



# BlueJeans Events Instructions for Attendees

August 6, 2019

BlueJeans

# **1. Joining the Event**

# Attendee Joins

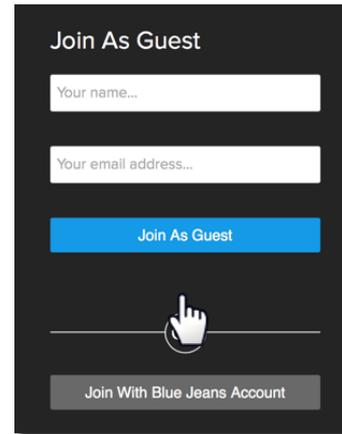
**Choose the option you plan to join with**

**- If joining through Web Browser be sure to have speakers enabled so you can hear the presentation.**

**- Be sure to type in your name and current email address**

**- If joining w/ app or phone, follow the prompts and have event ID or phone pin ready**

- Join the meeting from the email invite:
  - Click Join button takes you to meeting entry page, where you can choose to enter via computer or room system (see next page).
  - Instructions for entering via room system.
  - Instructions to enter from iOS or Android mobile
  - Instructions to dial in from a Telephone (if that option was enabled by the Moderator)
- Enter your name and email, if prompted.



The image shows a dark-themed mobile interface for joining a meeting. At the top, it says "Join As Guest". Below this are two white input fields: "Your name..." and "Your email address...". A blue button labeled "Join As Guest" is positioned below the email field. Underneath the button is a white hand icon with the index finger pointing up, indicating a touchable area. At the bottom, there is a grey button labeled "Join With Blue Jeans Account".

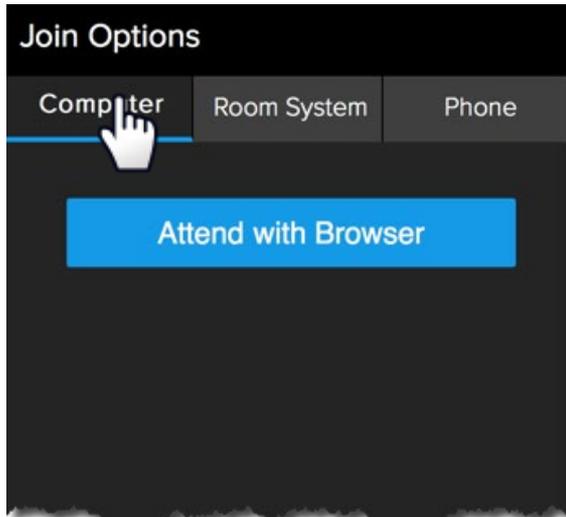
We recommend attendees using Chrome browser for joining events.

# Attendee Joins

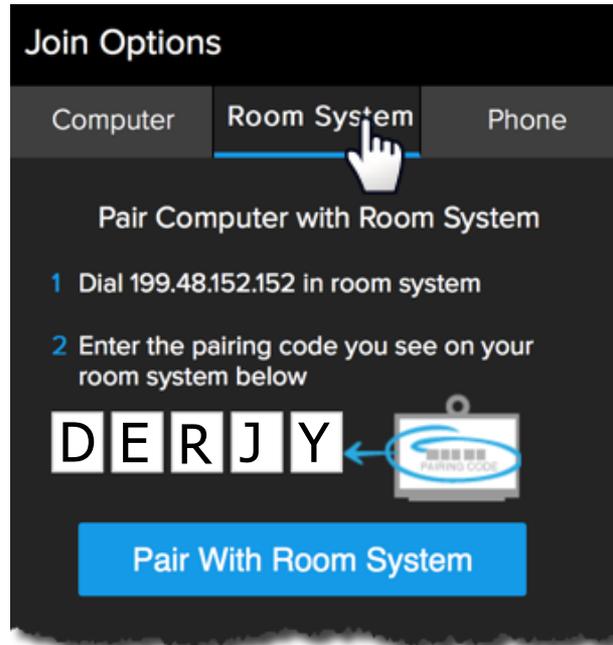
There are three connection options:

