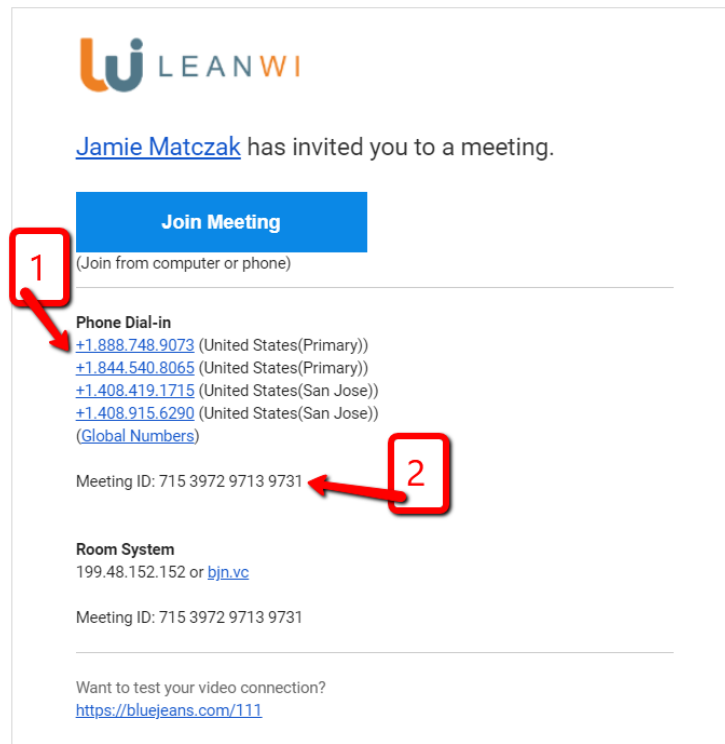


## Join BlueJeans audio by dialing-in from a telephone or cell phone:

**You can join any BlueJeans meeting from a telephone or cellphone.**

- 1) Dial a number shown on your email invitation.
- 2) At the greeter's prompt:
  - a. Enter the provided Meeting ID followed by the # sign.
  - b. Enter a participant code if you are given one. Otherwise, just enter #.



- 3) You will hear a voice tell you that you are in the meeting.
  - a. If you are early to the meeting you may hear a voice tell you to wait for a moderator to start the meeting. Stay on the line.
- 4) At the start of the meeting your audio may be muted. You can press \*4 to unmute your audio.

## More tips for using a phone for audio:

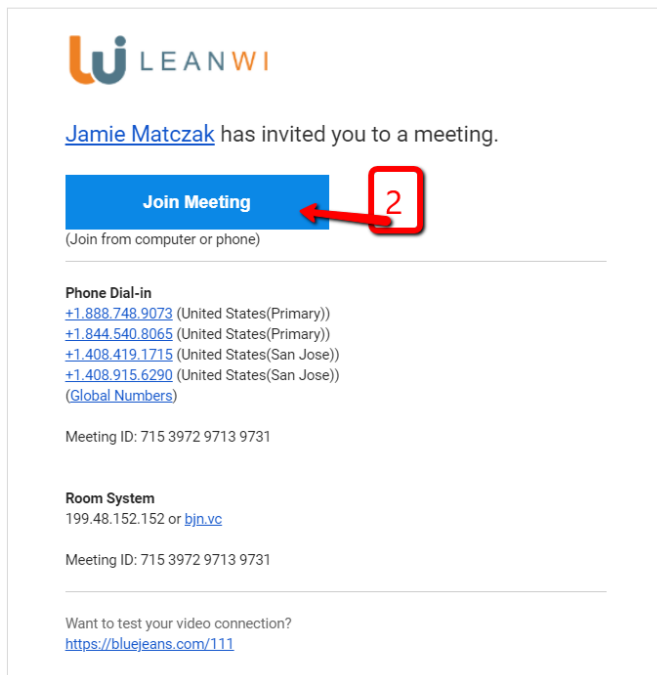
- Join the meeting early to check your audio connections.
- Use \* 4 to mute and unmute yourself.
- If joining by audio only, let others know when you introduce yourself at the start of the call.
- Introduce yourself every time you speak.
- Refrain from using speakerphone functions on mobile devices. Not all phones have built in echo cancellation and this can result in a poor audio experience.
- If speakerphone is necessary, please use \*4 to mute your phone when not speaking; this will limit background noise and echoes.

