

Participating in a Saba Webinar

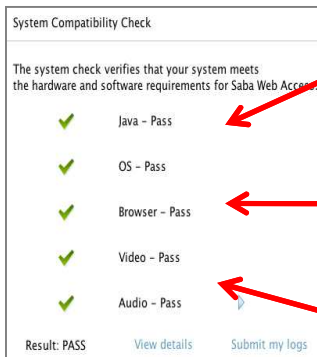
A QUICK GUIDE TO PARTICIPATING IN A SABA MEETING WEBINAR

ENTERING THE WEBINAR ROOM

Step One: System Check

To enter the webinar, you must verify that your system meets the Saba requirements:

1. Click on the **webinar link** and then on **“Run System Check”** (see image below).
2. Correct any **“red X’s”** you might have.



Ensure Java is installed; if not visit java.com/getjava

Use the following browsers:
- Internet Explorer (Windows)
- Firefox (Windows 8); or
- Safari (or Mac)

Verify that your headset & webcam are functioning.

Step Two: Entering your details

If you have passed the system check, enter your details below and click **“Join Webinar.”**

This is the name that the other attendees will see.

USING SABA MEETING TOOLS

How to participate in the webinar

Check audio and mic settings

1. Check your audio settings here:
2. Click on the mic next to your name to change your mic settings:



= mic is off, click to activate





= mic is on, speak freely



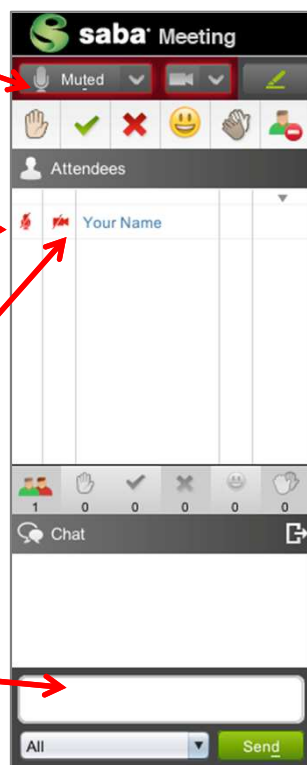
= mic is disabled, wait for moderator to turn it on

Turn on your webcam

1. Click  to activate your webcam or wait for the moderator to turn it on.
2. Check your webcam settings by clicking on this icon: 

Send a message

1. Write a message in the chat box.
2. Select **“All”** or a participant’s name to specify recipient(s).
3. Click **“Send”**.



Use the whiteboard

Click here to open the whiteboard panel. You can use colorful pens, highlighters, shapes & more to interact with others.

Provide feedback

Click on the emoticons to express your opinion. The icon will appear next to your name; click again to remove it.



“I have a question.”



“Yes, I agree.”



“No, I disagree.”



“I’m enjoying this session!”



“Thank you for your input.”



“I’m currently unavailable.”