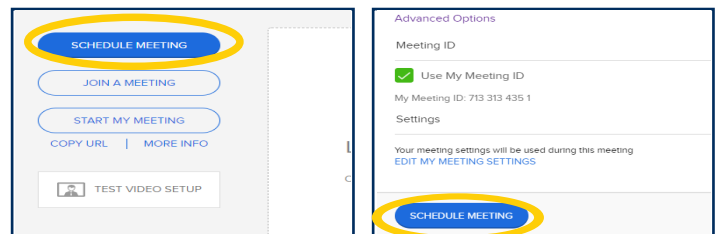


## SCHEDULING OR STARTING A MEETING

### Schedule a Meeting

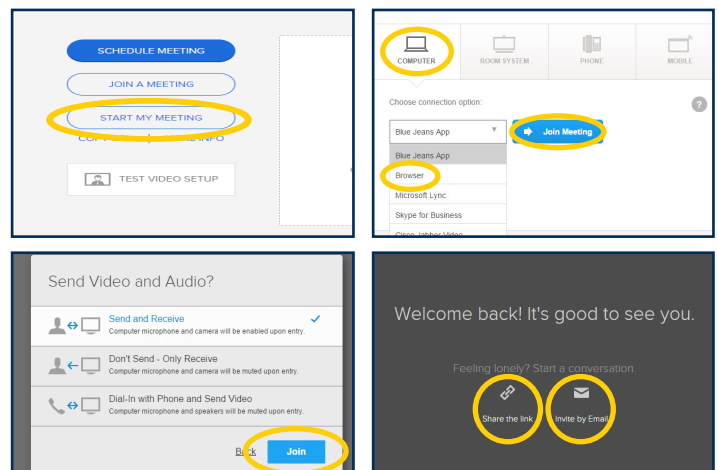
- (1) Click "schedule meeting" on the left of the page
- (2) Fill in meeting info form on the right side of page
- (3) Once the form is completed click the schedule button at the bottom right of the page

Once completed all invited guests will receive an email with meeting information and a link to login. The meeting will also appear in your upcoming meetings on the main page.



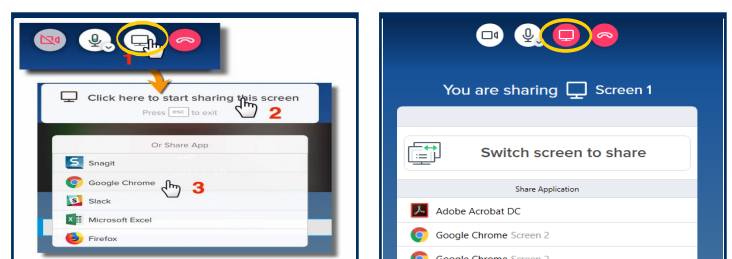
### Start My Meeting

- (1) Click "start my meeting" on the left of the page
- (2) Select what device you are using from the tabs at the top  
(Ex: computer, room system, etc.)
- (3) Select a connection option from the drop-down  
(Ex: Browser, Blue Jeans app, etc.)
- (4) The meeting will open and a prompt will ask if you want to send audio and video, select from the options and hit the join button
- (5) Use the buttons in the center screen to invite guests by email or send a link directly



## SHARING YOUR SCREEN

- (1) Select the white "share screen..." button on the bottom right
- (2) Either select the screen or the individual program you want to share then select "share"
- (3) When you are done sharing select the red "stop sharing" button



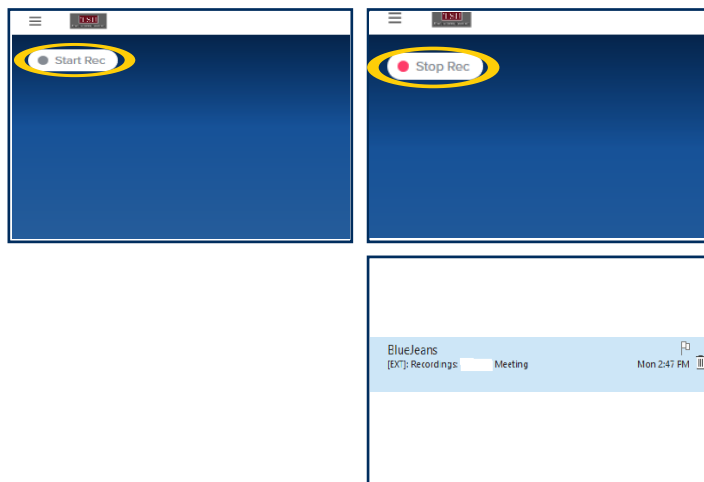
## RECORDING YOUR SESSION

- (1) Click the white circle in the top left hand the share screen button on the right to start recording

When the program is recording both you and your guest will see a blinking red circle in the top right of your video section.

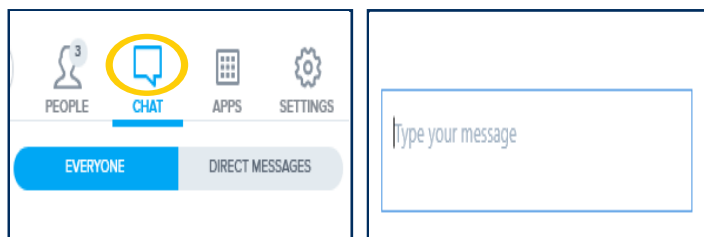
- (3) When you are done click the red circle a second time to stop the recording

(4) click the stop button on the prompt that appears  
You will receive an email when your recording is available to view, you can also access all recordings in the recording tabs at the top of the page.



## USING THE CHAT

- (1) Select the word bubble tab on the top right above your own video preview
- (2) Type your message at the bottom where it says "Type here..."
- (3) Hit enter to send the message

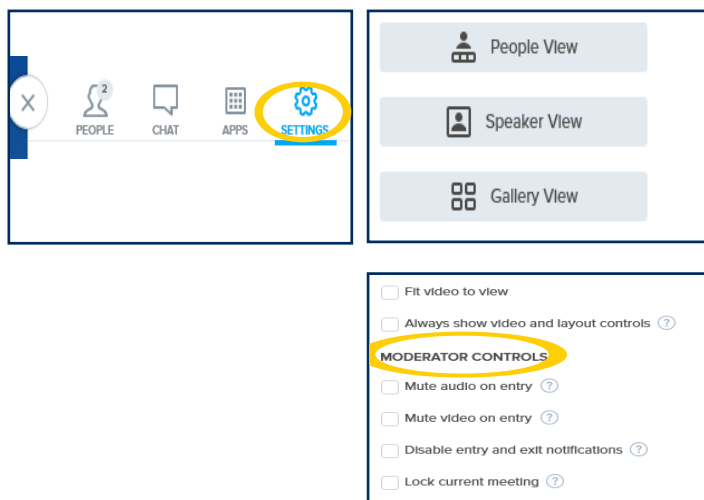


## USING MODERATOR CONTROLS

- (1) Click the settings button under the share screen button to the right to access moderator controls

**Moderator controls allows for the following options:**

- (1) Choose the layout of the video display
- (2) Mute or unmute all guest microphones
- (3) Silent Participant entry mode
- (4) Mute all participants on entry
- (5) Lock Meeting



## END YOUR MEETINGS

- (1) Click the red phone to exit the meeting

**Moderator controls allows for the following options:**

- (1) Click the check box to drop everyone from the meeting.
- (2) To logout of the meeting click the Leave Meeting button located to the right of the screen share button.

