

Tips for Creating Secure BlueJeans Sessions

These tips are for anyone wanting to create secure sessions using BlueJeans

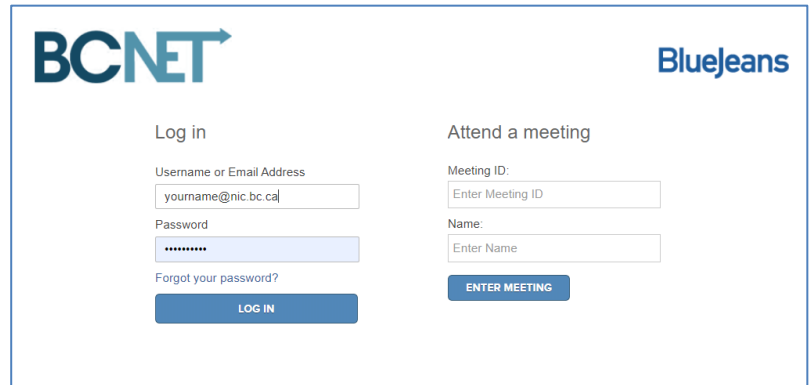
The dramatic growth in the use of the Internet and online tools for holding meetings and classes has increased the need to ensure that our connections with students and colleagues are secure. There are a couple of ways you can do this when using BlueJeans.

There are two ways of making your sessions secure:

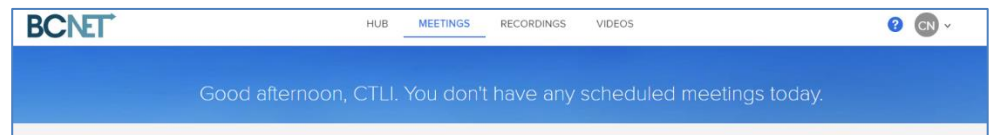
1. Add a passcode when scheduling the session;
2. Locking the session once it is in progress.

1. Adding a passcode

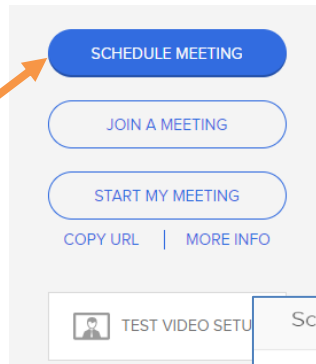
Log in to your account at:
<https://bcnet.bluejeans.com/>



You will see the main screen for BlueJeans through the BCNET portal.



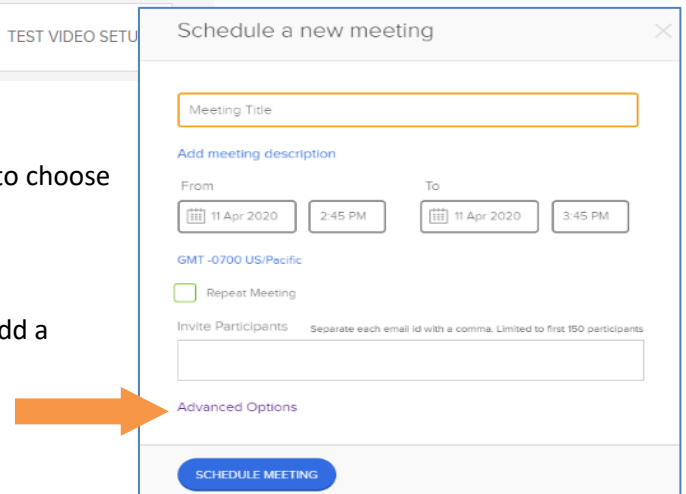
Click on **Schedule Meeting** button.



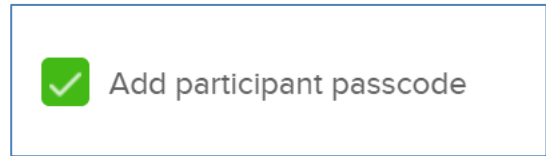
The following box will pop up.

Schedule your meeting as usual, clicking the calendar to choose the date and the time.

Click on **Advanced Options** to bring up the option to add a passcode.

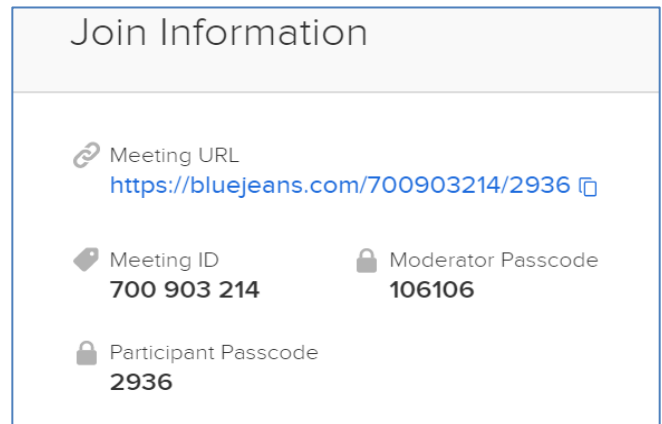


Check (✓) the **Add participant passcode** box, then schedule the meeting as normal, by clicking on the blue **Schedule Meeting** button.



The URL generated for a meeting with **Add participant passcode** enabled, will include an extra 4 digits at the end of the URL. You can either:

- Send this complete URL to participants, along with the meeting ID and passcode;
- Send the URL **minus the last 4 digits** to participants in one email along with the meeting ID, and then the passcode in a separate email, indicating that participants will have to add the passcode when requested, in order to be able to join the meeting (e.g., in the case below, the URL minus the last 4 digits would be <http://bluejeans.com/700903214> and the separate passcode would be 2936).



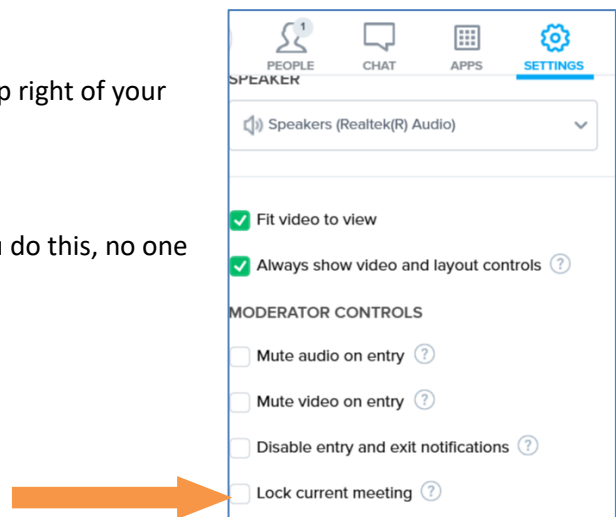
If someone tries to join the meeting without the passcode, they will get the following message:



2. **Locking the session**

When you are in the session move your cursor to the top right of your screen and click on **Settings**, so it is highlighted in blue.

Check (✓) the **Lock current meeting** box. As soon as you do this, no one new will be able to enter the meeting.



If someone does try to enter, they will get the following error message:

The meeting is locked. You cannot join this meeting until the moderator unlocks the meeting.

GOT IT!

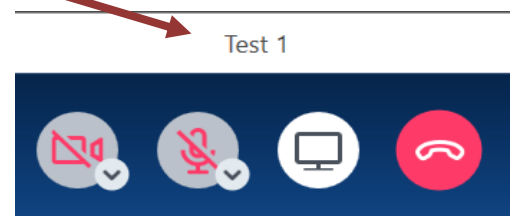
As a moderator, once you are in a session, you can also 'lock' the meeting by clicking on the padlock icon, visible in the top left of your screen under the BCNET symbol. The padlock will change colour from black to red.



To unlock the meeting, click on the red padlock and the meeting will then become unlocked.



For added security, the Meeting ID no longer shows up at the top of the screen when you are in a session; instead, the name of the meeting / class will appear.



Additional Information

- Do not share meeting URLs, meeting IDs or passcodes on social media;
- Ensure you also tell students / colleagues not to share meeting URLs / IDs / passcodes with anyone who should not be attending the session;
- Only give 'moderator' access to select individuals (not an entire class of students);
- Where possible, send meeting information using NIC email addresses or through Blackboard Learn;
- Encourage students to use their NIC email account and explain how important that is for security;
- **Remember that if you lock a meeting / class once it is in session, anyone who loses connection cannot get back into the meeting / class, unless you unlock the meeting.**