

# Participating in a Saba Webinar

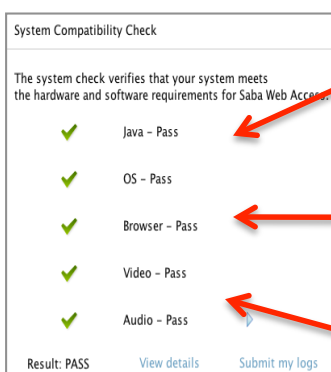
A QUICK GUIDE TO PARTICIPATING IN A SABA MEETING WEBINAR

## 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](http://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:

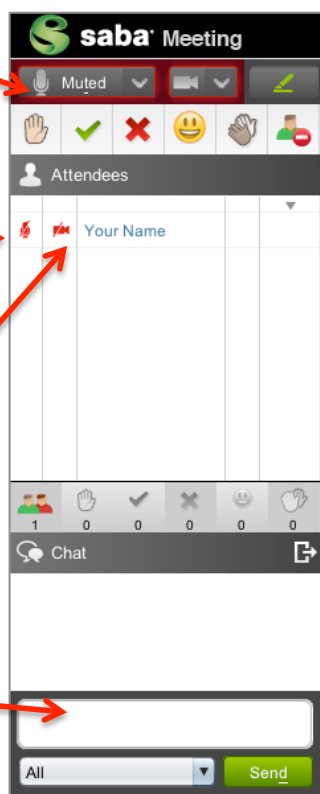
- = mic is off, click to activate
- = mic is on, speak freely
- = mic is disabled, wait for moderator to turn it on

### Turn on your webcam

1. Click to activate your webcam or wait for the moderator to turn it on.
2. Check your webcam functions 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.”