DIGITAL METRO NORTH

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

Quick Reference Guide

Making Announcements

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

Make an announcement

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.

Live event Q&A \bigcirc ×			
New (1) Published (0) Dismissed (0)			
Open			
Dismiss Publish			
Kim Decke 10:23 AM What time is lunch today?			
\leftarrow 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.

Live event Q&A $$			
New (1) Published (0) Dismissed (0)			
Open			
Dismiss Publish			
Kim Decke 10:23 AM			
Kim Decke 10:23 AM What time is lunch today?			

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.

Live event Q&A			
New (1) Published	(0) Dismis	ssed (1)	
Open			
	Dismiss	Publish	
Kim Decke 10:24 AM What colour is the sky?			
\leftrightarrow Private reply			

2. Select the Published tab and click Reply.

Live event Q&A ⑦		×
New (0) Published (1)	Dismissed (1)	
Open	Most re	cent ~
Kim Decke 10:24 AM What colour is the sky?	ß	
\leftarrow Reply		

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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.

Live event Q&A ⑦		
New (0) Published (1)	Dismissed (1)	
Open	Most recent \	~
Kim Decke 10:24 AM What colour is the sky?	(j)	
Blue	\triangleright	J

Dismissing Questions

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

Live event Q&A (?) $\qquad \qquad \times$
New (1) Published (0) Dismissed (0)
Open
Dismiss Publish
Dismiss Publish Kim Decke 10:23 AM
Dismiss Publish Kim Decke 10:23 AM What time is lunch today?

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

Live event Q&A ⑦			
New (1)	Published (0)	Dismissed (0)	

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