

## Helpful Hints for attending the Global Rug Hub online

This page can be downloaded and printed for

### QUICK REFERENCE

If you plan to register to view the Global Rug Hub, we suggest that as soon as you can after you've submitted your registration, you do the following:

#### **BEFORE the date of the Webinar....**

1. Accept the invitation to register for the webinar. You will get an email promptly from ZOOM to confirm your registration. (Don't see it? Check your SPAM)
2. Be sure to check (time and date link) to see what time this session will be held in **YOUR** location. The following link takes you directly to the information for the Global Rug Hub.  
<https://www.timeanddate.com/worldclock/fixetime.html?msg=Global+Rug+Hub&iso=20190813T1830&p1=416&ah=1>
3. Double-check the **SOUND** on your device works so you can **hear** the presentation.  
You will not need to speak into your microphone.
4. Once registered and you've received an email inviting you to join the webinar (or see the join link on Facebook) you can click the link prior to the meeting time – you'll see a message saying the meeting has **NOT** started but you may be asked to download ZOOM. Agree to the download, it's free and fast and will make it easier for you to join us on the day.

Save the email to use the link on the day of the webinar **OR** you can use the link in the reminder email (step 5 below).

5. You will get two reminder emails; the day before, and 1 hour before - these also provide the link (same one as in step 4) to join the webinar.

## ON THE DAY of the Global Rug Hub Webinar...

1. Join the webinar (early if you'd like) using the link provided in Steps 4 or 5. You would simply wait until the host (Kria Mead) starts the session at the designated time.
2. A video will start and YOU will control how it shows on your screen. Look for the "full screen" button in the upper-right hand corner. The video will show better in full screen – use "Esc" to exit full screen.
3. There is a Toolbar at the bottom of the screen...if you don't see it, hover your mouse over the bottom of the screen and the following icons will appear -

**Microphone** – Note: there isn't any voice or video transmission from your computer or digital device - any contact by you will be via text.

**Q/A** – Type your question here for the Judi or Jo.  
(If you have a question for a friend...use the Chat Bubble).  
You can request your question be answered privately (text) or out loud for others to hear.

**Chat Bubble (with 3 dots)** – It will show alongside as "everyone" which means everyone will see your chat.  
Click the down arrow to change who will see your chat.

**"Leave the meeting"** click here if you need to leave the meeting before it finishes. You can re-join by clicking the link in the original or reminder email sent to you.