Adapted from <https://support.bluejeans.com/s/article/Dialing-into-a-meeting-from-a-DeskTelephone>

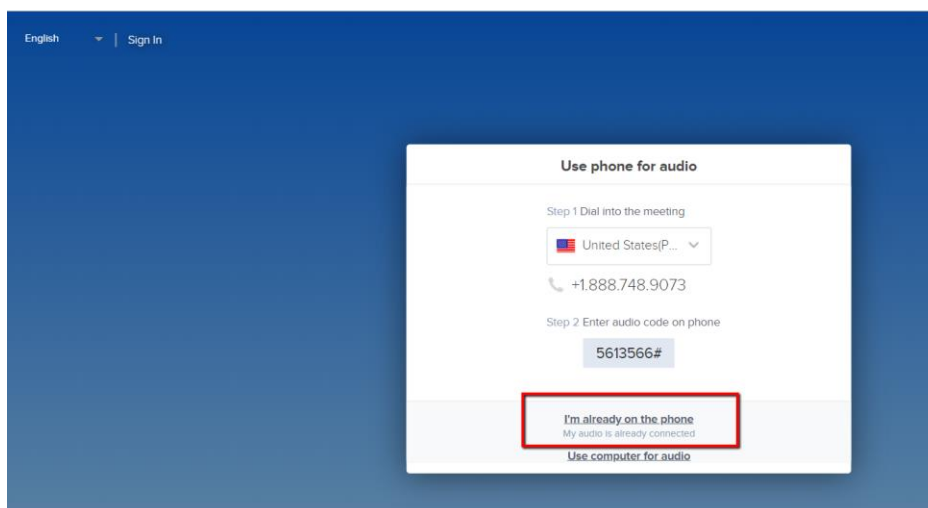
Join the meeting on your computer in addition to calling in by phone:

**This is completely optional and is not necessary to attend the meeting. It will allow you to see other participants' video or shared screens.**

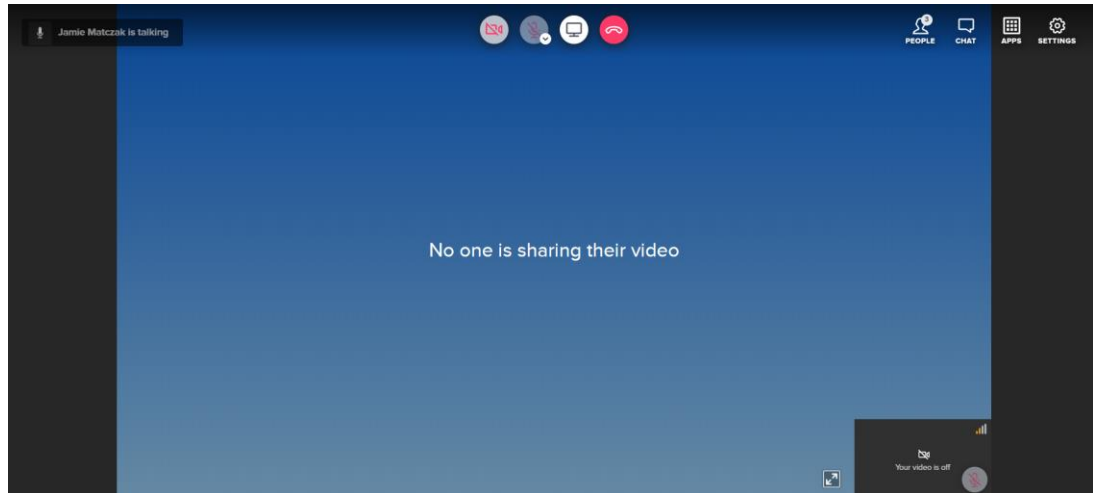
- 1) Join audio by phone first. (See instructions above.)  
This will allow you to stay in the meeting on your phone even if you lose the connection to the meeting on your computer.
- 2) Click on the meeting link or URL in the meeting invitation.



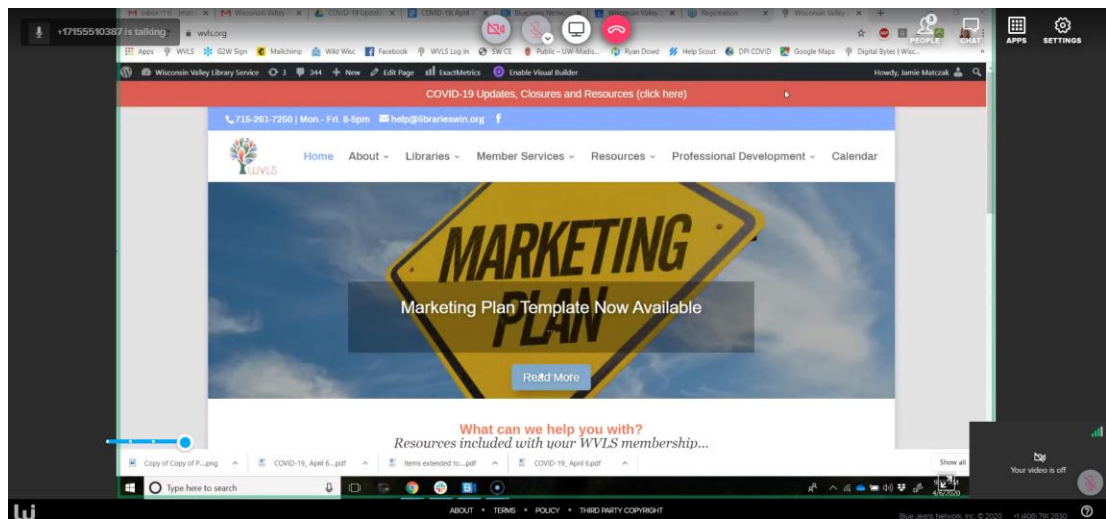
- 3) BlueJeans will open on your browser:
- 4) Click on "I'm already on the phone"



