

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

Scheduling the PhD defense

The student is responsible for scheduling the Oral Defense meeting when registering online with Rackham for a pre-defense review. You normally should receive invitations to participate in a defense hosted by BlueJeans at least three weeks before the oral defense date. Under the present exceptional circumstances, however, you may receive invitations on shorter notice.

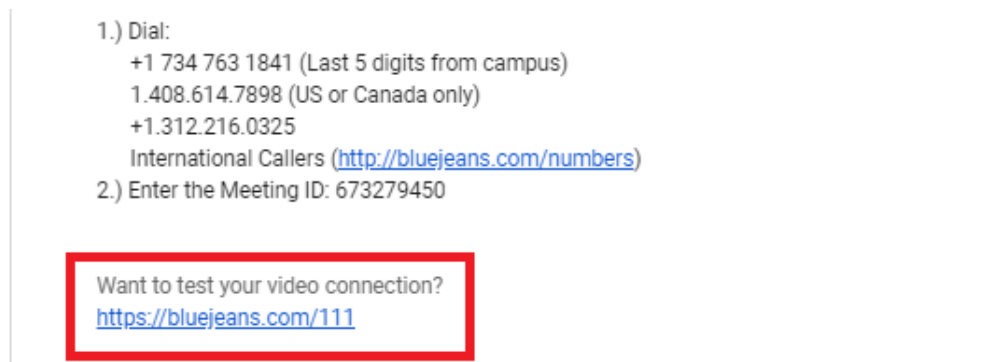
You will receive emailed invitations to 2 separate BlueJeans calls—one for the public and one for the private portion of the defense. The invitation for the public portion of the defense will include the student, the committee, and members of the public wishing to attend. The second invitation will be to the committee for its closed discussion. If you have not received these invitations, please contact the student immediately.

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](#).

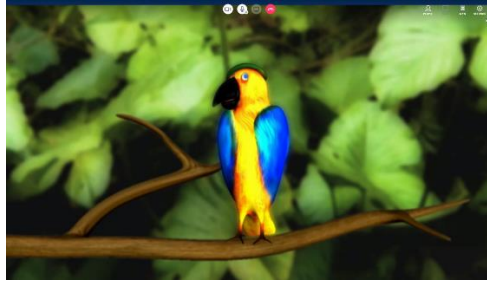
Testing your computer audio and video

If you are using a University owned computer BlueJeans should already be installed. To test BlueJeans follow these steps.

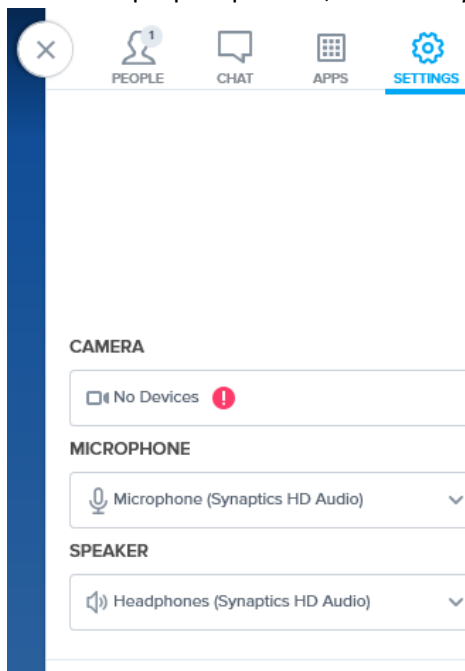
1. Open the BlueJeans invitation you received by email
2. Scroll to the bottom of the email and click the video connection test link



3. If BlueJeans is installed, on your system, the BlueJeans App will open and you will see video and hear audio of a blue and yellow bird wearing a beret.

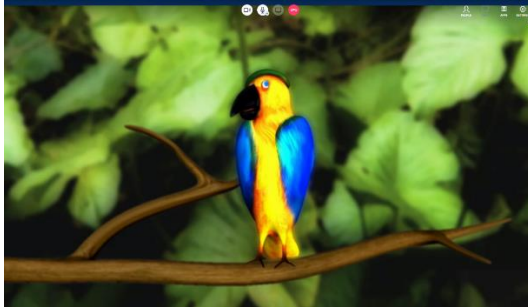


4. If you see video and do not hear anything, you may need to select the correct speakers. This is done by moving your mouse cursor to the upper right corner and clicking settings.
5. Select the proper speakers, as well as your mic and camera from the drop down menus



6. Click the white X to close the settings menu
7. If you do not have the BlueJeans app installed on your computer, you will be prompted to download and install it.
8. If you have difficulty installing the BlueJeans App, please contact your school or college's faculty desktop support group for assistance.

