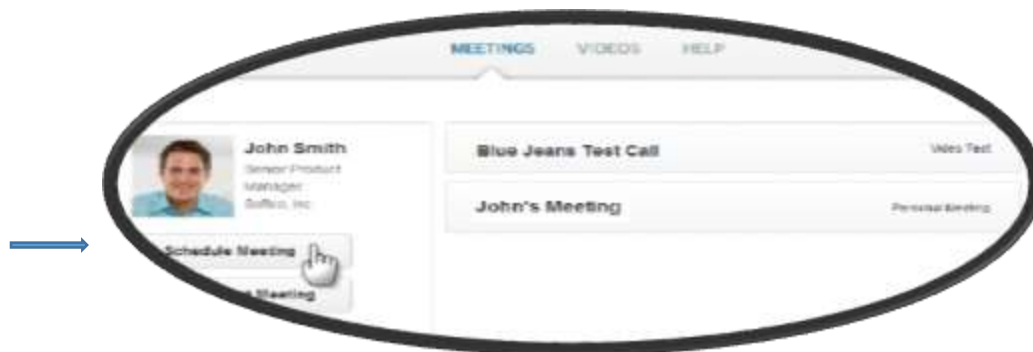


## INSTRUCTION GUIDE TO BLUEJEANS

Here is a simple guide on how to use BlueJeans services at Northeastern University.

Blue jeans is a cloud-based video conferencing and content sharing service that offers interoperability with multiple platforms. It allows you to collaborate via Audio as well as video with anyone around the world.

- For access, got to [northeastern.bluejeans.com](http://northeastern.bluejeans.com) and click on access now.
- Log in with your MyNeu account credentials and you can start off with joining an instant meeting, scheduling a meeting or attending a meeting.
- Once you log in, click on Schedule meeting to set up a meeting and you will be the moderator of the meeting. You will be prompted to enter the details of the meeting and also to select the advanced meeting options like mute all participants, publish meeting, record the meeting etc. Choose the options and click on schedule meeting.



- Participants receive the meeting invites in their mailbox which will be added to their calendar.

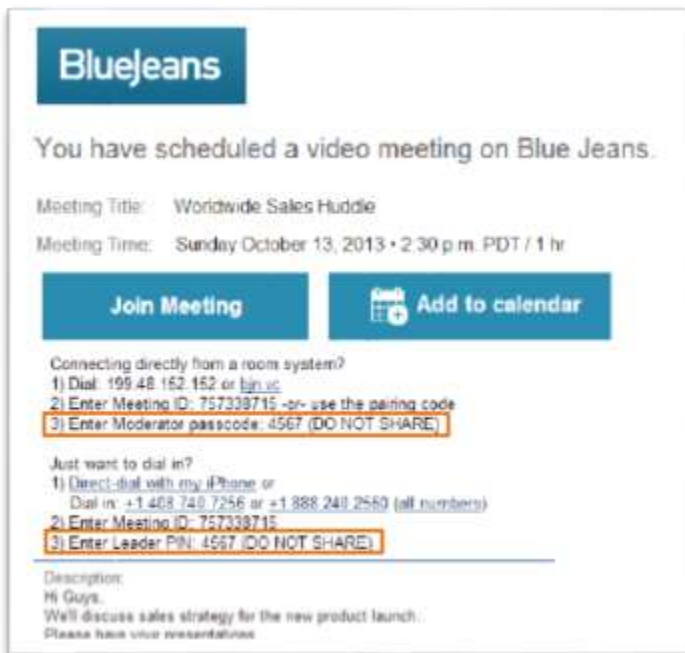


## INSTRUCTION GUIDE TO BLUEJEANS

- You can also join the meeting as a participant through invitation or by entering the meeting ID and Name on the BlueJeans login page.



- The Moderator receives a similar mail which has a moderator pin. This PIN is required to start the meeting. All participants will be on hold unless the moderator joins. Moderator's PIN can also be found under Accounts -> Room Settings.



- When it's meeting time the moderator can log into His/her account, click on the scheduled meeting bar and start the meeting or simply join the meeting through the mail received to the moderator in the mailbox.

