

# Participating in a Saba Webinar

A QUICK GUIDE TO PARTICIPATING IN A SABA MEETING WEBINAR

## ENTERING THE WEBINAR ROOM

### Step one: Entering your details

Please enter your details below and click "Join Webinar."

This is the name that the other attendees will see.

**Nickname \***

**Email**

If you would like to receive an email from the moderator after the webinar, please enter your email address.

**I understand and agree that my data is being saved. \***  [Privacy policy](#)

**Join webinar**

### Step two: Install Saba Meeting Applet

"Allow" and "run" any requests by the system.

#### Entering Event:

Preparing to load. Please wait.



Having problems? [Install the Saba Meeting App](#) to join the session.

#### Welcome to the Saba Meeting App for Windows!

This is a one-time install. Once complete, you can quickly launch Saba Meeting events. [Need Help](#)

1 Run the installer.



Die Webseite möchte „Saba Meeting application launcher plugin“ ausführen. Dieses Steuerelement ist nicht mit den erweiterten Sicherheitsfunktionen von Internet Explorer kompatibel. Wenn Sie der Website vertrauen, können Sie den erweiterten geschützten Modus für diese Website deaktivieren.

Steuerelement ausführen

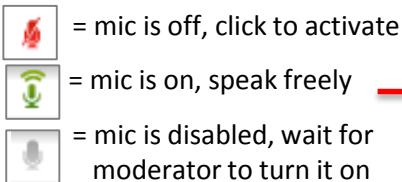
Nicht ausführen

## 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:

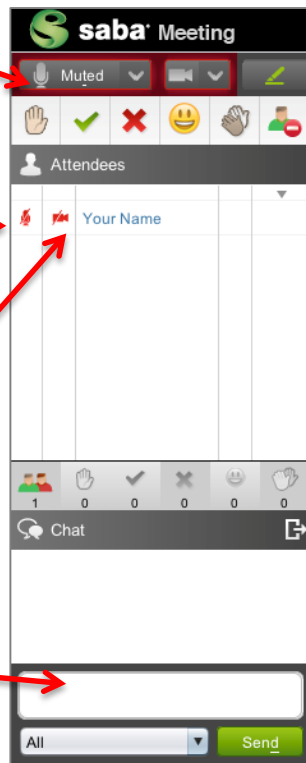


### Turn on your webcam

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."