

Webinar Preparation for Participants

TIPS FOR A SUCCESSFUL WEBINAR EXPERIENCE

Before Your Webinar

- ☐ **Close Extra Windows:** Close all unnecessary programs and browser tabs.
- ☐ **Check Internet Connection:** Make sure you have a strong and stable internet connection. A wired connection is generally better than using WiFi.

You can search Google for “internet speed test” and then click Run speed test. Look for a minimum upload speed of 3.2 Mbps and a download speed of 1.8 Mbps.

Multiple users on the same network may also negatively impact performance.
- ☐ **Use a Modern Device:** Use a computer or device that’s not too old. Note that if you are using a phone or tablet, your view and tool access will look a little different.
- ☐ **Check Your Audio Settings:** Ensure your microphone and speakers are working – everything is connected and your speakers are not muted or disabled.
- ☐ **Have Your Webinar Link Ready:** Use the webinar link from your registration or reminder email to join the event.

Joining Your Webinar

1. **Open Your Email:** Find the email with the webinar invitation.
2. **Click the Webinar Link:** Click on the link provided in the email.
3. **Enter Your Name and Email:** Fill in your name and email address when prompted.
4. **Join the Webinar:** Click the “Join” button.
5. **Allow Audio and Video:** If asked, allow WebEx to use your microphone and camera.

During Your Webinar

- **Can’t Hear Anything?:** Check if your speakers are on and the volume is up.
- **Microphone Not Working?:** Make sure it’s not muted and is properly connected.
- **Internet Issues?:** Try moving closer to your Wi-Fi router or restarting your router.

Resources

More information on [how to join a Webex webinar](#).

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