

BlueJeans Best Practice Guide: Working From Home

ADAPTING TO A REMOTE WORK ENVIRONMENT

Here are a few considerations to make your remote work experience successful



Staying Focused

- Have a dedicated workspace (sorry, couch)
- Have a to-do list to help stay on task
- Follow your normal routine (hit the gym, grab a coffee, whatever you typically do)
- Feel trapped inside? Take casual meetings outside



Communicate with Your Team

- Use chat to say 'good morning' and stay social
- Enjoy fun meeting banter and catch up personally
- Set up recurring meetings to discuss projects
- Proactively provide status updates, share the great work you're doing



Maintaining the Quick-Chat Culture

- Initiate quick meetups, just like stopping by
- "Have a sec to jump into a meeting?"
- "Good question, let's jump into a meeting."



Always-On Mentality

- Maintain a healthy work schedule. You're too valuable to burn out so learn when to turn off
- Don't forget to get up and move. Take a ten-minute walk, get some fresh air, eat yummy food

LAUNCHING BLUEJEANS MEETINGS

Follow these tips on how to host and join like a pro



Make Meeting Easy

- Download the desktop and calendar apps
- On the go? Download the mobile app
- Unable to download? No problem, use any common browser for one-click host or join
- Check out our [quick training](#) videos



Ensuring Quality

- Check your [internet speed](#). 1+ Mbps is ideal
- Slow internet? Move closer to the Wi-Fi router or connect via an ethernet cable. For an extra boost use dial-in audio and turn off your video
- Disconnect from VPN (if/when appropriate)
- See [more tips here](#).



Look and Sound Your Best

- Don't be video shy, you see your co-workers everyday, using a web cam is no different
- For the best audio experience, use headset
- Look directly into the camera lens while talking
- Dress as you would if you were going into the office
- For large group meetings stay muted whenever you're not talking



Sharing Content

- Have anything you're sharing open and ready
- Share Screen: Freely between applications, participants see what you see
- Share Application: Participants see only that one application (everything else is hidden)
- Share Video: Pre-upload media in advance of your meeting for flawless playback or stream live