1. **Computer (join from the Browser)**
2. **Room System**
3. **Phone dial in** (only if Moderator enables this option)

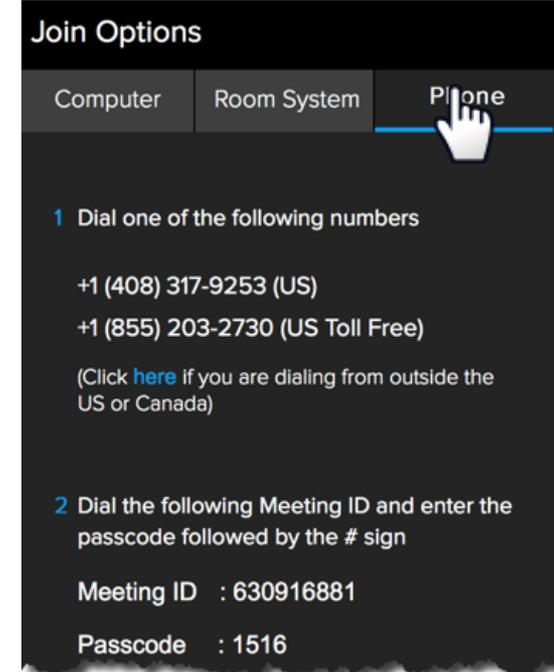
## 1



## 2



## 3



# Join from Mobile

Attendees can also enter the event from iOS or Android.

The image shows a sequence of five mobile phone screens illustrating the steps to join a BlueJeans event from an email invite:

- 1. Click Join from email invite**: An email invite for a "Sales Kickoff" event on January 25, 2016, at 05:30 PM PST. It includes a "JOIN as PRESENTER" button and a URL: <https://a2m.bluejeans.com/a2m/live-event/k101004>.
- 2. Click Join with app**: The mobile browser displays the event page for "Sales Kickoff" with a "Join" button and a "Join with app" button. A hand icon points to the "Join with app" button.
- 3. At welcome page, click Join Event**: The "Welcome" page shows event details: "Sales Kickoff" on Monday, Jan 25, 2016, from 05:30 PM - 06:30 PM. The description is "West Region sales meeting". A hand icon points to the "Join Event" button at the bottom.
- 4. Enter your name and click Enter Event**: The "Event Registration" form asks for "First Name" (David), "Last Name" (Lee), and "Email Address" (optional). A hand icon points to the "Enter Event" button.
- 5. You're in the Event!**: The final screen shows the event interface with a "NEW BLUE JEANS PRIMETIME" banner and a video player.

## **2. Attendee's In-Event Experience**

# Attendee View

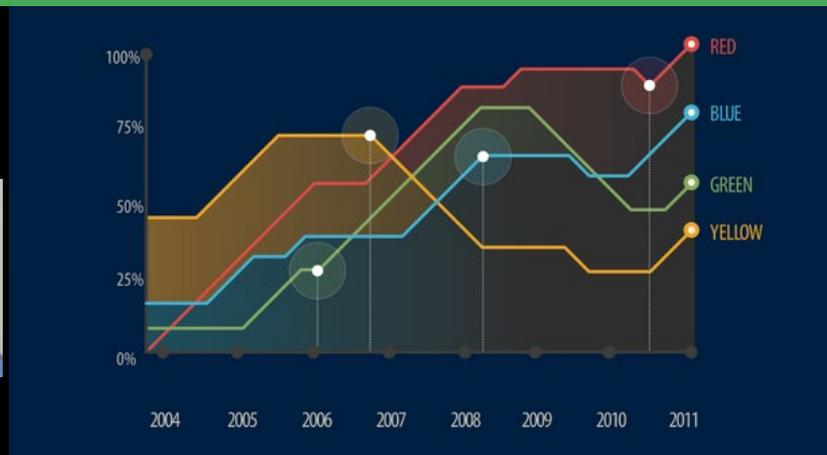
(David Lee)

Entry banner alerts Attendee that nobody will be able to see or hear them.

