JOINING A BLUE JEANS MEETING FROM SKYPE



on your PC or Mac computer

- **STEP 1** Sign into Skype on your computer.
- STEP 2 Click the Skype link in the Blue Jeans email invite to join the meeting.
- STEP 3 Click the Join Meeting button from your meeting page. Click OK when prompted to make a call.

| COMPUTER | ROOM SYSTEM | PHONE | MOBILE | | | | |
|---|---------------------------------|-------------------------------------|-----------|--|--|--|--|
| | | | | | | | |
| Choose connection option: ? Skype Join Meeting | | | | | | | |
| To connect to the mee | eting, the latest version of SI | cype must be installed and l | ogged in. | | | | |

STEP 4 Skype will make a call to Blue Jeans Network. Click OK to complete the call.

| Start ca | II | | x | |
|----------|---|-------------------|-------|--|
| | You are abou | t to make a call. | | |
| | You are about to make a call to bluejeans.891-843-8569. Do you want to go ahead? | | | |
| Do no | t ask me again | | incel | |

| Skype | Contacts | Conversation Call | View Tools | Help Your video wa Check how you loo (See my video) (| r ks! k on video or Ignore | just go ahead | and make a video o | call to a friend | | 2 🛞 |
|-------|----------|-------------------|------------|--|---|---------------|---------------------|------------------|----|-----|
| | | B | Blue Jee | ans wants to sh | ow video. | Accept all | P videos on this | Advertisemer | E | |
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STEP 5 Once the call has completed, click the green Accept button to being showing video.

NEED HELP?

Contact Blue Jeans Tech Support at support@bluejeans.com or (408)791-2830.

SHARING CONTENT AND PRESENTATIONS FROM SKYPE



on your PC or Mac computer

STEP 1 Once you are in your Blue Jeans meeting via Skype, click the Skype (+) menu icon.

STEP 2 Select "Share Screens."

STEP 3 Click the Start button when you're ready to share. The screen layout will automatically change to a presentation-friendly mode.

STEP 4 Message appears, announcing who is sharing.



Note: You will not be able to share screens when using Skype from a mobile device (iPhone, iPad, Android)

NEED HELP?

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