

The Manchester Lit and Phil

Discussion for lively minds since 1781

BlueJeans Event Instructions for Attendees – Joining from a computer

How To Join An Online Event From A Computer

Here are some instructions for Attendees to join and enjoy a BlueJeans Event from a computer.

From your registration confirmation email click 'Join Event'

Clicking the 'Join Event' button will take you to the option to 'Join with Browser'

(NB we recommend Attendees join with [Chrome Browser](#))



Here is a visual of the Attendee View:

Attendee View
(David Lee)

Event title → Sales Kickoff

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

1 Full Screen

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

3 Main (roster) view

4 Chat w/ everyone

5 Polls

6 Questions & Answers

Exit the event

Raise Hand * 3

Chat w/ Moderator

Expand side navigation (display Presenter roster)

Settings (choose which speaker to use)

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

The main content area shows a video of a speaker and a line chart with data points for years 2014 to 2011. A green banner at the top of the video area reads: 'The event is live - You are in a view only role and can not be seen or heard DISMISS'.

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Overview of key features/functions

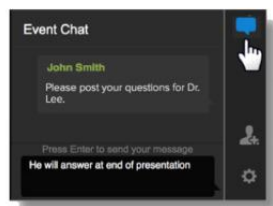
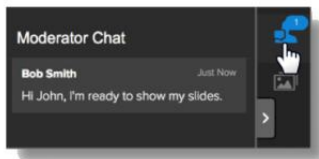
1. If content is being shared, you can expand your screen to full view
2. When screens/presentations are shared, attendees with [HTML5](#) enabled will have a slider bar to zoom between the participant videos and screen share content.
3. Raise your hand - *NB This function is not available in our events*
4. You can **chat** with all participants, or just with the Moderator (one-on-one) - see further information below
5. You can respond to survey and questionnaire polls the Moderator posts – see further information below
6. You can also ask questions during the event via the Q&A and receive answers from the event moderators – see further information below

Interaction options for event attendees

Attendees in a BlueJeans Event can interact three ways:

Chat

- Click 'Moderator Chat' to chat privately with the Moderator
- Click 'Event Chat' to chat with all participants in the event



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Interaction options for event attendees (cont'd)

Q&A

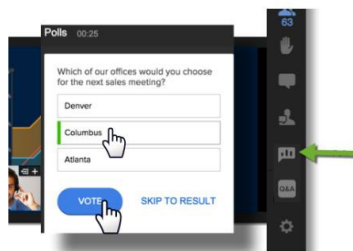
Attendees can submit questions for the Moderator to answer, or forward to the Presenter after the discussion.

- Click the Q&A button.
- Type out your Question.
- Post your Question. Answers will be shown, after completion by a Moderator or Presenter



Polls

If a Moderator posts a poll, the Attendees will be asked to cast their vote. Results will be tabulated, and can be shown to everyone (if the Moderator wishes to publish).



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If you would like to find out more about Blue Jeans events, please read the [Blue Jeans Event Attendee Instructions](#) guide.

Our Autumn Event Programme

For the Autumn term 2020 the Manchester Lit & Phil will offer two types of events: online 'live' lectures and pre-recorded lectures.



Online 'live' lectures are more like a usual Lit & Phil lecture in that they are scheduled for a specific date and time and registration is required as places are limited.



Pre-recorded lectures are recorded in advance with the speaker and the video is then made available to members via the Lit & Phil website a few days before the 'live Q&A' session. We will send the link to the videos by email to all members. You can watch them at your own convenience.

For details of our full Autumn 2020 programme please see our website.

If you're interested in becoming a member of the Society you can apply online:
manlitphil.ac.uk/membership