This is what your Saba 8 virtual meeting program looks like.

Instructions

1. **Use the app installer**, so you can access the “attend in browser” without experiencing issues with java. The stand-alone installer will install java and connect it to the software. You can then use any browser to attend the event. Although we recommend Chrome on a PC and Firefox on a Mac.

   **MAC →**
   [https://online.bentley.edu/SiteRoots/main/Install/macx/x86/DownloadMacClient.jsp?clientType=java&sessionid=GQGNGZAXAMHHRL](https://online.bentley.edu/SiteRoots/main/Install/macx/x86/DownloadMacClient.jsp?clientType=java&sessionid=GQGNGZAXAMHHRL)

   **WINDOWS →** [https://online.bentley.edu/SiteRoots/main/Install/win32/AppSetup.exe](https://online.bentley.edu/SiteRoots/main/Install/win32/AppSetup.exe)

   **IMPORTANT**: Make sure you allow all the Java settings if you get asked

2. **Enter through the guest attend link provided**
   - Enter your e-mail address
   - **Click attend in browser**

**Set up your AUDIO**

Use a headset/earphone in order to avoid echo issues in the online event. If possible, do not use open speakers.
Run the Audio Setup test every time you log into a Saba event by clicking on the drop-down arrow next to “Muted.”

Click on “Play”. You will now hear the audio prompt. Set the volume of speakers and microphone by using the sliders provided. Next, click on “Close”.

Turn on your microphone by clicking on the “Microphone” icon next to your name.

Make sure that your microphone is turned on when you would like to speak in the meeting. The microphone icon turns green in color when it is on. Turn the microphone off by clicking on the icon next to your name once you are done speaking. At this point, the microphone icon will turn red in color.
Set up your VIDEO

**Video Wizard**
To run the Video Wizard, click on the drop-down arrow next to the main video camera icon as seen below. You will see the preview of your video. It will show the classroom. Make sure that “Mirror locally” is unchecked. Press “OK” to finish.

**To turn on your video**, click on the red video button. The video will be activated. You can turn on your webcam at any time to send video of yourself to the class.
Feel free to turn on and off your video when you would like a presence in the meeting. (i.e. when you raise your hand, turn on your camera). If you do not have it turned on, your professor/presenter can send you a request to turn it on. Only you can activate your camera. After all participants from the session have logged in, this is what your video panel will look like. You can see up to 8 video windows.

Pause or stop your video by accessing the options in the top right corner of your video display.

**Slide and Video CONTROLS**

**Default view size:**

The **Actual size**, **Fit to scale**, **Zoom out**, **Zoom in** options:
1:1 or Actual size: Use this option to get an optimal size of the presentation window.
Fit to scale: Use this option to fit the presentation window exactly to the confines of the window.
Zoom In: Use this option to get a magnified view of the presentation.
Zoom Out: Use this option to reduce the size of the presentation window.
Slider: You will be presented with a slider whenever an online student video is brought up alongside the presentation.

Using slider to increase or reduce the video size.