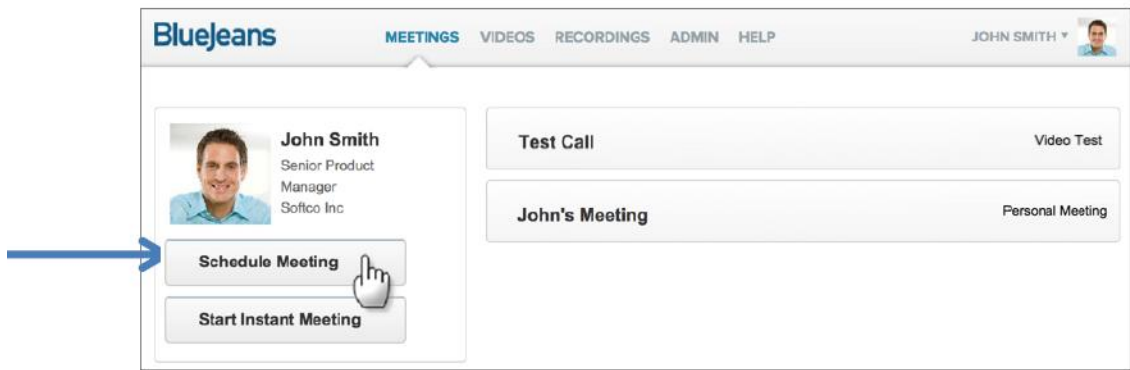


Spelman College MIT Division is leveraging Blue Jeans Conferencing Solution to change the way that students learn and faculty members collaborate. Through innovative uses of video conferencing and collaboration technology, we are creating countless educational opportunities that weren't previously possible.

Scheduling Meetings – takes just seconds!

1. First, log into your account, at bluejeans.com/login.
 - a. For credentials, please use the MIT Request form and a member of ITDS Team will supply this information.
2. Landing in your Meetings room, click the Schedule Meeting button.



3.

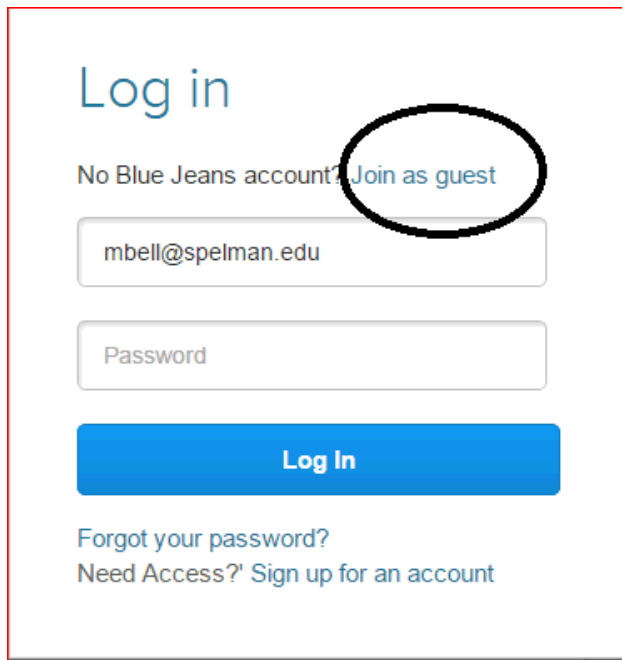
| | |
|---|--|
| <p>Enter meeting details and click to Schedule.</p> <p>A. Meeting Title (displayed in the waiting- for-meeting-to-begin welcome panel)</p> <p>B. Date/Time</p> <p>C. Repeat Meeting? * (daily, weekly or monthly)</p> <p>D. Choose to use your Personal ID, or, a unique, one-time 9 digit Scheduled ID.</p> <p>E. Add participant passcode (more secure)</p> <p>F. Email invitations * (addresses entered in the past will “auto-complete”)</p> <p>G. Check to disable entry tone</p> <p>H. Message included in invite email *</p> <p>I. Advanced Meeting Options * (see next three pages)</p> | <div style="border: 2px solid black; padding: 10px;"> <h3>Schedule Meeting</h3> <p>Meeting Title: <input type="text" value="Worldwide Sales Huddle"/></p> <hr/> <p>Meeting Timezone: <input type="text" value="GMT-0800 US/Pacific"/></p> <p>Start: <input type="text" value="Mon, Jun 22, 2015"/> <input type="text" value="2 : 30"/> <input type="text" value="PM"/></p> <p>End: <input type="text" value="Mon, Jun 22, 2015"/> <input type="text" value="3 : 30"/> <input type="text" value="PM"/></p> <p><input type="checkbox"/> Repeat Meeting</p> <hr/> <p>Meeting ID: <input checked="" type="checkbox"/> Use One-time Meeting Id Personal Meeting ID : 2145551234</p> <p><input type="checkbox"/> Add Participant Passcode</p> <hr/> <p>Invite Participants (Optional): <input type="text" value="bob@softcoinc.com, betty@softcoinc.com, ralph@softcoinc.com"/></p> <p><input type="checkbox"/> Silent Participant Entry Mode</p> <hr/> <p>Message (Optional) : <input type="text" value="Hi Guys, We'll discuss sales strategy for the new product launch. Please have your presentations ready for screen sharing. Thanks."/></p> <p>Advanced Meeting Options <input type="button" value="Cancel"/> <input type="button" value="Schedule"/></p> </div> |
|---|--|

You may use this sample script to send to your participants after you have scheduled your meeting, be sure to replace MeetingID with the appropriate MeetingID from your scheduled meeting.

Instructions for participants:

To join Bluejeans, You can use your computer with webcam or simply dial in using any touch-tone telephone(audio only):

| | |
|-------------------------------|---|
| <u>By Web Browser</u> | Visit the following web address: https://bluejeans.com/MeetingID/browser |
| <u>By Telephone</u> | 1) +1 408 740 7256 +1 888 240 2560 (US Toll Free) +1 408 317 9253 (Alternate Number) 2) Enter Meeting ID: MeetingID |
| <u>By Room System:</u> | If your using a Polycom, Lifesize, Tanberg or other room system please see the Host so they send you the proper information. |



Log in

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Log In

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