



**Immune
Tolerance
Network**

Disabling IM (Instant Messaging) in SfB and Bluejeans

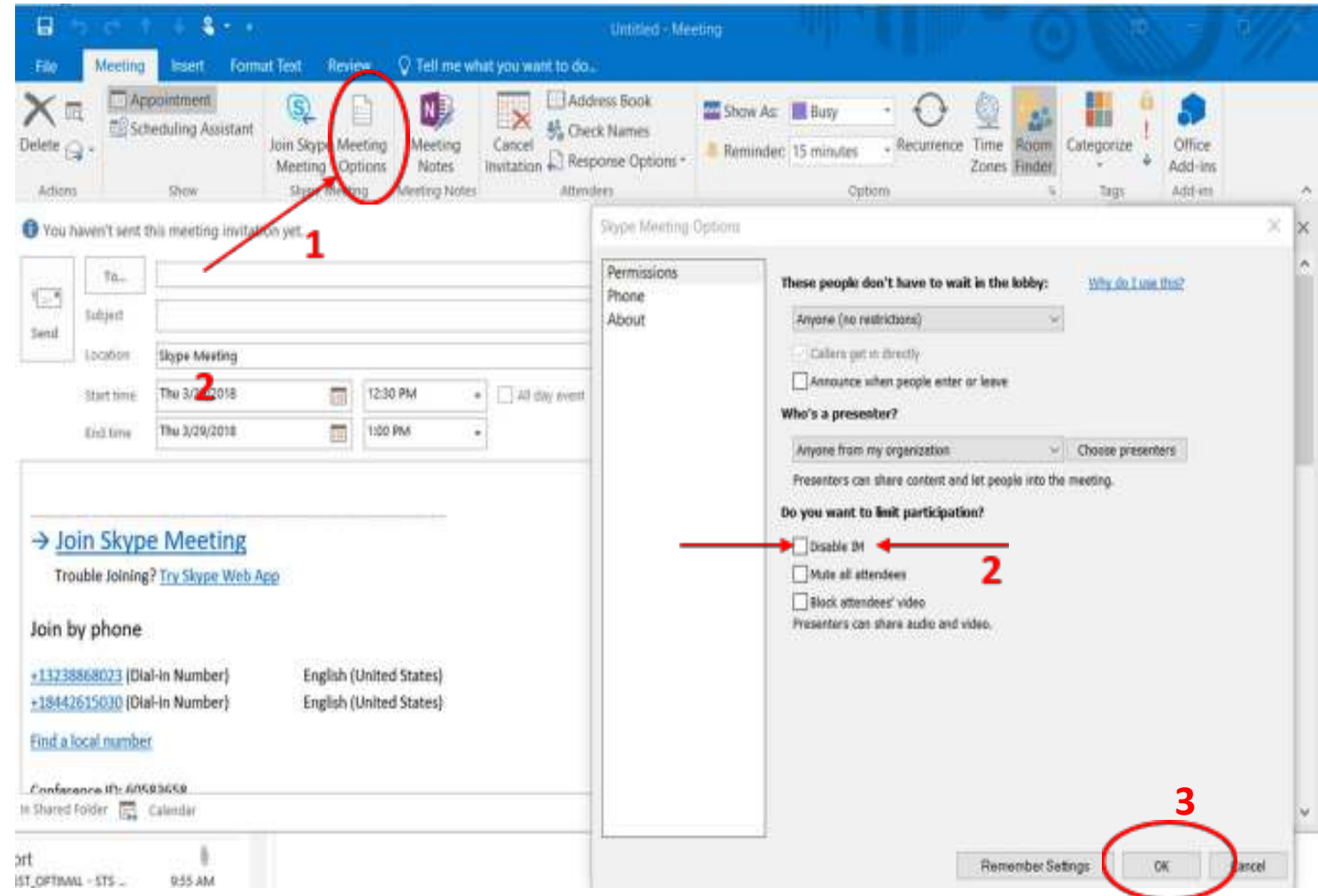


INNOVATION • COLLABORATION

Disabling IM in Skype for Business

Before Meeting/Scheduling

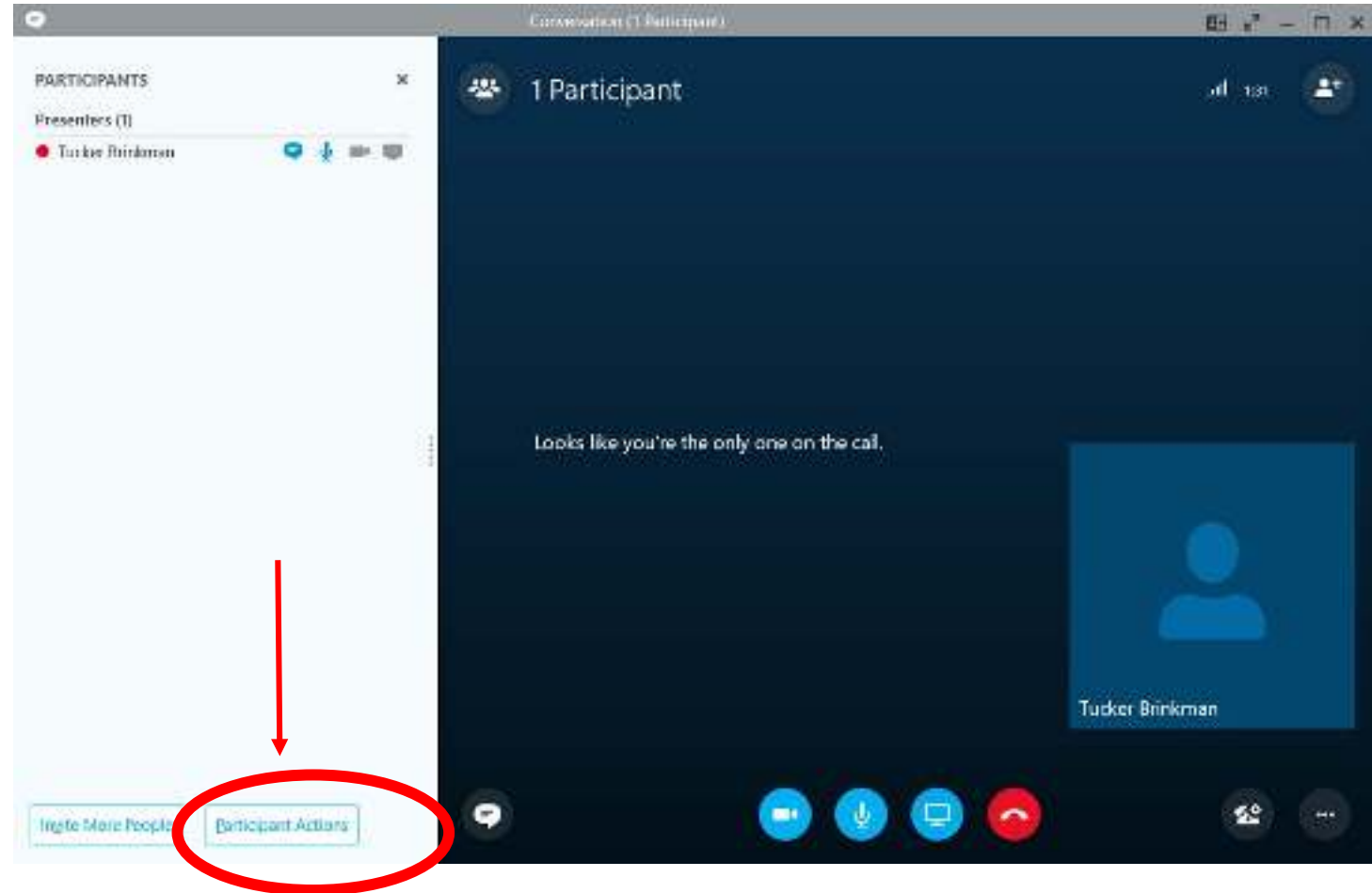
- On your Outlook ribbon, click **New Skype Meeting**.
- Click **Meeting Options** on the ribbon.
- Under **Do you want to limit participation?**, click **Disable IM**.
- Click **OK** and set up the rest of your meeting as you normally would



Disabling IM in Skype for Business

During Meeting:

1. In the meeting window, point to the people icon.
2. Click the **PARTICIPANT ACTIONS** tab.
3. Click **No Meeting IM**.



