



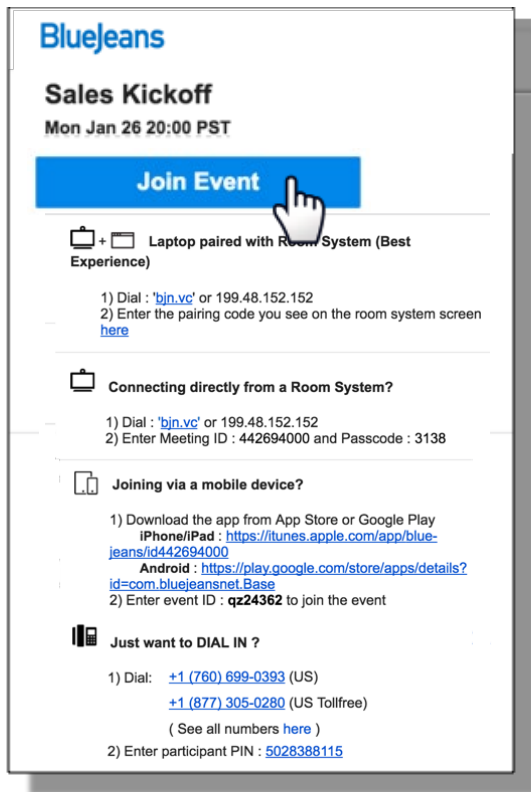
BlueJeans Events Instructions for Attendees

August 6, 2019

BlueJeans

1. Joining the Event

Attendee Joins



- 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 "Join As Guest" form with a dark background. It contains two input fields: "Your name..." and "Your email address...". Below the fields is a blue button labeled "Join As Guest". At the bottom, there is a hand cursor icon pointing to a "Join With Blue Jeans Account" button.

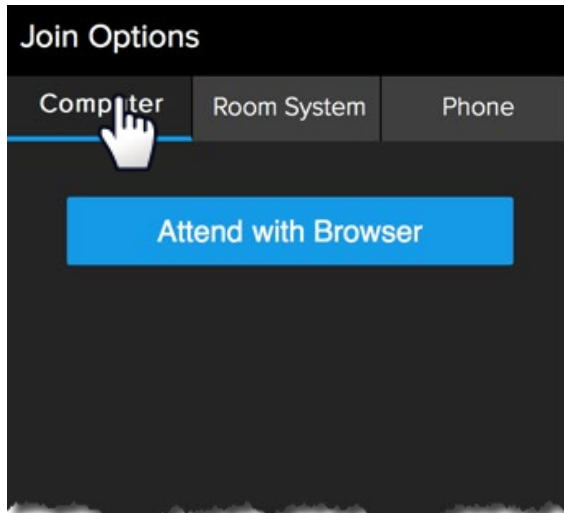
We recommend attendees using Chrome browser for joining events.

Attendee Joins

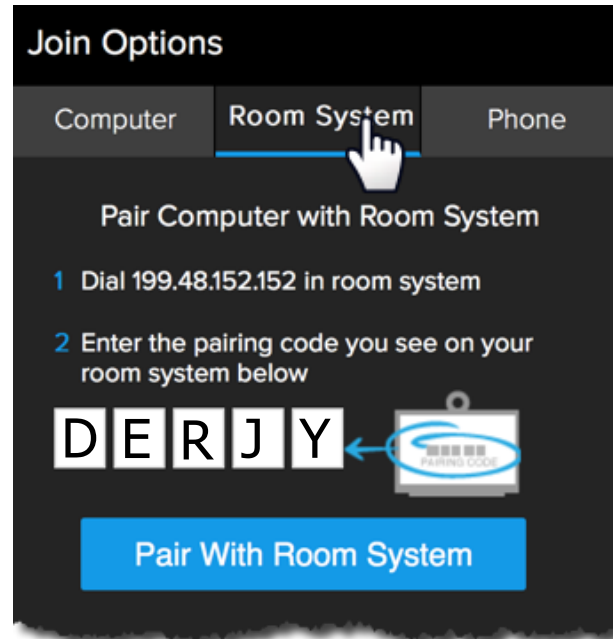
There are three connection options:

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

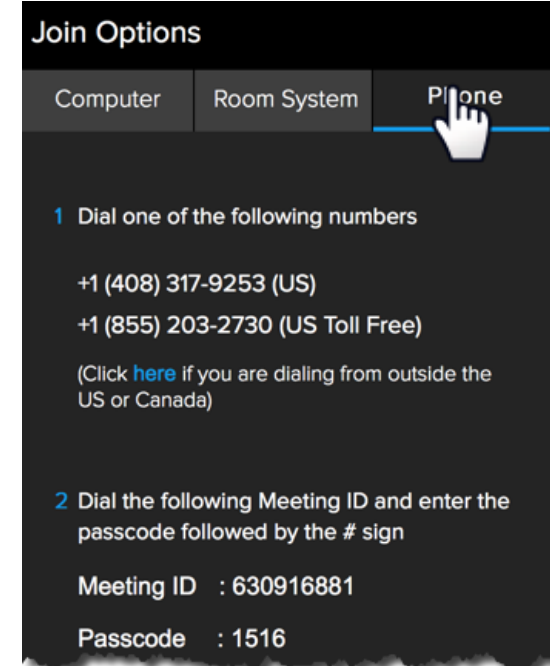
1



2



3



Join from Mobile

Attendees can also enter the event from iOS or Android.

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

- 1. Click Join from email invite**: The first screenshot shows an email invite for a "Sales Kickoff" event on January 25, 2016, at 05:30 PM PST. A hand icon points to the "JOIN as PRESENTER" button.
- 2. Click Join with app**: The second screenshot shows the BlueJeans mobile app interface. A hand icon points to the "Join with app" button.
- 3. At welcome page, click Join Event**: The third screenshot shows the "Welcome" page in the app. A hand icon points to the "Join Event" button at the bottom.
- 4. Enter your name and click Enter Event**: The fourth screenshot shows the "Event Registration" form. A hand icon points to the "Enter Event" button at the bottom.
- 5. You're in the Event!**: The fifth screenshot shows the event page in a mobile browser. A hand icon points to the "Enter Event" button.

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](#)

Speaker Volume

Mute Speaker

Full Screen

The chart displays five data series: RED, BLUE, GREEN, and YELLOW. The Y-axis represents a percentage from 0% to 100%. The X-axis represents years from 2004 to 2011. The RED series starts at 0% in 2004 and rises to 100% by 2011. The BLUE series starts at approximately 15% in 2004 and rises to 80% by 2011. The GREEN series starts at 0% in 2004 and rises to 60% by 2011. The YELLOW series starts at 0% in 2004 and rises to 40% by 2011. The chart also shows a brown shaded area representing a range of values.

← Exit the event

← Main (roster) view

← Raise Hand *

← Chat w/ everyone

← Chat w/ Moderator

← Polls

← Questions & Answers

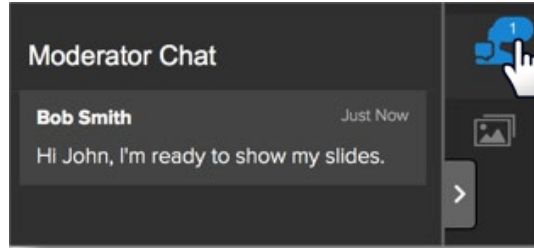
← Expand side navigation (display Presenter roster)

← Settings (choose which speaker to use)

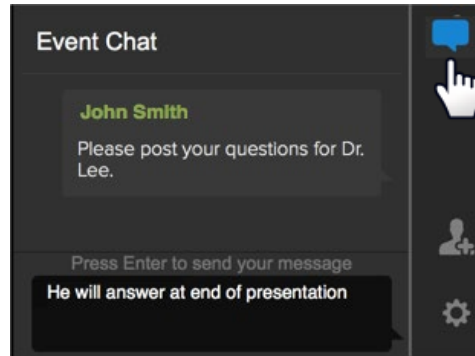
Slider bar – drag to change the size of video and content

* Attendees raise their hand to go interactive in the event (i.e., talk and be seen)

Chat



Participants click “**Moderator Chat**” to chat **privately** with the **Moderator**.

