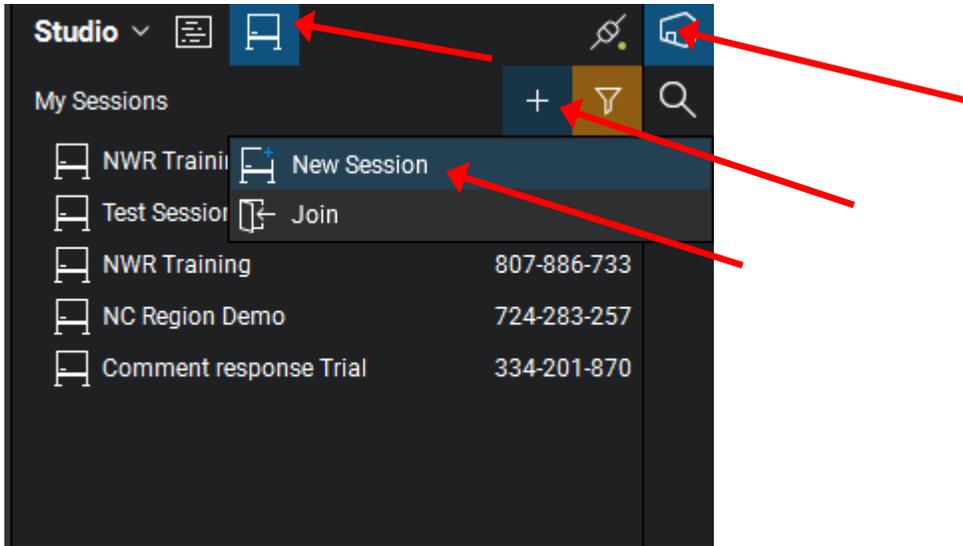


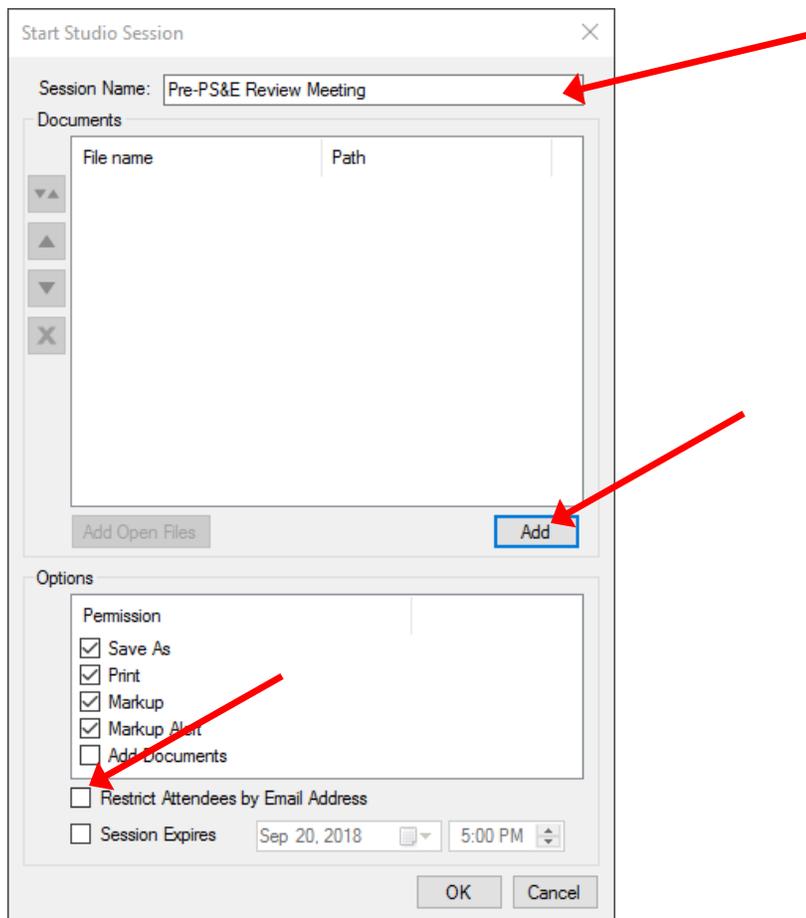
How to set up a Review Session in Bluebeam 2018

