

Joining KAHQ Webinars on Webex: Quick Reference for Participants

KAHQ hosts bimonthly educational webinars using the Webex platform. Below is a quick guide to help ensure a smooth experience.

✔ Before the Webinar

- Register using the webinar link provided in your confirmation email
- Add the event to your calendar
- Download the Webex app for the best experience (*optional but recommended*)
- Test your audio and video ahead of time

✔ Joining the Webinar

- Click the **“Join Webinar”** link in your confirmation email
- Join 5–10 minutes early to allow time for setup
- Enter your name and email as registered
- Select your audio option (*computer audio recommended*)

✔ During the Webinar

- All attendees will be **muted upon entry**
- Use the **Q&A or Chat features** to submit questions
- If you would like to speak or interact verbally, please use the **“Raise Hand” feature** — a moderator will unmute you
- Polls may be used for engagement
- Technical assistance is available via chat

✔ Troubleshooting Tips

- Refresh your browser or restart the app if you experience issues
- Ensure your internet connection is stable
- Use headphones to improve audio quality
- If unable to connect, try dialing in via phone
- Visit the [Webex Webinar Help Center](#) for more information