

## Preparing for a BlueJeans meeting – some tips



### Audio

- Please make sure to use a headset and place the microphone close to your mouth.
- When joining a meeting, your microphone is automatically muted. Please always remain on mute unless invited to talk.
- Choose a calm and quiet location to join the meeting and when unmuted, please avoid any activities that can create a background noise (e.g. typing on a keyboard, moving a chair or documents, etc).
- Please dial in by phone to the meeting in case you experience problems with your microphone or audio. Dial-in numbers can be found here: <https://www.bluejeans.com/numbers>.



### Video

- An HD webcam is preferred to get a high-quality video.
- Point the camera directly at yourself. When you sit in front of your computer, leave enough distance between you and the camera, so your face is entirely visible.
- Make sure the lighting in the room is adequate. Place yourself so that there is a blank or plain background.
- When joining a meeting, your camera is automatically disabled.



### Internet connection

- Use a wired connection, otherwise high-speed WiFi. Please test your connection here: <https://bluejeans.com/111>.
- Please test BlueJeans on your device prior to the actual meeting.
- Make sure to install the BlueJeans plugin before the meeting or to update it.
- If using a browser, make sure you have the latest version. Chrome or Firefox are recommended.
- Allow access to the camera and microphone and allow pop-ups (when using a browser).
- If your connection is weak, please disable the camera to save bandwidth.



### Connecting to a meeting

- You can join a BlueJeans meeting via your computer using the link provided or by clicking the Join Meeting button in the email received.
- When joining a BlueJeans meeting for the first time, you will be prompted to install a plugin, please do so before the meeting. For instructions on how to join a meeting as an attendee, please see [here](#).
- If you are unable or not allowed to install plugins on your computer, you can instead join through a web browser. Instructions on how to do this can be found [here](#).
- If you have already installed the BlueJeans desktop application and would like to join the meeting from it, please see instructions [here](#).