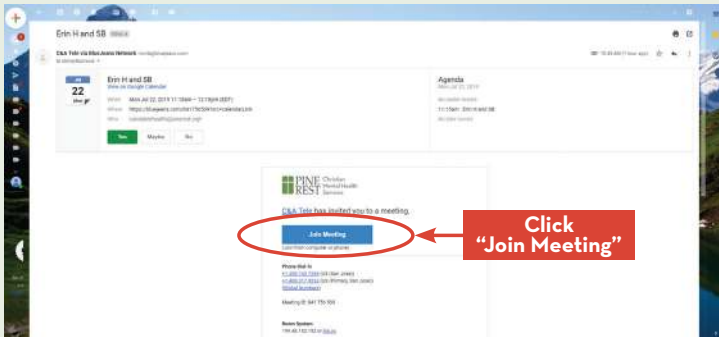


### STEP 1

Click on the **“Join Meeting”** link in your email invite. Your meeting will launch in your computer browser.

Troubleshooting:

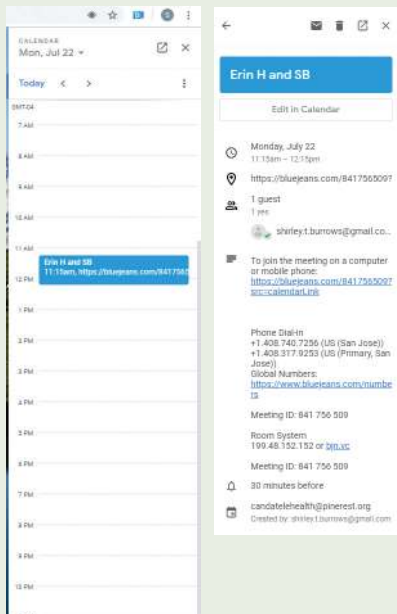
- You may need to navigate to your calendar to find the meeting.
- If your meeting doesn't launch, check to ensure pop ups are allowed in your browser settings.



### STEP 2

Choose **YES** to accept the meeting.

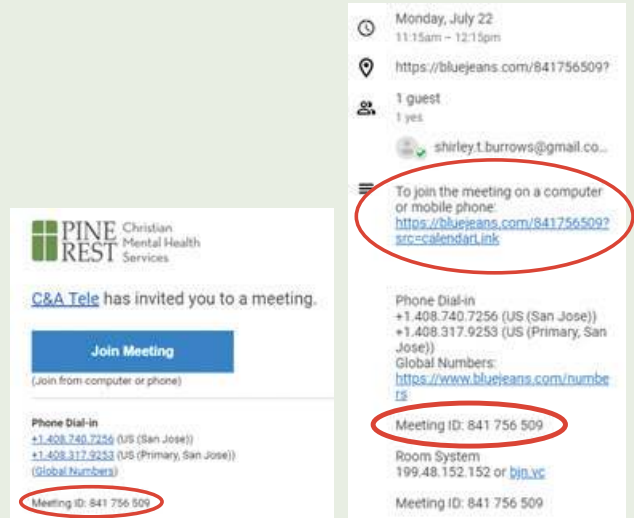
Note that the email may disappear, but it will sync to your calendar as seen here. Double click on the time to open up the invite and then click the link underneath the section that states: “To join the meeting on a computer or mobile phone”.



### Alternate Sign on:

You can also join a meeting using the **9-digit meeting ID** located in the meeting invite or by opening the event from your calendar.

- The meeting ID is also found in the link you can click to join the meeting.
- Once you locate the meeting ID, **go to https://bluejeans.com** and choose **“Join Meeting”** on the right side of the screen.



- Enter your meeting id in the box that pops up.
- You will also enter your name but the passcode field should remain blank.
- Click “Join Meeting” and you will be connected to the meeting.