9. Once you have properly installed the BlueJeans App you will see and hear the test video.



Connecting to BlueJeans on the day of the defense

Connecting to the public portion of the defense

1. Open your email
2. Open the BlueJeans invitation for the public portion of the defense
3. Click the blue “Join Meeting” button

BlueJeans

[Dennis Williams](#) has invited you to a meeting.

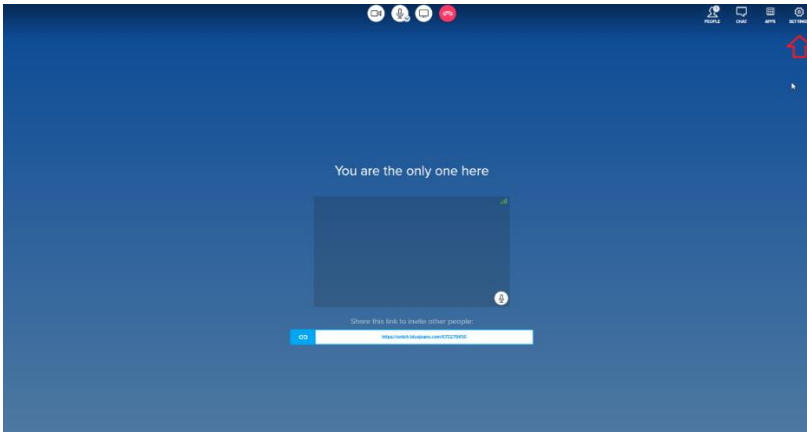
One Touch Dial-in:

[+1.312.216.0325,,673279450#](#)

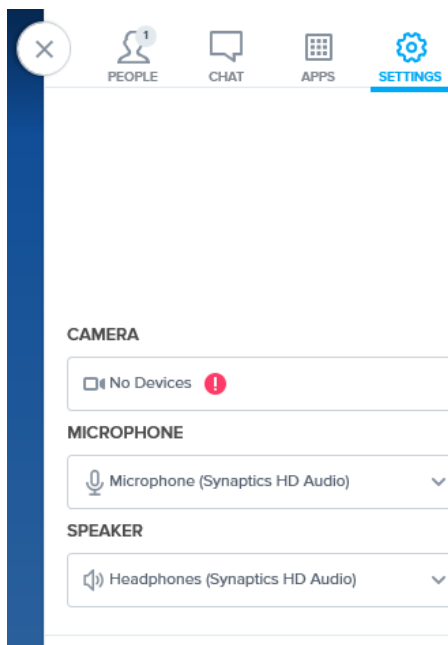
Join Meeting

(Join from computer or phone)

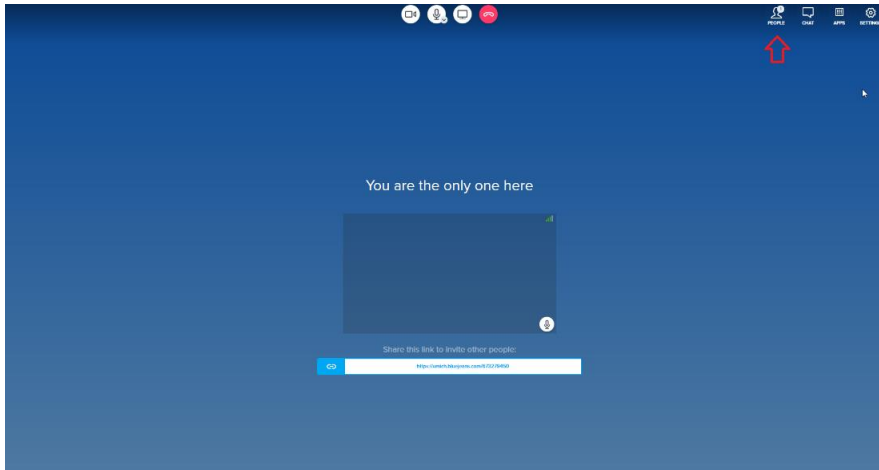
4. The BlueJeans App should open automatically in a separate window once you have clicked the link.
5. Move your mouse to the top right corner of the window and click settings.



