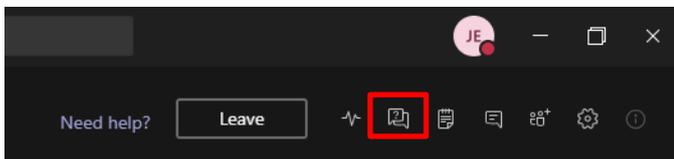


## Microsoft Teams - Moderating Questions & Answers

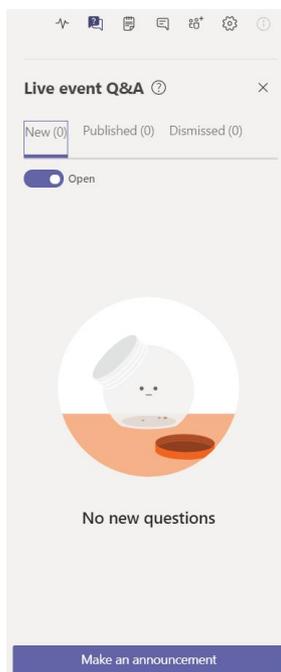
For Producers

### Accessing Questions & Answers (Q&A)

1. Select the **Q&A** icon in the top right-hand corner.



2. The Q&A panel will appear on the right-hand side.



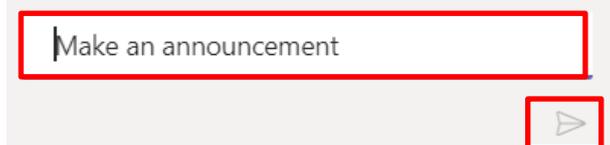
**Important: Q&A is only accessible if it has been enabled by the Organiser when the meeting was created**

## Making Announcements

1. In the Q&A panel, select **Make an announcement** at the bottom of the panel.



2. In the text field enter your announcement and select the **paper plane** to send.



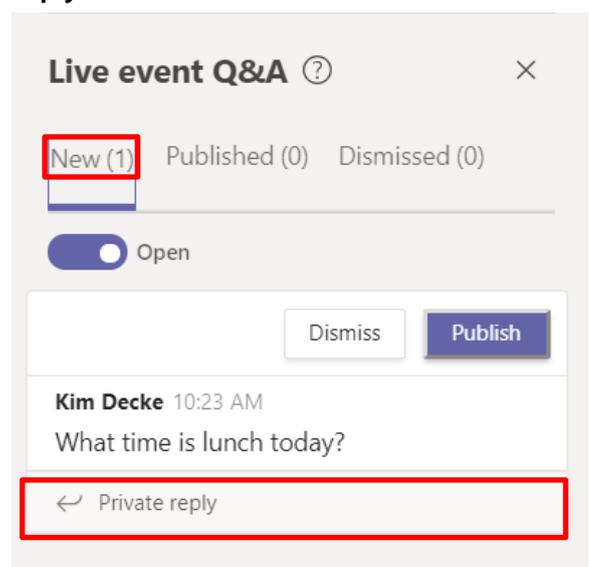
## Answering Questions

When a question is asked by an attendee, it will appear under the **New** tab. This is not viewable by the audience, only the Producers and Presenters can see these questions.

The question can either be answered privately or published to the Q&A thread making it visible to the audience.