Disabling IM in Bluejeans

- Open Bluejeans to schedule a meeting.
- Click “[Schedule Meeting](#)”. At the bottom of the window click on “[Advanced Options](#)”

Schedule a new meeting

Meeting title cannot be empty

Meeting Title

Add meeting description

From: 29 Mar 2018 12:30 PM To: 29 Mar 2018 01:30 PM

GMT-0800 US/Pacific

Repeat Meeting

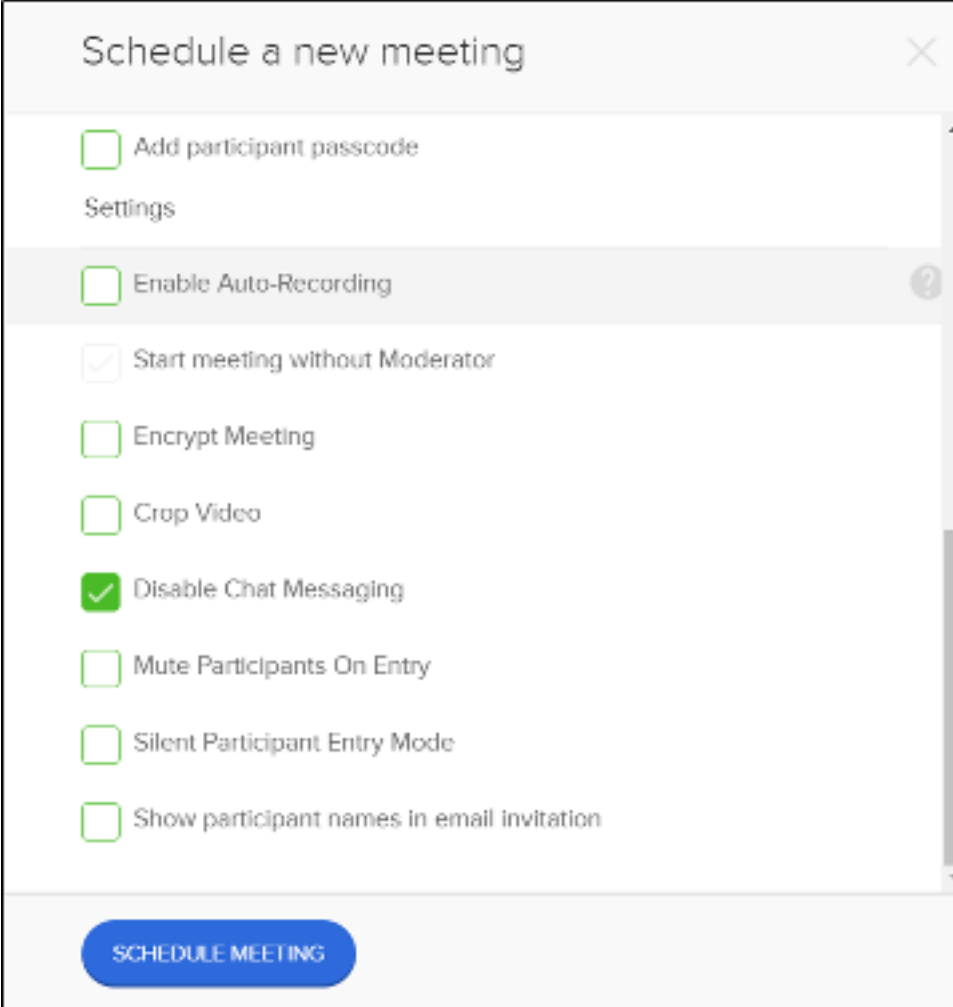
Invite Participants: Separate each email id with a comma. Limited to first 50 participants

Advanced Options

SCHEDULE MEETING

Disabling IM in Bluejeans

- Click on the box that says “DISABLE CHAT MESSAGING”
- Click “Schedule Meeting” to save your changes



Screenshot of the "Schedule a new meeting" dialog box in BlueJeans. The dialog box contains a list of settings for a new meeting. The "Disable Chat Messaging" option is checked, while all other options are unchecked. A blue "SCHEDULE MEETING" button is located at the bottom of the dialog box.

Setting	Checked
Add participant passcode	<input type="checkbox"/>
Settings	
Enable Auto-Recording	<input type="checkbox"/>
Start meeting without Moderator	<input checked="" type="checkbox"/>
Encrypt Meeting	<input type="checkbox"/>
Crop Video	<input type="checkbox"/>
Disable Chat Messaging	<input checked="" type="checkbox"/>
Mute Participants On Entry	<input type="checkbox"/>
Silent Participant Entry Mode	<input type="checkbox"/>
Show participant names in email invitation	<input type="checkbox"/>

SCHEDULE MEETING