



# Attending an Event

You will receive a link to the event.

Webex Event Livestream

STARTS: Oct 14, 2020 2:20 PM ENDS: Oct 14, 2020 3:20 PM

WEBCAST LINK: <https://██████████.vbrickrev.com/#/events/67d9f80f-ebac-459d-bbdf-6f39c0a4f06e>

Click this link to open the event in a web browser.

The screenshot shows a registration form for a 'Hopkins Centre Event' scheduled for Oct 19, 2020 11:00 PM - Oct 20, 2020 12:00 AM. The form is divided into two main sections: 'EXISTING USERS' and 'GUESTS'. Under 'EXISTING USERS', there is a question 'Already a registered user?' and a blue 'Sign in' button. Under 'GUESTS', there is a disclaimer: 'The display name and email address captured on this form are used to provide access to the webcast and to uniquely identify you in webcast reporting. Additional information may be collected for use by the host.' Below this are three input fields: 'John Doe' (display name), 'john.doe@gmail.com' (email), and 'hopkins' (event password). A checkbox is checked, with the text: 'I consent to the capture of my display name, email address and other information requested or required by the host of this webcast.' At the bottom right of the 'GUESTS' section is a blue 'Sign in as guest' button.

A window will appear allowing you to enter your name, email address and the event password (if one has been configured). Make sure you consent to the capture of the information required, tick the check box as required and click **Sign in as guest**



# Attending an Event

If the event has not yet started, you will see a message to inform you.

**The event has not started.**  
14 Oct 2020 14:20 - 14 Oct 2020 15:20

Once the event starts, you will see the presentation in your web browser.

Click the **Muted** button to unmute the audio.

COMPANY LOGO

The screenshot displays a Webex Event Livestream interface. At the top left, there is a header for 'COMPANY LOGO'. Below this, the main content area is titled 'Webex Event Livestream' and 'Video'. A prominent 'MUTED' button with a speaker icon and a red border is highlighted in the top left corner of the video area. The video content shows three cartoon avatars (a man in a green shirt, a man in an orange shirt, and a woman in a green shirt) sitting at a table. A name tag 'Sarah Smith' is visible at the bottom of the video area. On the right side, the 'Event Details' panel shows the event title 'Webex Event Livestream', the time '14 Oct 2020 14:20 - 14 Oct 2020 15:20', a shareable link, and a password field.



# Asking a Question

To ask a question, click the **Q & A** button on the right-hand navigation menu.

My Questions (0) Group Questions (0)

*Ask a question* **Ask**

You haven't asked any questions.

My Questions (0) Group Questions (0)

Hi, will we receive the slides?

**Submit**

Cancel

✓ Hi, will we receive the slides?

> Yes we will send you the slides after this event

— Sarah Smith

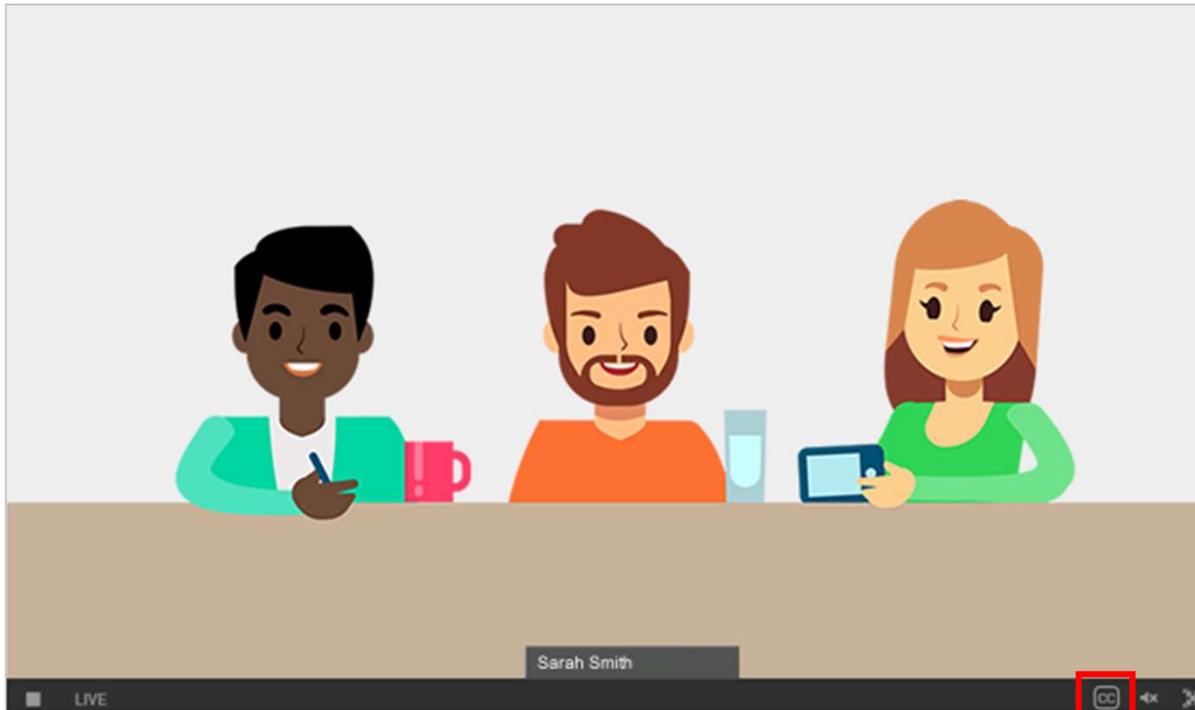
1. Click the **Ask** button.
2. Enter your question and click the **Submit** button.
3. Once your question has been answered, the answer will display below it in the Q & A panel.



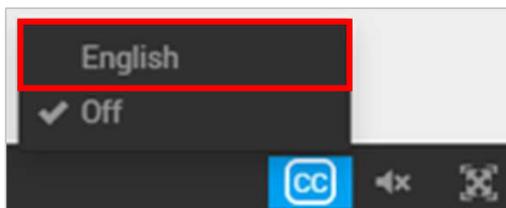


# Closed Captions

If you need to use subtitles during the live stream, you can enable Closed Captions which will provide you with a text version of the spoken live stream.



Click the **CC** button to enable Closed Captions.



Then select **English** from the Closed Captions options.

You will now see subtitles underneath the live stream.