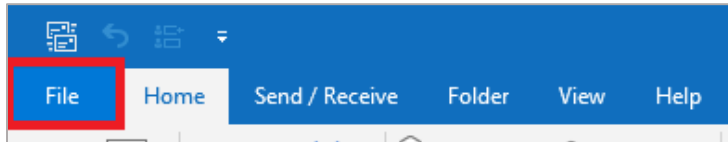
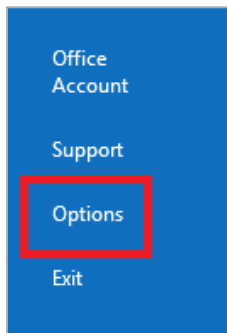


Steps If BlueJeans Does Not Appear In Your Toolbar

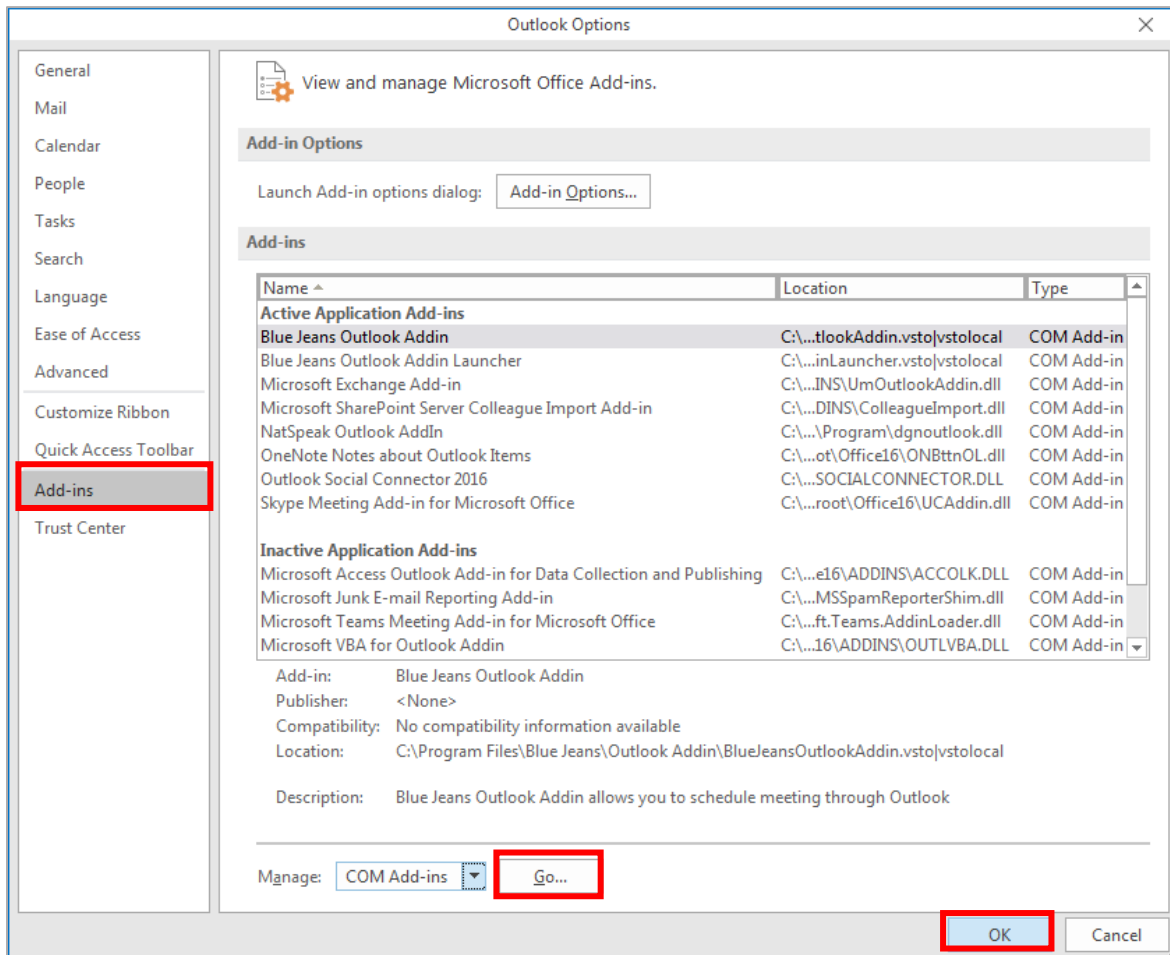
Click the **File** tool from the Outlook toolbar