Event title → Sales Kickoff

The event is live - You are in a view only role and can not be seen or heard [DISMISS](#)

← Exit the event  
← Main (roster) view



← Chat w/ everyone  
← Chat w/ Moderator  
← Questions & Answers  
← Expand side navigation (display Presenter roster)  
← Settings (choose which speaker to use)

Speaker Volume

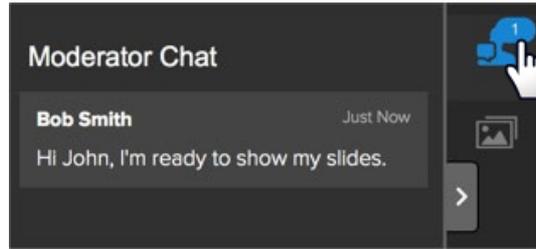
Mute Speaker

Full Screen

Slider bar – drag to change the size of video and content



# Chat



Participants click "**Moderator Chat**" to chat **privately** with the **Moderator**.

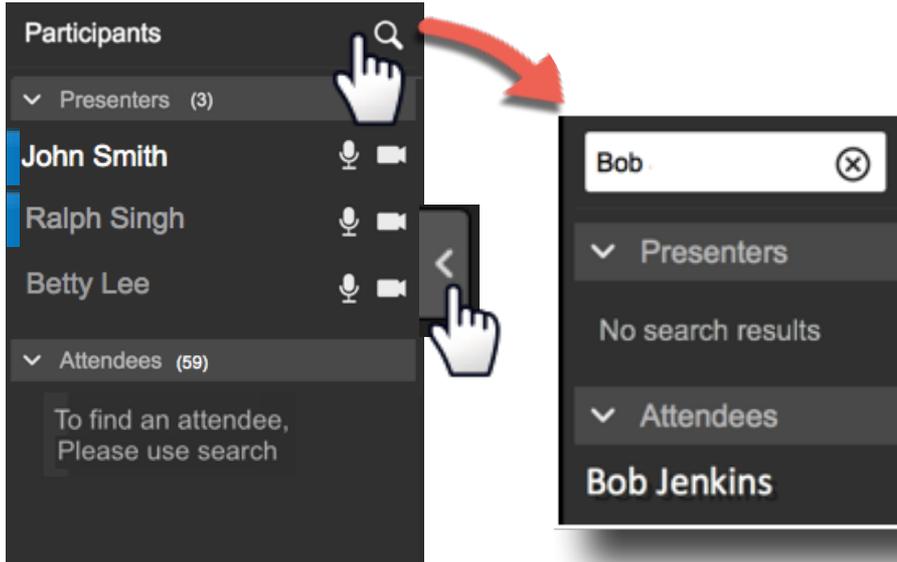


Click "**Event Chat**" to chat with **all** participants in the event.

Moderator has ability to delete a specific chat message.

*Note: Event Chat history can be downloaded, after the event concludes, from the Past Events folder.*

# Participant Roster



Attendees expand the right-side panel to display the participant roster:

- Participants are grouped as Presenters or Attendees.
- Moderators appear as Presenters, with a blue bar.
- Click the group down-arrow to hide the names
- Attendees will not have a full view of the Attendee roster. Use Search to find an Attendee name (Bob Jenkins, in this example).

# Questions & Answers

**Attendees submit question by clicking the Q&A icon. If enabled for the event, Attendees can choose to post anonymously.**

**Attendees will see a blue alert bubble in the Q&A icon to note an answer has been received. Other Attendees can “Like” the question to highlight priority.**

*Note: Promoted Attendees will not be able to answer*

Attendees (only) can submit questions for the Moderator and/or Presenters to answer.

