Create IT helpdesk ticket to request a bluejeans meeting by emailing:

itshelp@selkirk.ca

Information to include in your ticket:

- 1. Date
- 2. Start and end time
- 2. Meeting title
- 3. Room or Office
- 4. Indicate if meeting is going to recorded

Check your email for your bluejeans link to launch your meeting.

2 days minimum notice is required