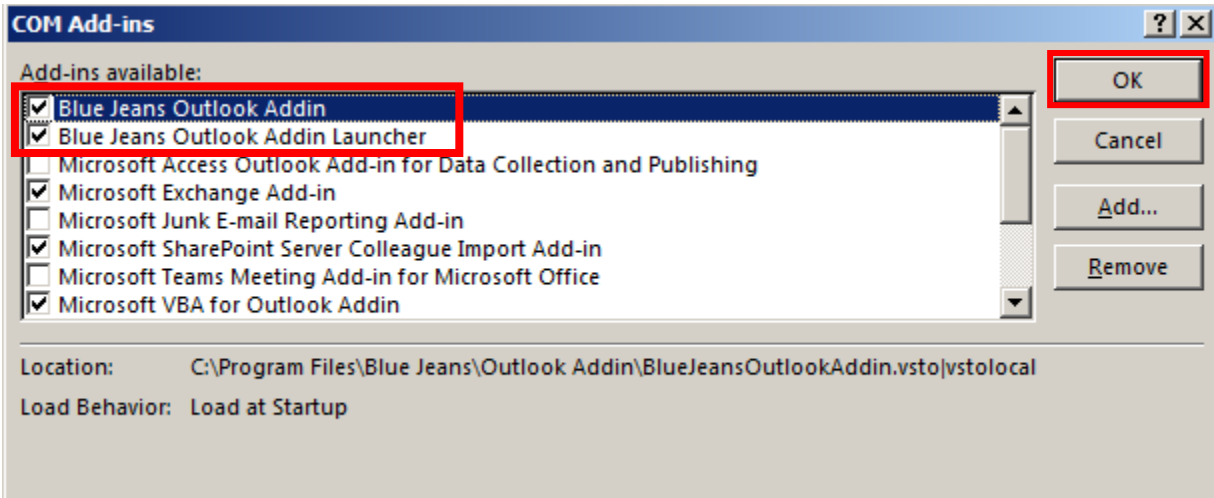
Click on **Options** from the navigation bar on the left



From the Outlook Options window, select **Add-ins** from the navigation bar then select **Go...** at the bottom for Manage COM Add-ins and click **Ok**

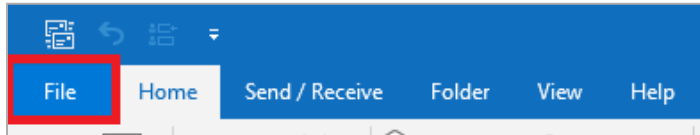


Make sure both **Blue Jeans Outlook Addin** and **Blue Jeans Outlook Addin Launcher** are both checked off then click **Ok**

