

# QRC: Leading meetings

The screenshot shows the Saba Meeting interface with the following callouts and arrows:

- 1a, 1b, 2a, 2b, 3**: Red arrows pointing to microphone and video controls in the top-left sidebar.
- 4**: Red circle on the top menu bar.
- 5**: Red circle on the 'Record' button in the top menu bar.
- 6a, 6b**: Red arrows pointing to the 'Exit' button and the 'Recording' dialog box on the right.
- 7**: Red circle on the gear icon in the top-right corner.
- 8**: Red circle on the star icon in the top-right corner of a video channel in the bottom gallery.
- 9**: Red circle on the scroll bar of the primary video channel in the bottom gallery.
- 10**: Red circle on the 'Mirror Locally' button in the bottom-left corner.

## VoIP audio

- 1) (a) Turn on/off your microphone and (b) test your audio settings. You can also enable your microphone by pressing the **CTRL** key on the keyboard.

## Live video

- 2) (a) Turn on/off your camera and (b) test your video settings .

## Application share, whiteboard, markup, and polls

- 3) Display markup tools.
- 4) Use the top menu controls to start sharing an application, display the whiteboard, start a poll.

## Recording and session settings

- 5) Pause or restart recording the session.
- 6) (a) Exit the session and (b) select publishing options for when you exit.
- 7) Edit session settings (chat, appshare, conference call, etc.)

## Video modes

- 8) Click the star in the top-right corner of a video channel to display it as primary.
- 9) Use the scroll bar to resize the primary video and the agenda panel.
- 10) Undock the video panel. When undocked, the panel can be displayed vertically or horizontally.

# Leading meetings (Cont'd)

## Attendees

- 11) Invite more people by email.
- 12) Click the microphone or camera icon to give or take audio and video controls for a person, or
- 13) Right-click the person's name to give or take controls
- 14) Click the icon to give or take controls for all attendees at once.

## Chat

- 15) Dock/undock the chat panel.
- 16) Display time stamps and save chat conversation.
- 17) Enter text and click **Send** to chat with everyone in the meeting or use the drop-down to select a specific person

## Content

- 18) Use the agenda toolbar to preview content before displaying it to attendees and to navigate the agenda. **Green** indicates an item being displayed to attendees, while **purple** indicates an item being previewed by the presenter.
- 19) When multiple agendas/slide decks are uploaded, each one appears in its own tab.
- 20) Use the arrows to navigate to the next agenda item. You can also use the keyboard arrow keys, or a remote control stick