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

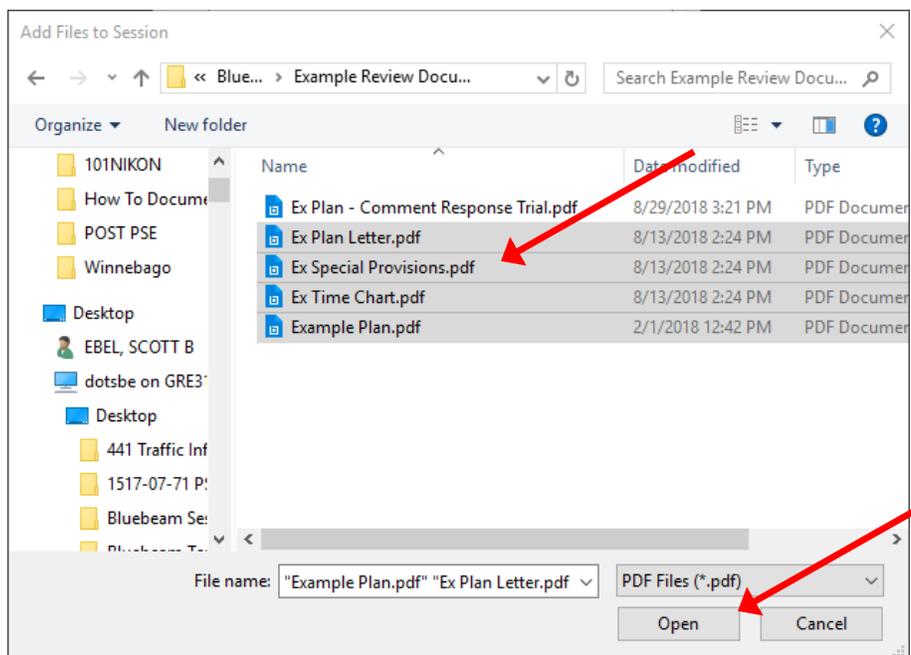
Select the “Studio” (House) icon and then click on “Sessions”. Click the “+” button and select “New Session” from the drop-down menu.



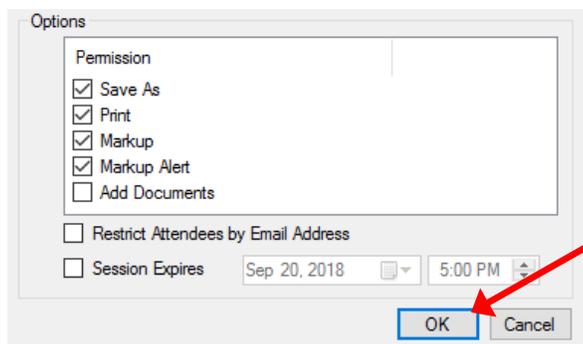
The “Start Studio Session” window will appear. Give the session a name, uncheck the “Restrict Attendees by Email Address” box, and click “Add” to select review session files:



