

Using BlueJeans

Access the app

1. Go to the applicable store:*

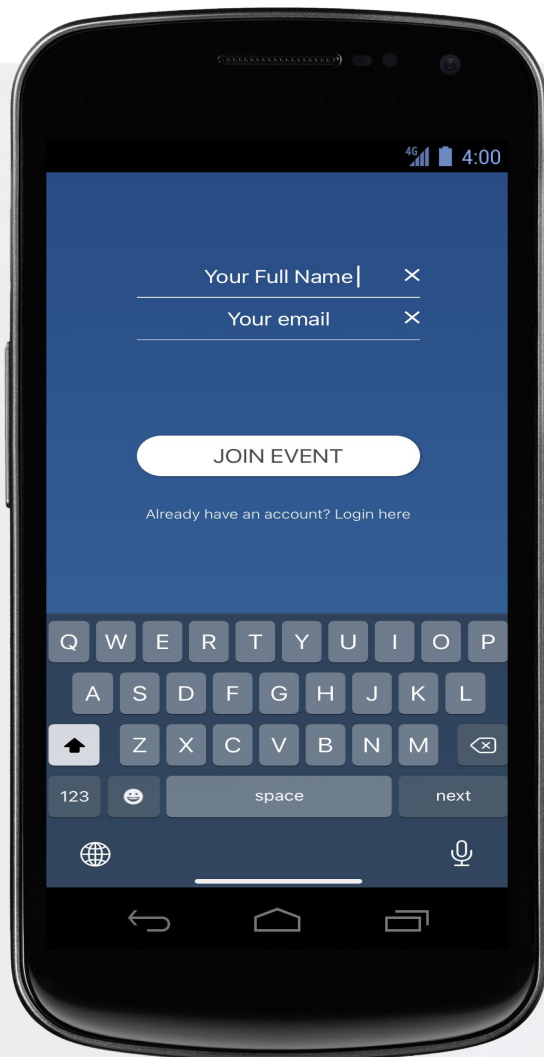
iOS devices: App Store

Android devices: Play Store

**If using a Blackberry or Windows phone, please use the web version of the app found here: <https://www.bluejeans.com/>*

2. Install the app. In your app store, search for **BlueJeans Video Conferencing**. Once you've found the app (see example to the right), tap **Get**, **Download**, or **Install**.

3. Access BlueJeans. Click the new BlueJeans icon on your homescreen and follow the log-in instructions below.



Log into the meeting

1. Enter your name and email address in the displayed fields (see example on the left). Your name will be displayed publicly so please use your full name. Your email address will not be displayed.

2. Tap Join Event to enter the meeting.

3. Proceed to the Presenting Comment instructions on the next page.

Note: Not all Android phones are the same. These directions walk you through the most common operating system, Android 5.0.

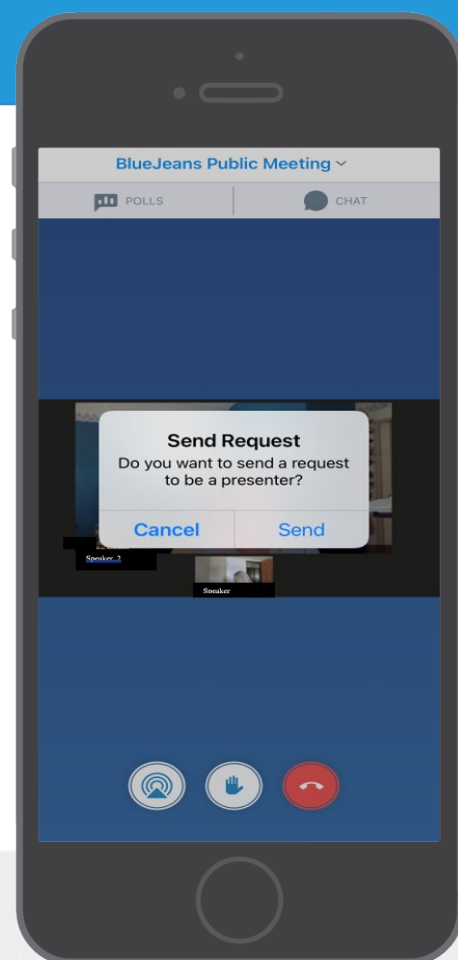


Presenting Comment

1. Stay on mute. Once you've joined, you will be able to see and hear the meeting in progress; however, you will be **muted, and video will be off**. Please do *not* unmute yourself—the moderator will unmute you when it's your turn to speak. *Please do not leave the meeting or you will lose your place in the queue.*

2. Let us know you want to speak. When you're ready to speak, please select the **hand icon**. You will receive the message: **Send Request: Do you want to send a request to be a presenter?** (see example on the right). Press **Send**. When it is your turn, the moderator will admit you into the speaker room, introduce you, and unmute you to speak. **If you choose not to speak, do not select the hand raise feature.**

Note: Comments provided will be listen-only (working group members will not respond to comments); however, all comments will be used to inform recommendations.



Speaking

1. Time Delay. There may be a delay between mobile devices as you're being moved to the speaker room. Please do not leave the meeting while you are being connected (you may hear music as you connect).

2. Time allotted. Each speaker will have **two minutes to provide comment**. A warning will be given as time is coming to a close. If you exceed the three minutes, the moderator will remove you from the speaker room and bring in the next speaker (you will remain in the meeting as an attendee).

Note: If a pop-up message appears on your phone indicating Low Bandwidth, please **do not** select it—this will remove your picture from view and create confusion.

3. Finish speaking and wait. When you are finished speaking, the moderator will move you from the speaker room and place you back into the meeting as an Attendee where you will be able to hear and see the remainder of the meeting.