- 5) The meeting will open.
- a. You may see an empty screen:

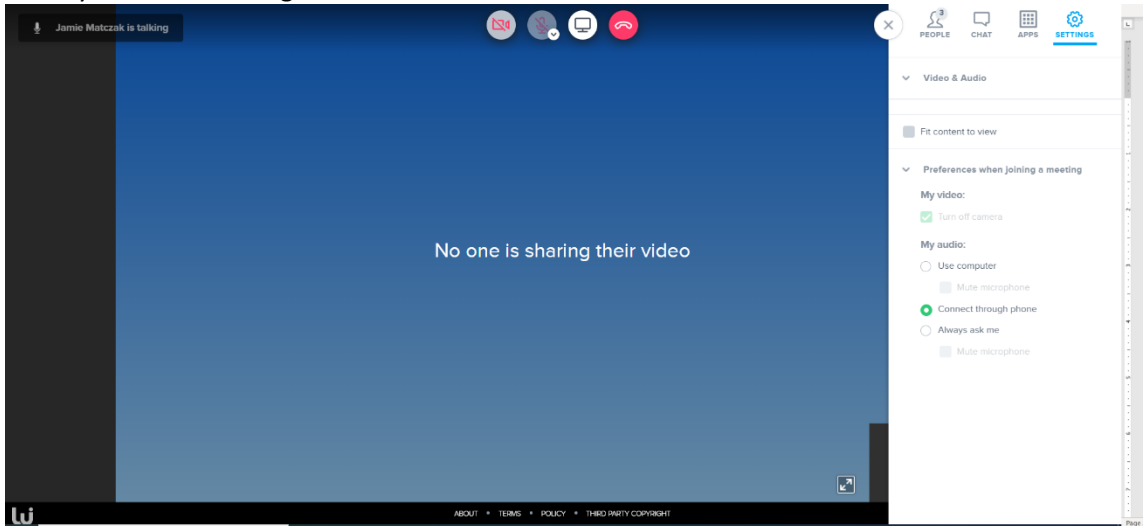


- b. Or you may see a screen share or other video feed:

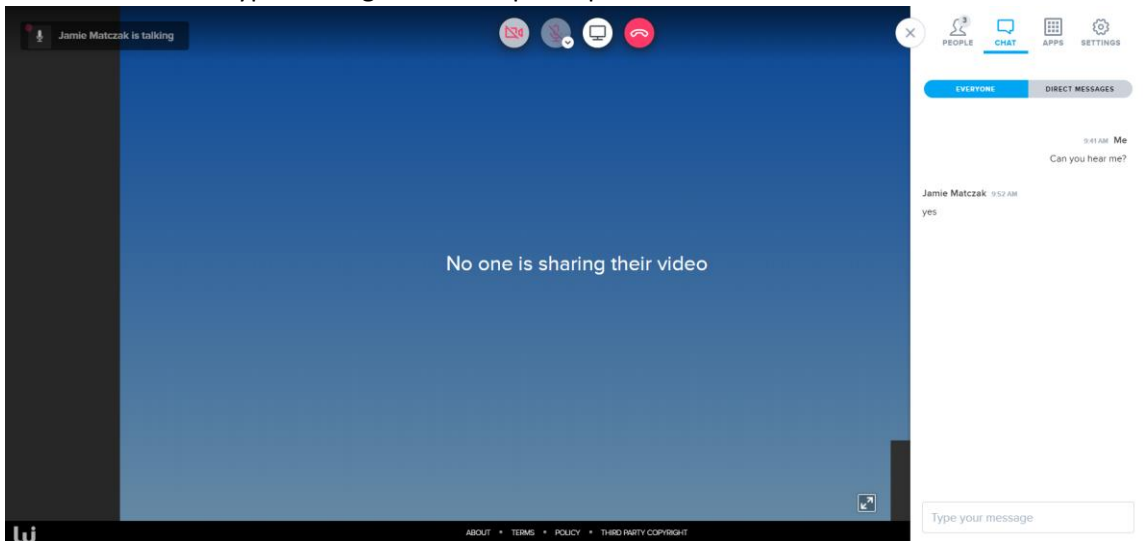


Use the icons in the upper right corner:

1) View your audio settings:



2) View the chat and type messages to other participants:



3) See who is in the meeting:

