

# Video Conferences

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This article covers using video conferences for individual meetings and small group collaborations. To learn about using video conferences for teaching or learning within Canvas, see [Video Conferences for Instruction](#).

Wharton offers two main supported video conferencing solutions:

- [Zoom](#)
- [BlueJeans](#)

Your classes may use a mix of the two tools; be sure to check with your professor. A third option, [Microsoft Teams](#), is offered by Penn and is sometimes used by staff across the University. Teams is not covered in this article.

This [feature comparison](#) of Zoom and BlueJeans can help you choose between the two.

## Before You Start

You will need the following before you can complete this task:

- An active PennKey account
- **Faculty and Staff:** admin access to your devices (to install the app)

## Zoom

[Zoom](#) is a cloud-based cross platform video conferencing service. Zoom makes it easy to collaborate with your colleagues, and can be started and joined via a PC, Mac, smartphone, or regular landline (audio only). Each meeting can accommodate up to 300 participants and supports recording of the meeting and screen/media sharing. All Wharton students, faculty, and staff have access to Zoom.

## Install the Zoom App

The native Zoom app isn't required to use Zoom, but we highly recommend it for the best Zoom experience. Read the article entitled "[Logging into Wharton Zoom](#)" for instructions detailing installing and logging into the Windows, Mac, and mobile versions of the app.

## Accessing Zoom Meetings

If your Zoom meeting is for a Wharton class, it most likely was created through Canvas. Please log into Canvas first, launch your class, and then choose Zoom from the left navigation pane.

Although we recommend accessing any video conferences created in Canvas by logging in via Canvas, it's also possible to see all your meetings by logging directly into the meeting software ( <https://upenn.zoom.us> ).

## Scheduling a Meeting

Scheduling for a class that's using Canvas? See [Video Conferences for Instruction](#).

Not scheduling a meeting for a class that's using Canvas? Follow these directions:

## BlueJeans

**BlueJeans** is a cloud-based cross platform video conferencing service that makes it easy to collaborate with your colleagues. BlueJeans can be started and joined via a PC, Mac, smartphone, or regular landline (audio-only). Each meeting can accommodate up to 200 participants and supports recording of the meeting and screen/media sharing. All Wharton students, faculty, and staff have access to BlueJeans.

## Feature Recommendations

Zoom and BlueJeans have a large number of feature settings. Here are suggestions for a variety of settings across both Zoom and BlueJeans.

## Questions?

For additional help and support:

- See the [Zoom FAQ](#) or [BlueJeans FAQ](#)
  - Check out the [Zoom Knowledge Base](#)
  - Contact [Zoom support](#) directly
  - Check out the [BlueJeans Knowledge Base](#)
  - Contact [BlueJeans support](#) directly
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