# How to get Bluejeans Meeting ID

You can get a Bluejeans Meeting ID from SFU IT Services (3 Business Days notice) at

https://www.sfu.ca/itservices/technical/videoconferencing/bluejeans/request.html

Fill in Event Information and Participating Connections sections only

## BlueJeans multi-site Request Form

### Event Information

**Department***

**Meeting Name***

**Phone Local***

**Date**

2 June, 2015

* Please allow 3 business days notice when possible.

**Start Time**

08:00 ▼

* Please don't pad meeting times for setup or overages, there is leeway built-in.

**End Time**

09:00 ▼

### Participating Connections

**Connections required (25 max)**

2 ▼

Total: Video & Telephone

**e-mail addresses for participants**

please separate by commas, it's not necessary to repeat your email if included at the top

* NOTE: rather than provide e-mail addresses below, you're welcome to forward the invite you receive to all meeting participants