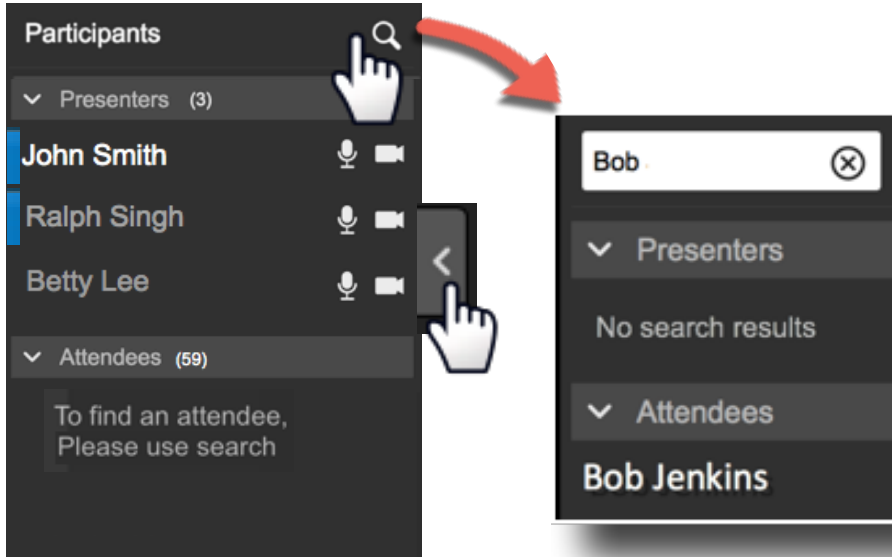


Click “**Event Chat**” to chat with **all** participants in the event.

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



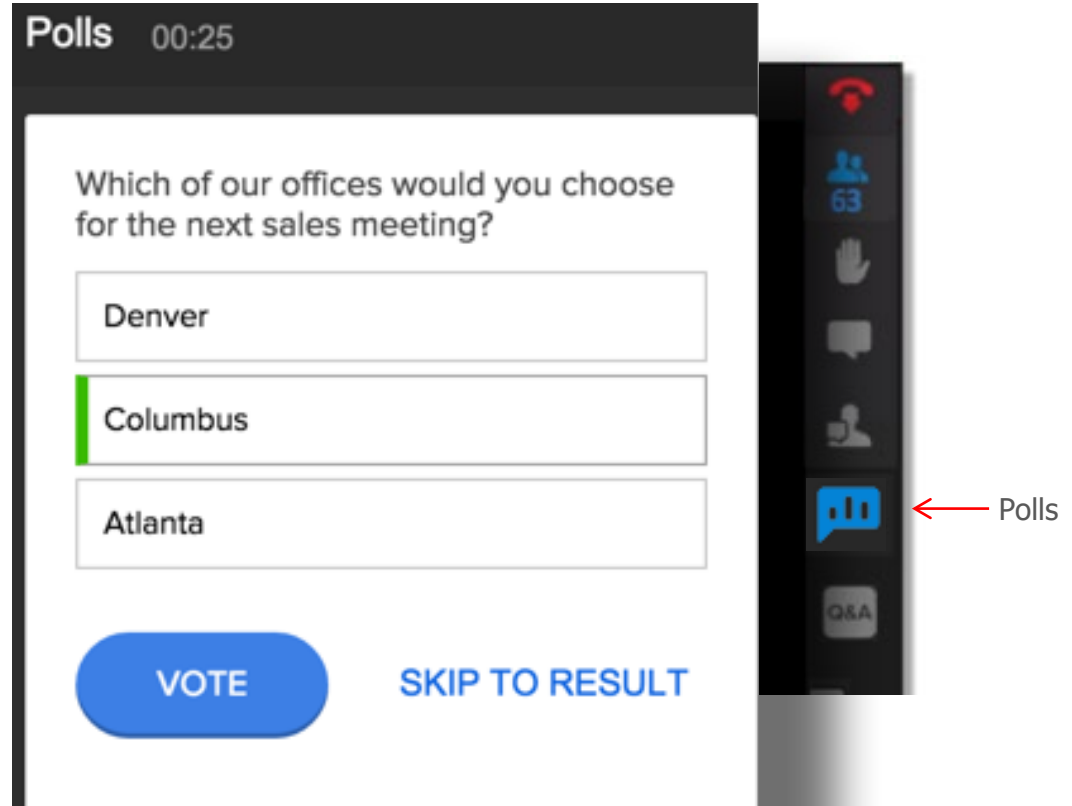
Attendees expand the right-side panel to display the participant roster:

- 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).

