BlueJeans Events
Instructions for Presenters
October 2017
1. Joining the Event
Presenter 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 only
• Enter your name and email, if prompted.
There are three connection options:

1. Computer (join from the Browser or BlueJeans App)
2. Room System (Pairing from computer required)
3. Phone dial in (you will not be able to screen share)
Presenters and Attendees (not Moderators) can also enter the event from iOS or Android.

1. Click Join from email invite
2. Click Join with app
3. At welcome page, click Join Event
4. Enter your name and click Enter Event
5. You’re in the Event!
2. Presenter’s In-Event Experience
Presenter's view

Event title

Shared content

Participant videos

Layout options

Event Duration

Recording is On

Event is Live!

Self View (click to minimize)

Mute your Mic
Mute your Camera

Exit the event

Main (roster) view

Chat

Chat w/ Moderator

Sharing options

Polls

Questions & Answers

Presenter cannot mute or unmute other presenters.

Recording is On

Presenter's view

Attendees

Settings (choose speaker/mic/camera)

Slide left to show video panels

Expand to Full Screen

Moderator(s) identified by blue dot
Presenters (including Moderators) can share their screen (or uploaded videos).

1. Click the Content Sharing icon in the menu.
2. By default, you’ll be in the ‘Share Screen’ tab.
3. If more than one monitor is in use, select which monitor to share.
4. Select to share a specific application or your entire screen (we recommend sharing entire screen).
5. To share an uploaded video, select existing video in your list, or upload a new video to share.
The Moderator and Presenter can change the video layout for themselves by hovering over the layout icons in the bottom left-hand corner.

**Active Speaker** will only display the video feed from the Current Speaker and is the default view.

**Active Presence** will display the Current Speaker and the four most recent speakers below.

**Constant Presence** will display a panel of the nine most recent speakers in a grid view.
Click Settings to change the device used for your mic, camera or speaker:

- Automatic Device
- FaceTime HD Camera
- Built-in Output
- Sennheiser SC60 for Lync

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

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

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.
Moderators, Presenters and Attendees* have view access to the participant roster:

- Participants are grouped as Presenters and Attendees.
- Moderators appear as Presenters, with a blue bar.
- Click the group down-arrow to hide the names
- Use Search to find a participant name (Bob Jenkins, in this example).

*Attendees use Search to find other attendee names.
Polls

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

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

Attendees submit question by clicking the Q&A icon.

• If enabled for the event, Attendees can choose to post anonymously.
• Other Attendees can “Like” the question to highlight priority.

Presenter (or Moderator) will see a blue alert bubble in the Q&A panel, and post the answer for everyone to see.

• Promoted Attendees will not be able to answer.

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