How to set up a Review Session in Bluebeam 2018

Follow the directions below to set up a Bluebeam Studio Review Session used for 30-60-90 Review meetings.

Select the "Studio" (House) icon and then click on "Sessions". Click the "+" button and select "New Session" from the drop-down menu.



The "Start Studio Session" window will appear. Give the session a name, uncheck the "Restrict Attendees by Email Address" box, and click "Add" to select review session files:

Start Studio Session		\times	
Session Name: Pre-PS&E	Review Meeting		
Documents			
File name	Path		
Add Open Files Options		Add	
Permission			
Save As			
Print			
Markup Akat			
Restrict Attendees	by Email Address		
Session Expires	Sep 20, 2018		
		OK Cancel	

Select files to be included in the review session and click "Open" to add the files. Multiple files can be selected at the same time.



After all files have been selected, click "OK" to begin uploading them into the session.

Optio	ns			
	Permission			
	Save As			
	Print			
	Markup			
	Markup Alert			
	Add Documents			
[Restrict Attendees b	y Email Address		
[Session Expires	Sep 20, 2018	🔲 👻 🛛 5:00 PM 🍦	
			OK Can	cel

The "Session Invitation" window will appear. Bluebeam will send notifications to addresses added with the "+" button or through the Address book. It is recommended though to paste the link to the Session into your review meeting Outlook appointment by clicking the "Copy Invitation" button.

Session Invitation		×	
Session Information			
Session Name:	Pre-PSE Review Meeting		
Session ID:	135-119-304	Copy Invitation	
Invitees			
Email Address			
+			
-CF			
V	7		

Address Book	t		
Message (Optional)			
Note: A Session is limited	to 500 Attendees.	OK Cancel	

And then using Ctrl-V to paste the link into the appointment.

				Intitled - App	ointment					
File	Appointme	ent Insert	Format	Text Revi	ew ♀T	ell me what y	ou want t	o do		
Save & Dele Close	te _{Ca} ,	Scheduling As	ssistant	Skype Meeting Skype Mee	Meeting Notes Meeting N	Invite Attendees Attendees	Options •	Tags	Office Add-ins Add-ins	~
This app Subject	5 ↑ √ ointment is	≓ next to another o	ne on yo	ur calendar.						•
Start time	Thu 9/20/2	2018		3:00 PM	•	All day even	nt			
End time Thu 9/20/2018 3:30 PM You have been invited by PDS (Scott Ebel) to join a Bluebeam Studio Session: Pre-PS&E Review Meeting Session ID: 135-119-304 Session URL: https://studio.bluebeam.com/join.html?ID=135-119-304										

Only the link is needed for others to enter the session. The other information ("You have been invited by...") can be deleted.

After the invitation link has been pasted or individual email address have been added, Click "OK" in the "Session Invitation" window.

Message (Optional)	
Note: A Session is limited to 500 Attendees.	OK Cancel

The review session is now live. Uploaded documents can be viewed and commented on by clicking on them.