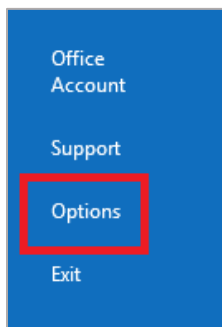


Steps to Add the “From” Command to Quick Access Toolbar for Outgoing Emails

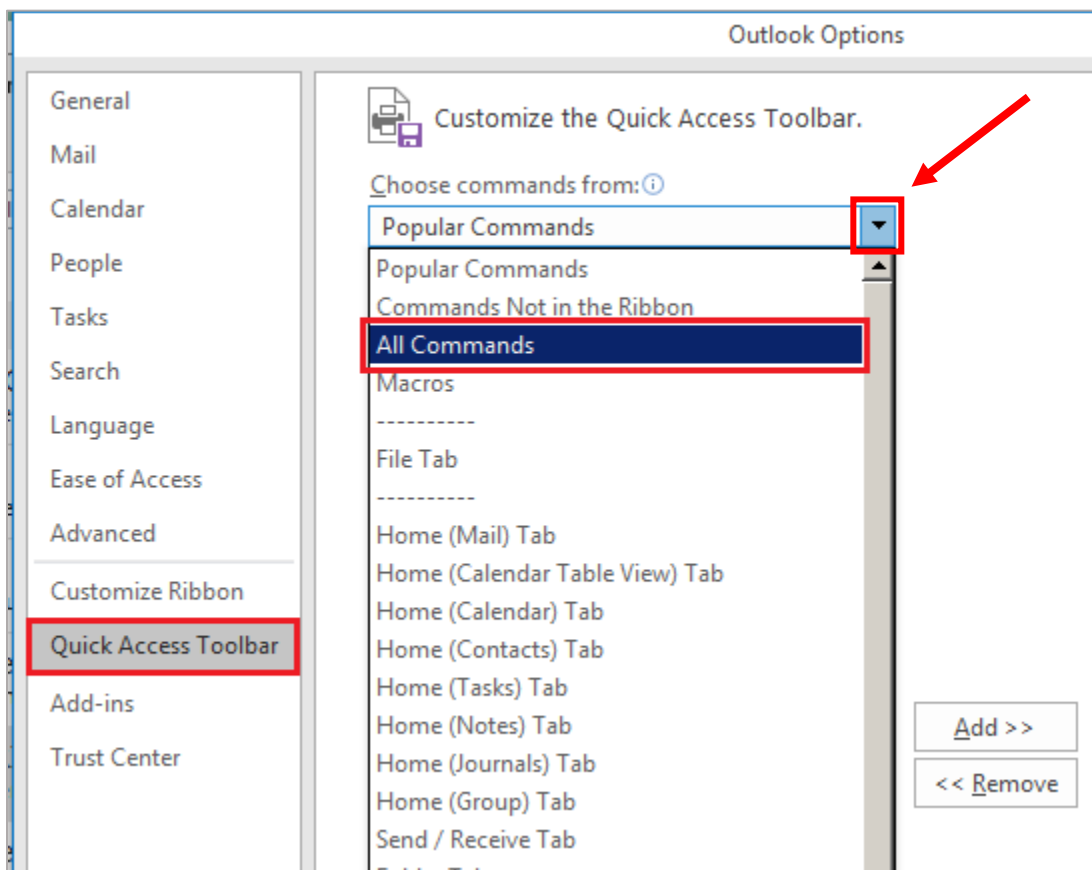
Click the **File** tool from the Outlook toolbar




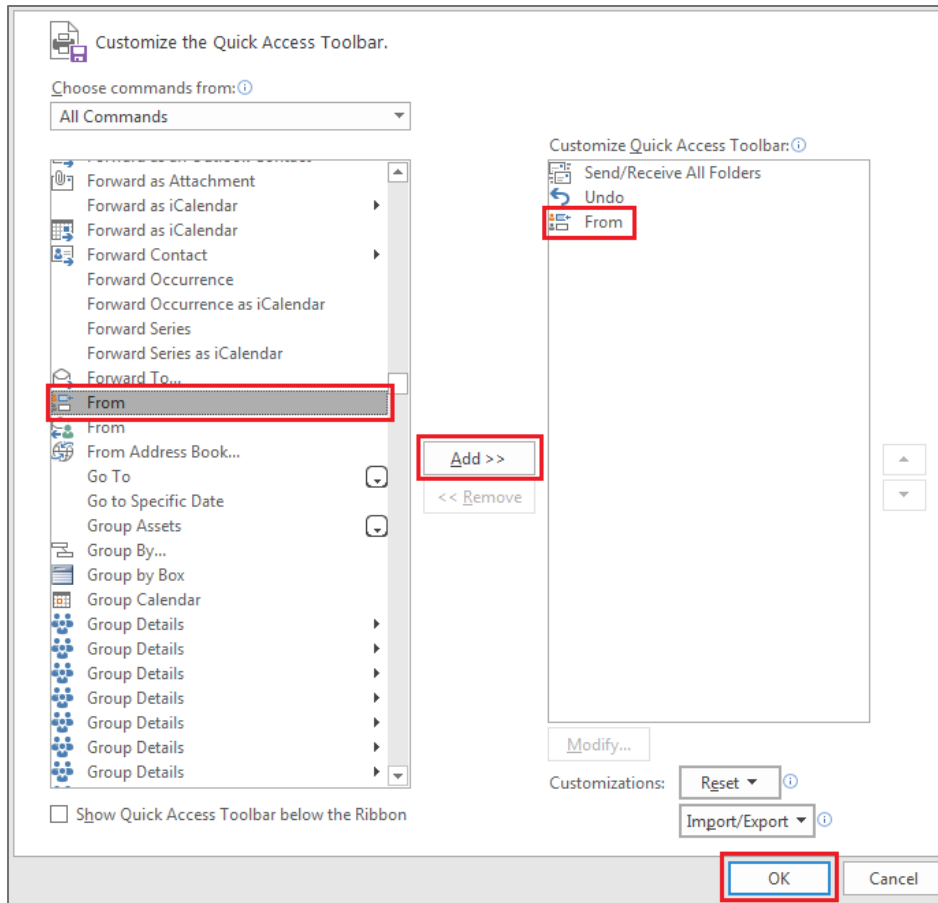
Click on **Options** from the navigation bar on the left



