U-M BlueJeans Conferencing Service for the Dissertation Defense: 
Candidate Instructions

You are responsible for scheduling the Oral Defense meeting when registering online with Rackham for a pre-defense review, at least three weeks before the defense date. These instructions will tell you how to schedule and set up a remote defense using U-M’s BlueJeans conferencing service. You will need to set up invitations to 2 BlueJeans meetings: one for the public portion of your defense, and the second for the closed portion of your defense.

If you have already scheduled your defense and completed the registration for the pre-defense review with Rackham, please immediately choose one of these options and go to BlueJeans to schedule a meeting. In the "schedule a new meeting" section of BlueJeans, enter "Oral Defense - Your Name - uniqname". Invite oard.staff@umich.edu in the "Invite Participants" box. OARD will replace the room/building information with the BlueJeans link so the public can participate in your defense remotely.

Note: Telephone carriers may have problems keeping up with increased demand for BlueJeans. If you have difficulty connecting, several call-in numbers are available to handle the extra traffic volume. More details (including instructions on what numbers to use) are available on the alert that is posted at the top of the U-M BlueJeans page.

Creating your public presentation link


2. Click the blue “Schedule Meeting” button
3. Enter the Title and time for your defense in the appropriate box

![Schedule a new meeting](image)

Meeting title cannot be empty

Meeting Title

Add meeting description

From: 12 Mar 2020 3:30 PM
To: 12 Mar 2020 4:30 PM

GMT -0400 US/Eastern

4. Enter the email address or uniquename of each person you would like to view the dissertation defense. This should include all of your committee members as well anyone from the public that you would like to invite.

![Invite Participants](image)

Separate each email id with a comma. Limited to first 150 participants

Advanced Options

5. If you would like to record your defense, click the “Advanced Options” tab and make sure the box next to “Enable Auto Recording” is checked.
6. Click “Schedule Meeting”

**Creating your closed defense committee meeting link**

This link will be used for closed discussion between the candidate and committee. NOTE: You may be asked to sign off so the committee can discuss among themselves. Your chair will send you an email when you can rejoin the committee.

1. Repeat steps 1-3 listed above.

2. Enter the email address or uniquename of each of your committee members only.

3. If you would like to record the committee portion of your defense, click the “Advanced Options” tab and make sure the box next to “Enable Auto Recording” is checked.

4. Click “Schedule Meeting”

**Testing your computer audio and video**


2. Click “Test Video Setup” button on the left side of the screen
3. If you have already installed BlueJeans, a video of a blue and yellow bird wearing a beret will open in a new window.

4. If you have not installed BlueJeans, you will be prompted to download and install the app.

5. Once the app has installed just click the “Test Video Setup” button again. You should now see a video of a bird moving and making noise.

6. If you are still experiencing technical problems contact BlueJeans Support at +1 (408) 791 2830

**Connecting to BlueJeans for your defense presentation**

2. Click the title of your defense.

3. Click the blue “Start Meeting” button to open the BlueJeans app and begin your meeting

4. Move your mouse to the top right corner of the window and click settings
5. Select the appropriate camera, microphone, and speakers from the dropdown menus

6. Click the white X to close the Settings menu

7. If you need to share your presentation (PDF, PPT, etc.) move your mouse to the top, center of the screen and click the icon shaped like a computer monitor to share your screen.
8. Select the on-screen application (such as PowerPoint) you would like to share

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<thead>
<tr>
<th>Share Screen 1</th>
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<td><img src="image" alt="Click here to start sharing this screen" /></td>
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<table>
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<td><img src="image" alt="Paint" /></td>
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<tr>
<td><img src="image" alt="BlueJeans" /></td>
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9. When your screen sharing is active you will see these icons at the top of the screen

![Icons](image)

10. When your defense presentation has concluded, click the red phone icon to leave the call.
Connecting to BlueJeans for the closed portion of the defense


2. Click the title committee meeting.

3. Click the blue “Start Meeting” button to open the BlueJeans app and begin your meeting. The meeting will open in the BlueJeans app.
4. Move your mouse to the top right corner of the window and click settings.

5. Select the appropriate camera, microphone, and speakers from the dropdown menus.

6. Close the Settings menu

7. When your defense committee meeting has concluded, click the red phone icon to leave the call.