

Tips for Scheduling BlueJeans Sessions

These tips are for anyone wanting to schedule a meeting or class using BlueJeans

1. Inquire about Student Technology

Check with your students about their access to technology and the best ways to connect with them. Some may only have a mobile phone with weak reception. Some may not have Internet at their home or suitable access. Assuming they have good access to the Internet and a device with which do to so, let them know that BlueJeans works best if they download a free **BlueJeans App** from: <https://www.bluejeans.com/downloads>. To join a meeting invitation, they do not need to have their own BlueJeans Account.

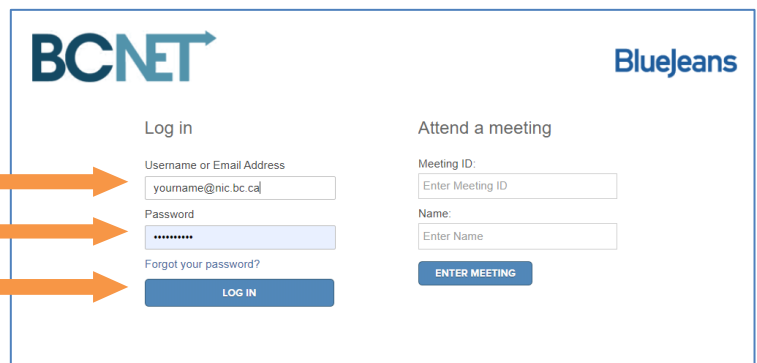
2. Instructors Need an Account

Instructors require a BlueJeans account to schedule and host online classes, office hours, meetings etc. If you do not have a BlueJeans account, request one by emailing helpdesk@nic.bc.ca. Depending on the volume of requests coming in, you will usually have an account within a couple of days. Download the BlueJeans App <https://www.bluejeans.com/downloads> on whatever device you plan on using.

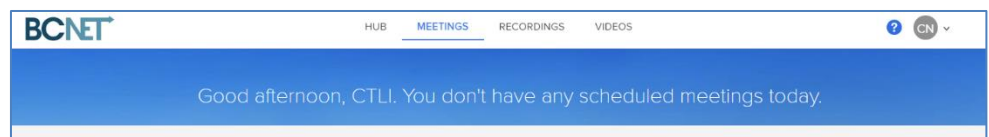
3. Access Your Scheduling Area via Website

Once you have been provisioned an account log in to your account at: <https://bcnet.bluejeans.com/>

If this is your first time, you will use the temporary password **Change12345** and then will be prompted to change it upon clicking the Log In button. Use your password.

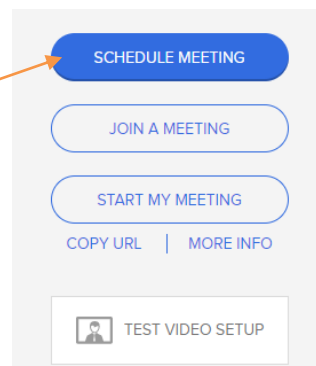


You will then see the main screen for BlueJeans through the BCNET portal



It is through this page you can schedule meetings, see your recordings and test your video set up.

Click on **Schedule Meeting** button.



The following box will pop up. Give the meeting a title.

If you want to add something to the meeting as a reminder of what the session is about, click on **Add meeting description**. This is optional

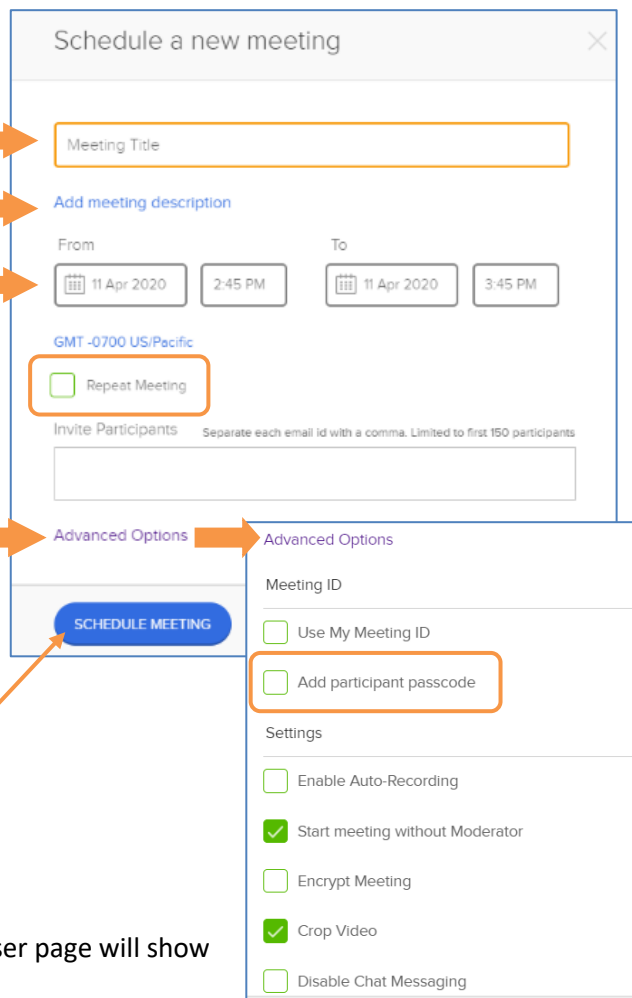
Click the calendar to choose the date and the time.
If you want to repeat the meeting at the same time every day (or every other day, every week) click on the “repeat meeting” checkbox to allow the same meeting ID to be used for all repeating meetings.