Select **Quick Access Toolbar** on the left, then Click the dropdown arrow under “Choose commands from” and select **All Commands**



Scroll down and single click on the  **From** command. Click **Add** and then **Ok** to save your selection.

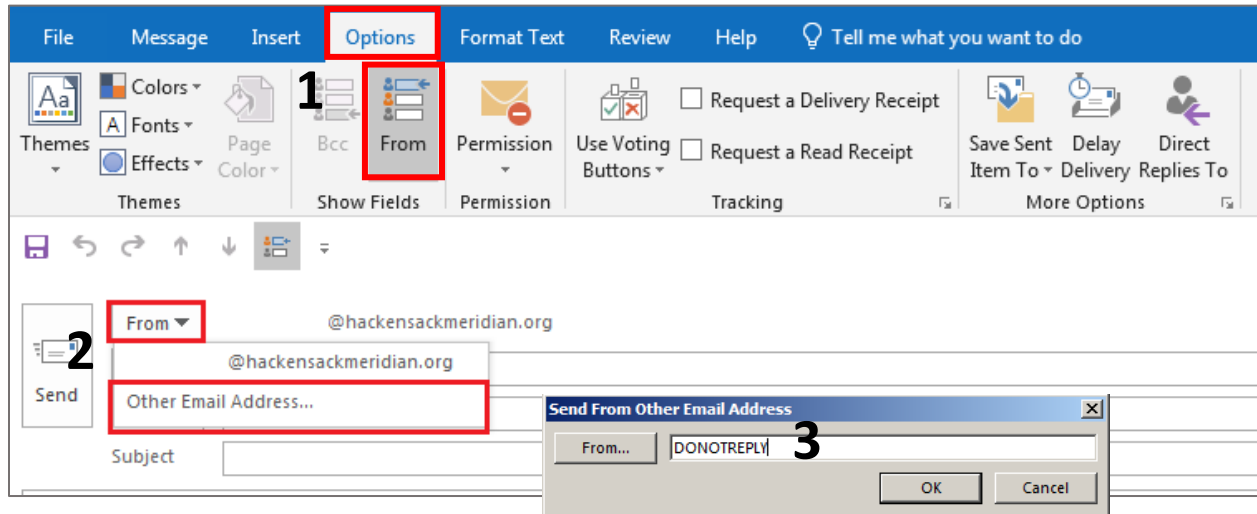


Steps If “From” Does Not Appear In An Outgoing Email

1. If you are not seeing the “From” option when creating a New Email, select **Options** from the toolbar and single click on **From** in the Show Fields tool.

★★NOTE: YOU MUST CHANGE THE FROM FIELD TO: DONOTREPLY★★

2. Select the **From** dropdown and click on “**Other Email Address...**”
3. Type “**DONOTREPLY**” in the Send From Other Email Address free text field and click **Ok**



This now allows you to select the **DoNotReply@hackensackmeridian.org** vs your personal email from the “From” dropdown.