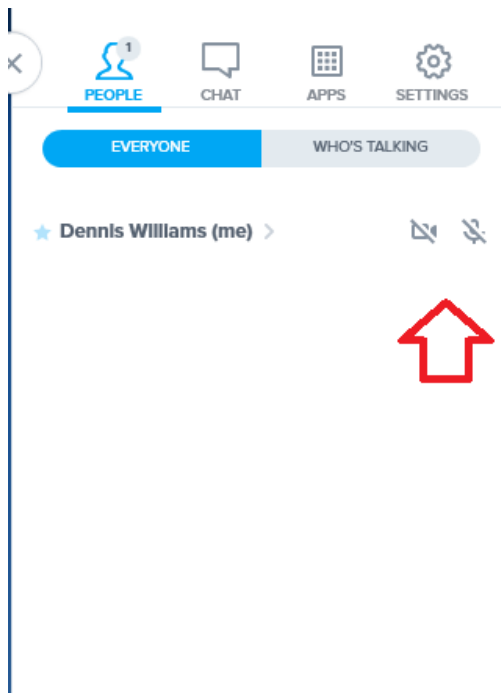
6. Select your camera, mic, and speakers from the drop down menus.



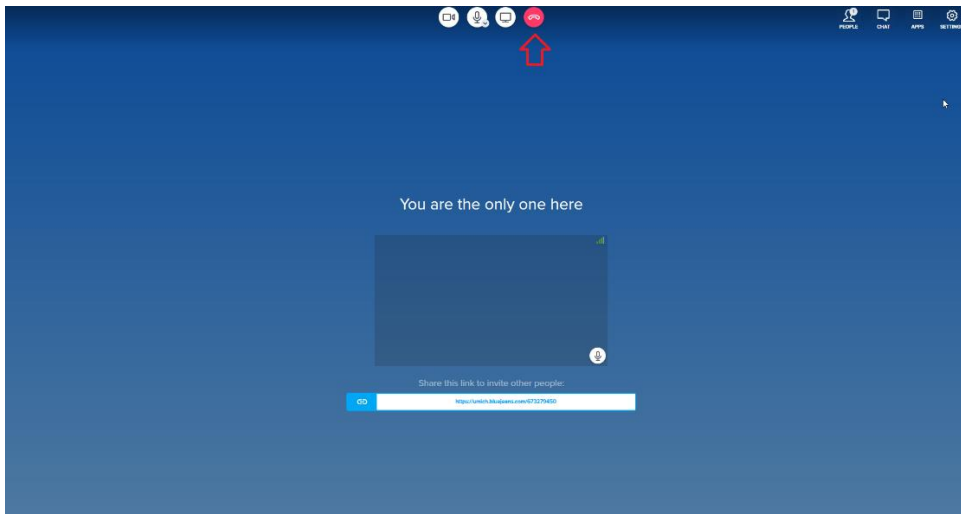
7. Click the white X to close the settings menu. You should now be able to hear and see the other participants who have connected. Those who have connected audio only will not be visible but will hear and see the presentation.
8. If you are having technical issues with your sound and/or video contact BlueJeans Support at +1 (408) 791 2830
9. During the meeting the chair can manage the meeting participants video and audio by moving your mouse to the top right corner and selecting "People."



10. This will bring up a list of people in the meeting. An Individual participant's Camera and Mic can be muted by clicking the icon next to their name. Note that the committee chair may mute the mics of the audience until and if questions are invited.



11. When the public portion of the defense has concluded, click the red phone icon to leave the call.



Connecting to the private committee portion the dissertation defense

1. Open your email
2. Open the BlueJeans invitation for the private portion of the defense
3. Click the "Join Meeting" button

BlueJeans

[Dennis Williams](#) has invited you to a meeting.

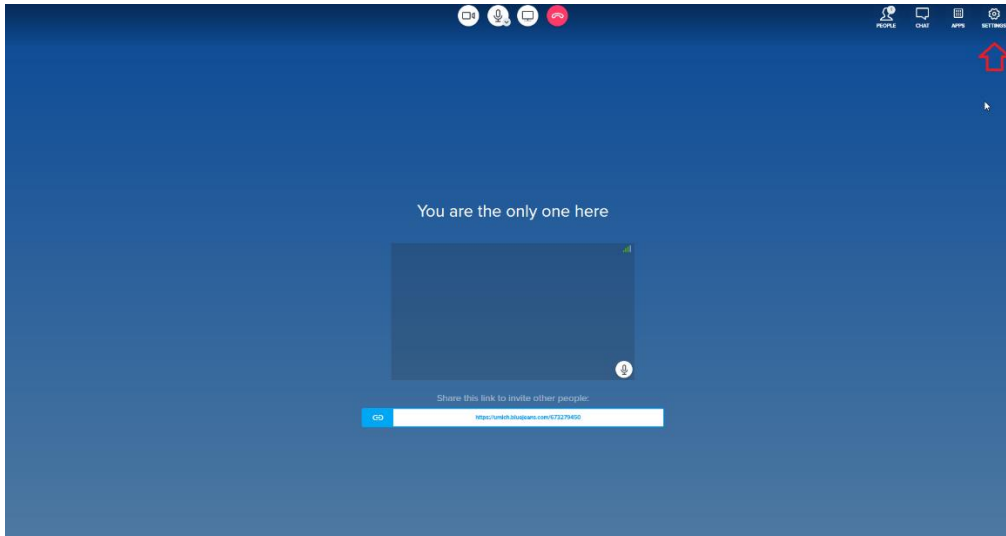
One Touch Dial-in:

[+1.312.216.0325,,673279450#](#)

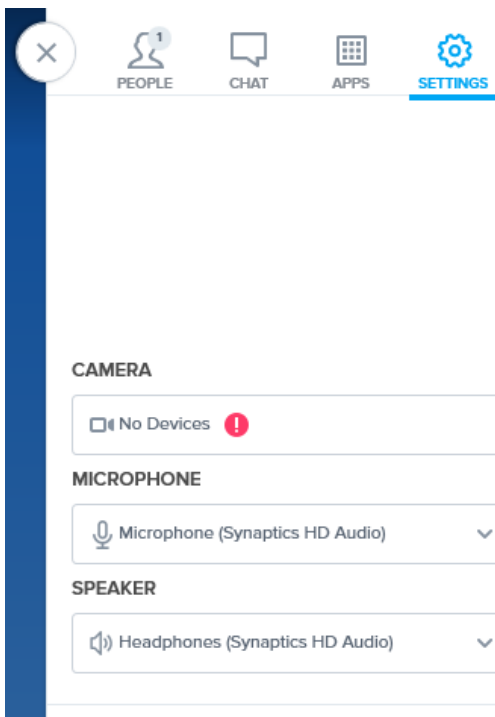
Join Meeting

(Join from computer or phone)

4. The BlueJeans App should open automatically after you click the link
5. Move your mouse to the top right corner of the window and click settings

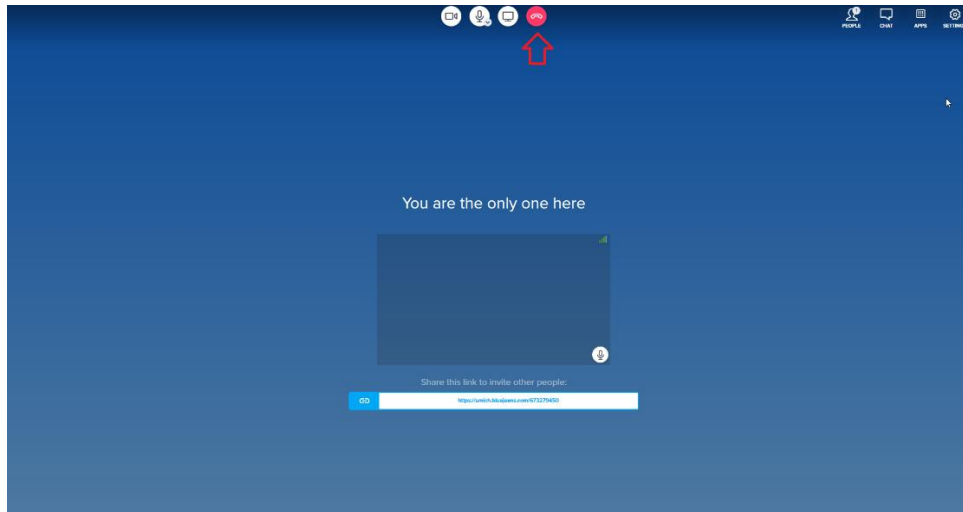


6. Select your camera, mic, and speakers from the drop down menus



7. Close the settings menu. You should now be able to hear and see the other participants who have connected. Those who have connected audio only will not be visible but will hear and see the presentation.
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9. The chair may ask the candidate to sign out of the meeting, and will be able to confirm the sign-off by looking at the icon of the student's connection. To ask the candidate to rejoin the committee, the chair should email the student.
10. When the closed portion of the defense has concluded, click the red phone icon to leave the call.



Connecting by phone only

If you are unable to connect using the web link BlueJeans offers a conference call option. This option should be used if you are in an area with poor internet speeds, or as a backup should you experience technical issues with your connection during the defense.

1. Open your email
2. Open the invitation email for the BlueJeans meeting
3. The BlueJeans telephone connection phone number is listed in the invitation email

Just want to dial in?

- 1.) Dial:
 - +1 734 763 1841 (Last 5 digits from campus)
 - 1.408.614.7898 (US or Canada only)
 - +1.312.216.0325
 - International Callers (<http://bluejeans.com/numbers>)
- 2.) Enter the Meeting ID: 673279450

Want to test your video connection?

<https://bluejeans.com/111>

4. Dial the number and you will be prompted to enter your meeting ID followed by the # symbol. The meeting ID is listed in the invitation email.

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Want to test your video connection?

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