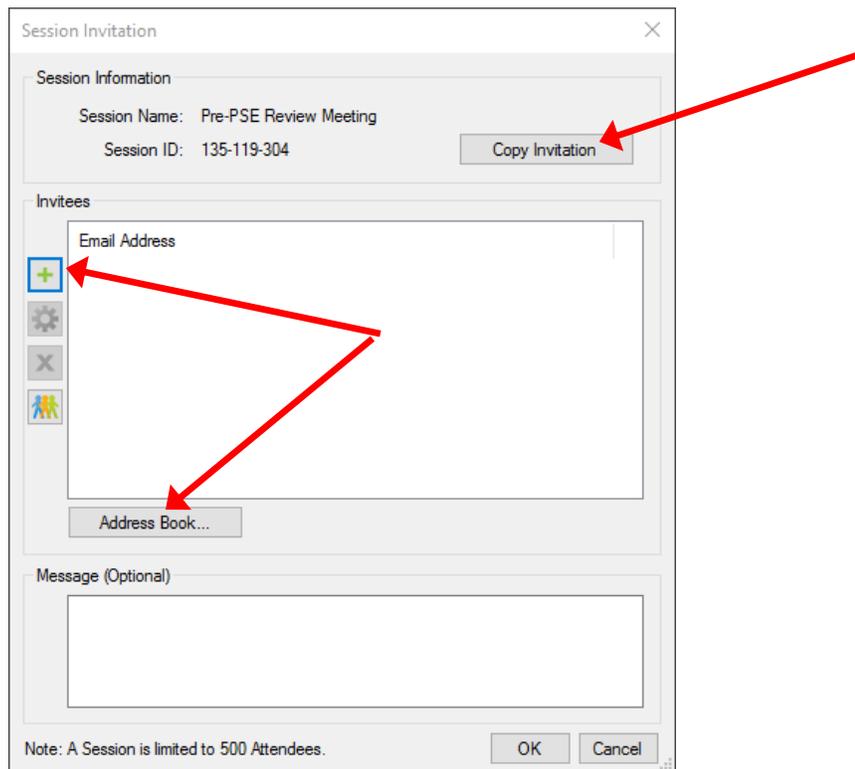
Select files to be included in the review session and click “Open” to add the files. Multiple files can be selected at the same time.



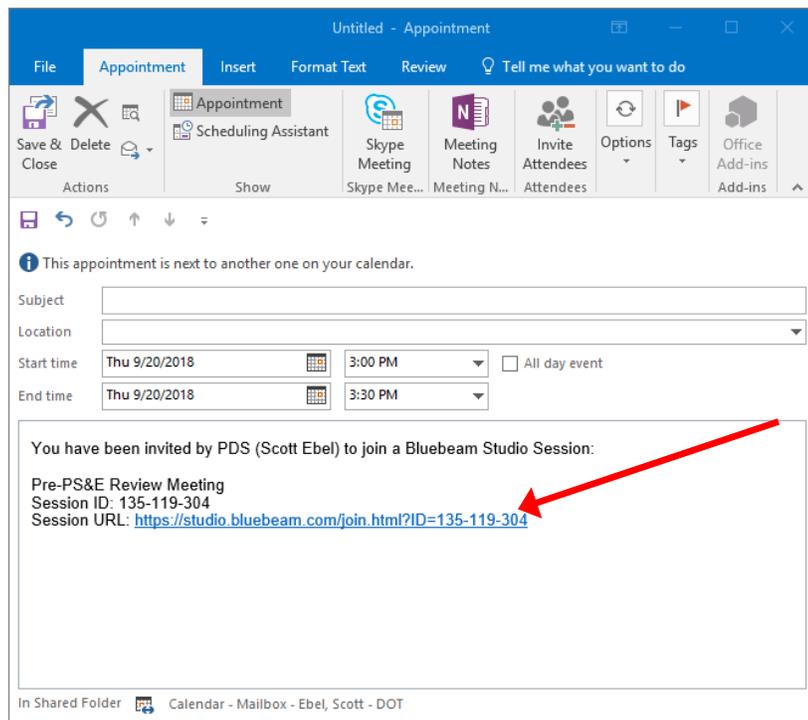
After all files have been selected, click “OK” to begin uploading them into the session.



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.

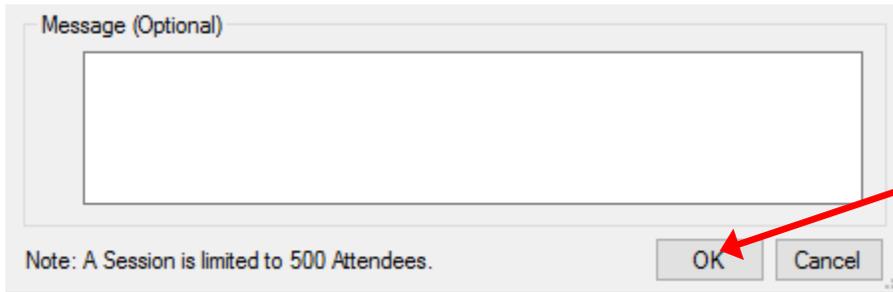


And then using Ctrl-V to paste the link into the appointment.



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.



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

