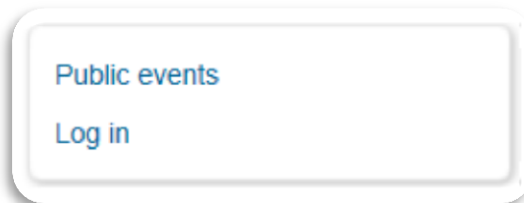


# Saba® Centra Quick Guide

This guide explains how to register quickly and easily for demonstrations and trainings sessions with Saba Centra.

**1.** Open this page in your browser: [www.giz.de/gc21/sabacentra](http://www.giz.de/gc21/sabacentra)

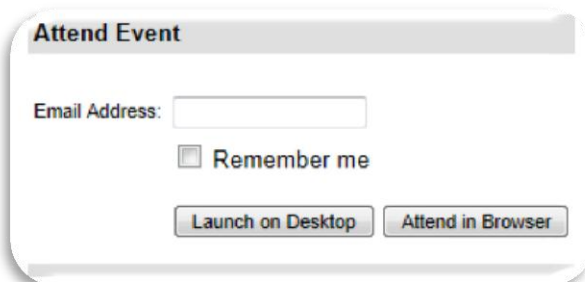
**2.** Click **“Public events”** on the top left.



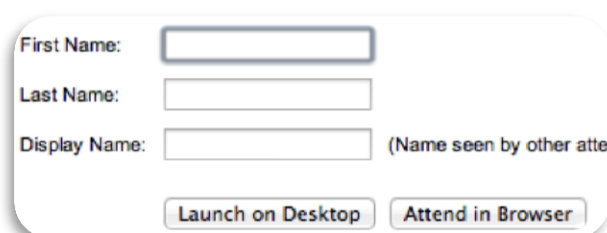
**3.** Select your event and click **“Attend”**.



**4.** Enter your email address and click **“Attend in Browser”**.



**5.** Enter your personal details and click **“Attend in Browser”**.



Notice for GIZ employees

Are you using a tablet or smartphone?

# Notice for GIZ employees

When you attend a session it is important to use a headset and to activate Java on your browser! GIZ employees should contact ITSC (-1111) in order to get Java installed on the browser.

The use of the Global Campus 21, its systems and in particular Saba Centra as live collaboration tools is restricted exclusively to collaborative work within international cooperation projects. GIZ internal standards (currently Lync Online and Skype) apply for GIZ internal communication and live collaboration. Further information on GIZ software standardization can be found here:

[https://intranet.giz.de/cps/rde/xchg/giz\\_intranet/XSL/hs.xsl/-/HTML/6127.htm](https://intranet.giz.de/cps/rde/xchg/giz_intranet/XSL/hs.xsl/-/HTML/6127.htm)

## Are you using a tablet or smartphone?

- 1.** iPad o Galaxy Tab? Download app:  
iTunes:  
<https://itunes.apple.com/de/app/saba-meeting/id552858702>  
Google Play:  
<https://play.google.com/store/apps/details?id=com.saba.sabameeting>

- 2.** Change **settings**.  
Server name: **centra76.live-place.de**  
Domain name: **inwent**

- 3.** Enter **registration data** (Username and password)



- 4.** Search for your event and **attend**

Questions? Problems? Please send us an Email to [support-gc21@giz.de](mailto:support-gc21@giz.de)