

## Teleconferencing Resource – BlueJeans

BlueJeans is a conferencing tool available to all EVMS faculty, residents, students and staff.

Things to consider before going virtual:

- ❑ A solid high-speed Internet connection.
- ❑ Use of a phone or computer mic for audio.
- ❑ Use of a computer, smartphone or tablet if sharing desktop.
- ❑ Use of a webcam if sharing personal images.
- ❑ Compile email addresses of participants for distribution of BlueJeans connection info.

## Requesting BlueJeans (BJN) connection

- ❑ For a virtual meeting (no venue), email [Live@evms.edu](mailto:Live@evms.edu) with the date, time & meeting title. **Requires 4 hours lead time.**
- ❑ An outlook calendar invitation will be sent from [Live@evms.edu](mailto:Live@evms.edu) and includes the following:
  - Meeting Date, Time & Campus venue (if applicable).
  - BJN Meeting ID, Participant Passcode, & Moderator Passcode.
  - Link to join via computer, smartphone or tablet.
  - Toll free number for joining via phone for audio.

To...	Distance Participant Emails	
Send Update	Subject	Meeting Title
	Location	BlueJeans Meeting ID 123456789   BlueJeans Participant Passcode 9876
	Start time	Tue 2/11/2020 9:00 AM <input type="checkbox"/> All day event
	End time	Tue 2/11/2020 10:30 AM

Event Name: Meeting Title  
Date of Event: 02/11/1990 12:00:00 AM  
EVMS Campus Location: If Applicable

Conferencing information  
Joining from a desktop or laptop: <https://bluejeans.com/123456789/9876>  
Joining via video conferencing system: [123456789.9876@199.48.152.152](https://bluejeans.com/123456789/9876@199.48.152.152)  
Audio only via phone dial: 1.888.240.2560 enter meeting ID 123456789# use pass-code 9876# when prompted

At any time please visit <https://bluejeans.com/111> and test your connection.  
Attached are quick start guides, based on your method of connectivity.

Please email [Live@evms.edu](mailto:Live@evms.edu) should you need assistance in testing.

## How do I connect, once I receive my BlueJeans (BJN) info?

- ❑ From a computer, visit the EVMS conferencing home page: <https://evms.bluejeans.com>
  - Select Join As Guest
  - Enter Meeting ID
  - Enter Passcode
  - Enter name & email address

*\*\*BJN's app will either install if 1st use or launch your connection.*

- ❑ **Joining via phone?**

- Dial 1.888.240.2560
- Enter meeting ID when prompted – press #
- Enter passcode when prompted – press #

EVMS  
Eastern Virginia Medical School

SIGN IN      JOIN AS GUEST

Enter Meeting ID

Enter Passcode (optional)

Enter Name

ENTER MEETING

By continuing, I confirm that I have read and understood the [Terms of Service](#) and [Privacy Policy](#)

Powered by  
BlueJeans

# Resources

EVMS conferencing home page

- ❑ <https://evms.bluejeans.com/>

BlueJeans Download Homepage

*(contains apps for Windows, Macs and mobile devices)*

- ❑ <https://www.bluejeans.com/downloads>

Media Services, Resource Scheduler and other related information

- ❑ <https://mavts.evms.edu/evmts/Dashboard>

**Need Help?**

**Dial | 757.446.0556**

**Email | [Live@evms.edu](mailto:Live@evms.edu)**