Do NOT write anything in the ‘Invite Participants’ box.

Click on **Advanced Options** if you want to add a participant passcode. Putting a passcode on a meeting helps keep out others you don’t want to join your meeting if they see the meeting ID. Make sure you tell your students/participants the passcode in a separate email etc.

Click blue button at bottom of window: **Schedule Meeting**

A new box will appear with a green tick inside a circle. Your browser page will show your scheduled meeting.

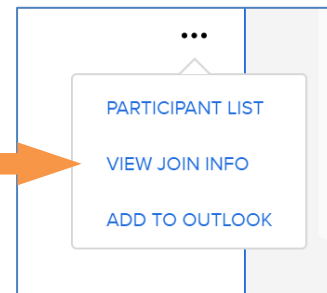


4. Send Invitation

Hold your cursor in the right-hand side of the box of your scheduled meeting and three black dots will appear, along with a drop-down menu with three options: **Participant list, View Join Info, Add to outlook.**

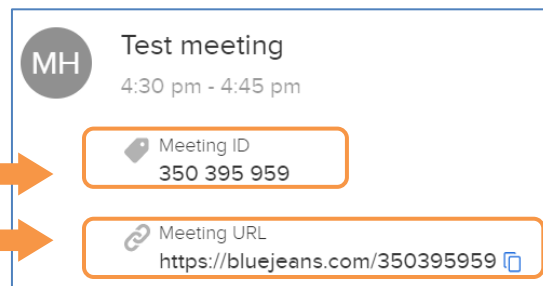
Click on **View join Info**

This will provide the URL for the meeting, along with the meeting ID.



Copy the **Meeting ID** and **Meeting URL**

Include this copied information in an email or Outlook Meeting Invitation and send to the person / people you wish to invite.



Use the sample template email below:

North Island College BlueJeans Virtual Meeting Information

Introduction: North Island College has joined a provincial license for BlueJeans web and video conferencing platform hosted by BCNET. A virtual gathering (meeting, class, session) has been scheduled and the connection details are provided below. You are encouraged to [download the BlueJeans application/app](#) via the link below on the downloads page to have a better connection experience. A little software application will be installed on your laptop, desktop, cell phone or computer through which you will connect to this gathering. You can also join the gathering via a toll-free phone number as per below. For better connections, turn off all other Internet sharing services, streaming video, and applications using the Internet while attending this virtual gathering.

Technology Required: You'll need a headset with a microphone or a webcam/with microphone and speakers. Or you can join using your mobile phone. You can also join a meeting by using a phone number to dial in with the meeting ID. You do not need to have a video camera, but you do need at least a way to join via audio (phone or microphone on computer/cell phone). [More on System Requirements](#)

Meeting URL



Copy the **URL** of the meeting you created in BlueJeans website here

Meeting ID



Copy the **Meeting ID** (numbers in the URL) here

- **Dial in from a phone:** +1.778.807.4955 (Vancouver, Canada) – toll-free, enter the meeting ID followed by #
- **Help:** See BlueJeans Support Site: <https://support.bluejeans.com/s/>
- **BlueJeans App for Best Connectivity:** BlueJeans App with a short download/install at <https://www.bluejeans.com/downloads>
- **Tips for Better Audio and Video:** Be on a wired connection, close all other programs/apps on your computer using the Internet, have others in house pause streaming services (e.g., Netflix) or gaming programs, schedule meetings at off-peak times, turn off your video and just have an audio-only call etc. – so that the

Additional Information

- If you are in the **BlueJeans App** you can access your bcnet.bluejeans.com website for scheduling via the **calendar icon** on the left side. This icon opens your browser to direct you to your log in page.
- Participants can join the meeting ahead of time, even if you have not yet logged into the meeting.
- We **DO NOT recommend** using the “Add Participants” feature in BlueJeans for scheduling as the system sends additional and inaccurate information to participants (e.g., the toll-free number isn't correct in the BlueJeans information) and it isn't easy to track if people have received the invite. Use the template provided above.
- If you or any of your participants get ‘cut off,’ they can log back into the meeting with the meeting ID or URL.
- If you have problems connecting, check that you have closed other browsers on your device and where possible, stop / limit use of the Internet connection by other users.
- See handout: ‘Tips for Getting Optimal Connections for Audio and Video’ for best internet connectivity

