Google Hangouts and Blue Jeans Tip Sheet
For UBC Meeting Attendance from Home or Off-Site

HOST A MEETING
Blue Jeans (pg. 2)
Google Hangouts (pg. 4)

ATTEND A MEETING
Blue Jeans (pg. 6)
Google Hangouts (pg. 7)

Which should I use? Google Hangouts or Blue Jeans?
Four “Decision Tree” Questions:

1. Is it necessary to discuss PHI during the meeting?
   - Yes: BlueJeans
   - No: BlueJeans

2. Will the meeting be recorded?
   - Yes: BlueJeans
   - No: BlueJeans

3. Are there visuals to share such as Excel or PPT files?
   - Yes: BlueJeans
   - No: Google Hangouts

4. How many off-site “virtual” attendees?
   - Up to 100: BlueJeans
   - Up to 10: Google Hangouts

Target Audience: UMHS Nursing | Contact: Jeanette Hokett | Last reviewed: October 2015
1. A Blue Jeans user account is needed to schedule, host, or moderate a Blue Jeans meeting. It is not needed to attend a meeting. All U-M faculty, staff and sponsored affiliates can register for a Blue Jeans user account. Visit [http://www.itcom.itd.umich.edu/videoconferencing/bluejeans/registration.php](http://www.itcom.itd.umich.edu/videoconferencing/bluejeans/registration.php) to create your account.

2. Log in to Blue Jeans at [https://umich.bluejeans.com/](https://umich.bluejeans.com/) and authenticate your U-M WEBLOGIN with unique name and Level 1 password. Confirm your information on the next WEBLOGIN screen.

3. Skip the next screen, **Start with Test Meeting**, unless you would like to speak to a live (non-UM) Blue Jeans support room technician. To skip, click **Close** and proceed to step 4. To speak with a technician, click **Join Demo Now**.

4. Choose **Schedule Meeting**. Your personal meeting room is available on this screen also, but is not recommended for UBC meetings.

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5. Enter your meeting title, date, and time, etc.

6. Add your attendees’ full email address(es) (example: uniquename@med.umich.edu) in the Invite Participants area.

7. Click to open the Advanced Meeting Options menu. Here be sure to check Moderator-less Meeting (which allows the meeting to occur even if you as the host are unable to attend) and Mute Participants On Entry (especially if there are more than 10 callers). To record your meeting, check Enable Auto-Recording.

8. Click Schedule to activate your meeting. Blue Jeans will send email auto-invitations to you and your attendees, and a meeting will be added within your Outlook calendar.

9. When it is time to host your UBC meeting, open this email from your computer (with webcam connected) and click Join Meeting.

10. In the Tell us about yourself menu, click SIGN INTO MY ACCOUNT. In the Sign into my account menu, enter your unique-name@umich.edu. Click arrow to continue.

11. Authenticate your U-M WEBLOGIN with unique name and Level 1 password.

12. In the welcome screen, choose Computer.

13. Next, select camera/microphone on, if not already the default, and click I'M READY.

14. The meeting screen will open where you should see a small live streaming video of yourself and your attendees as they join. Hover over the icons to find pop-up descriptions for Content Sharing, Chat, etc.

For more information: [http://www.itcom.itd.umich.edu/videoconferencing/bluejeans/]
1. Go to https://hangouts.google.com/
   Click Sign in

2. Sign in to Google with uniquename@umich.edu (NOTE: DO NOT USE med.umich.edu)
   Authenticate with unique name and Level 1 password.

3. Click Video Call

4. Give your meeting a name. (Example: UBC)

5. Click the arrow.

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6. Click **Invite People**. This will allow you to invite UofM attendees only.

7. To allow non-UM attendees, click **Change** to allow “Anyone with the link”.

8. Enter email addresses here, and click **Invite**. OR… copy/paste the link provided into your own email and send your invitation via email.

9. After clicking **Invite**, you should automatically return to the meeting screen, where you await others to join.

10. To share your screen or other applications while hosting your meeting, click the green arrow icon in the Google Hangouts window.

For more information: [http://google.umich.edu/]
How to ATTEND a Meeting in Blue Jeans

1. Open your invitation email. Click on Join Meeting and Blue Jeans will open in your browser. To use a different browser, right click “Join Meeting”, copy link, and paste into your browser. To dial in only, scroll down within the email invitation for instructions.

2. In the Tell us about yourself menu, enter your name and email address, and click SIGN IN AS A GUEST.

3. Choose your preferred connection option, Computer or Phone.

4. If Phone was chosen, dial into the meeting using the toll-free number and audio code provided. If Computer was chosen, select camera/microphone on, if not already the default, and click I'M READY to enter the meeting room. The meeting screen will open where you should see live streaming video of yourself, the host and other attendees as they join. Hover over the icons to find pop-up descriptions for Content Sharing, Chat, etc.

For more information:
http://www.itcom.ltd.umich.edu/videoconferencing/bluejeans/
How to ATTEND a Meeting in Google Hangouts

1. Open your invitation email. Click on "Join Hangout" and Google Hangouts will open in Chrome. To use a different browser, right click "Join Hangout", copy link, and paste into your browser.

2. Sign in to Google with uniquename@umich.edu (NOTE: DO NOT USE med.umich.edu) Authenticate with unique name and Level 1 password.

3. Click Join to join the meeting.

4. The meeting screen will show attendees along the bottom.

For more information: http://google.umich.edu/