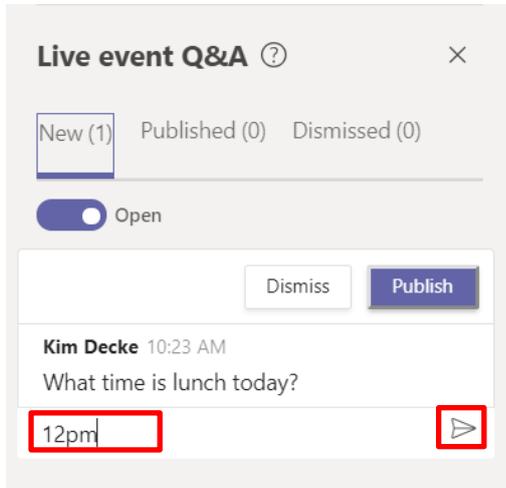
### Answering Privately

1. In the **New** tab of the Q&A panel, select **Private reply**.



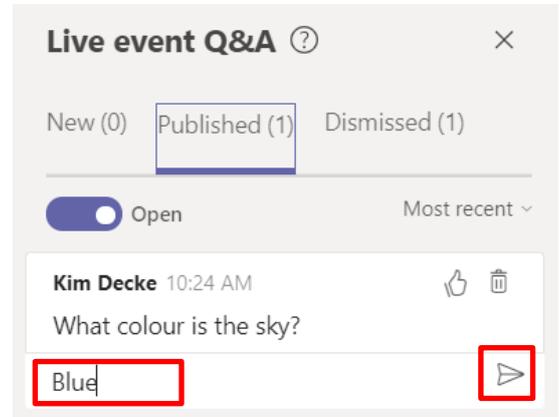
2. Enter your response into the text field and select the **paper plane** symbol to send the response.

**Note: This does not appear in the event Q&A thread.**



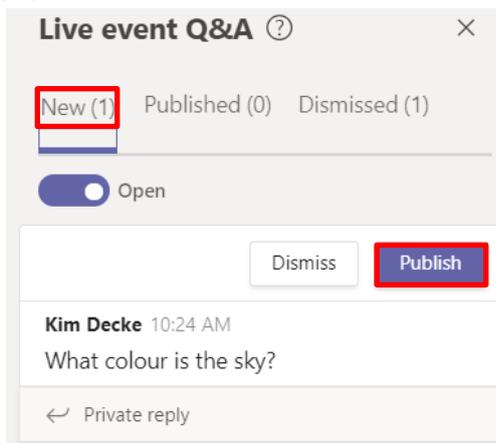
**Note: Once you publish a question the Presenters can publically address the question if they chose to.**

3. Enter your response into the text field and select the **paper plane** symbol to send. This will be visible for attendees to view in the Q&A thread.

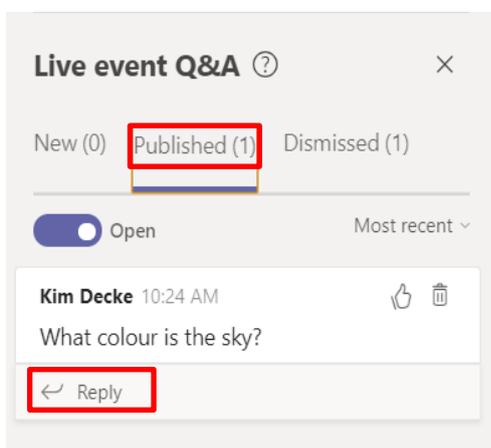


## Publishing a Question

1. From the **New** tab of the Q&A panel, select **Publish** on the question you would like to display on the Q&A thread.

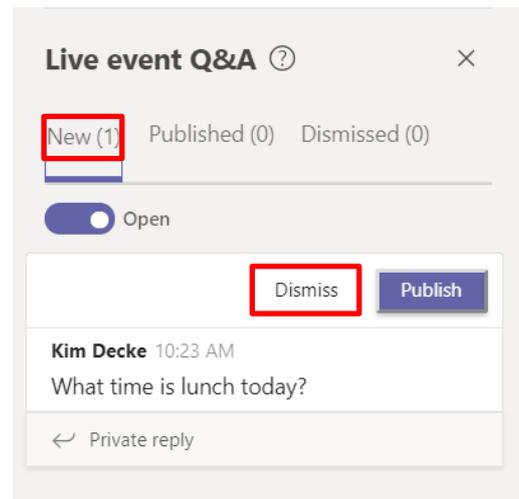


2. Select the **Published** tab and click **Reply**.



## Dismissing Questions

1. In the **New** tab of Q&A select **Dismiss**.



2. Dismissed questions will go to the **Dismissed** tab and can be restored if needed by selecting **Restore**.