Polls

The Moderator can post live polls in the event, so that Attendees (and Presenters) can cast their survey or questionnaire vote.

When the Moderator closes voting the results will be displayed for everyone to see.



The screenshot shows a mobile application interface for a live poll. At the top, it says "Polls 00:25". The poll question is "Which of our offices would you choose for the next sales meeting?". There are three options: "Denver", "Columbus", and "Atlanta". The "Columbus" option is selected, indicated by a green vertical bar on the left. At the bottom, there are two buttons: "VOTE" and "SKIP TO RESULT". To the right of the poll is a vertical sidebar with several icons: a red Wi-Fi icon, a blue icon with "63" (representing attendees), a hand icon, a speech bubble icon, a person icon, a blue icon with a bar chart (representing polls), and a "Q&A" icon. A red arrow points from the text "Polls" to the blue bar chart icon in the sidebar.

Polls 00:25

Which of our offices would you choose for the next sales meeting?

Denver

Columbus

Atlanta

VOTE SKIP TO RESULT

63

Q&A

Polls

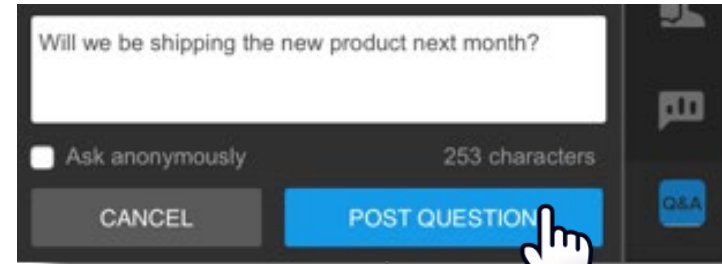
Questions & Answers

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.



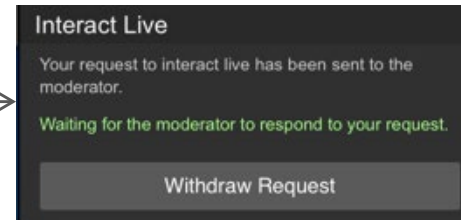
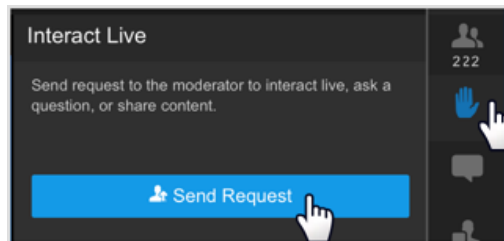
Promoting to Presenter

Attendees will “raise their hand” if they want to interact live in the meeting

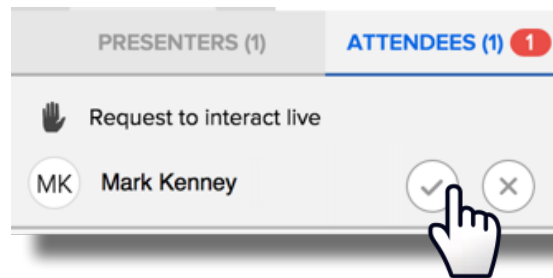
(David Lee)

1. Attendee (David Lee) will:

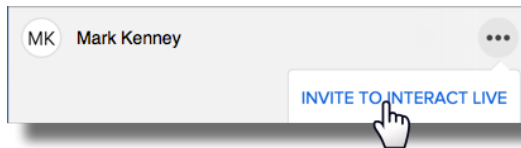
- Click the hand
- Click Send request
- Withdraw request (if needed)



2. Moderator sees request in the Attendees tab, and approves or declines.



Moderator can also promote Attendee *directly* after clicking their name in roster



Note: Room System must pair with a computer to raise hand.

Promoting to Presenter

(David Lee)

3. If approved, **Attendee** will:

- Receive message, informing them that moderator has approved their request.
- Click on **Continue** to proceed or **Withdraw** their Request.
- The Attendee will be seamlessly “promoted” into the Presenter roster. David can now be seen and heard in the event, but, he will not be able to share his screen or answer a question (from Q&A).

