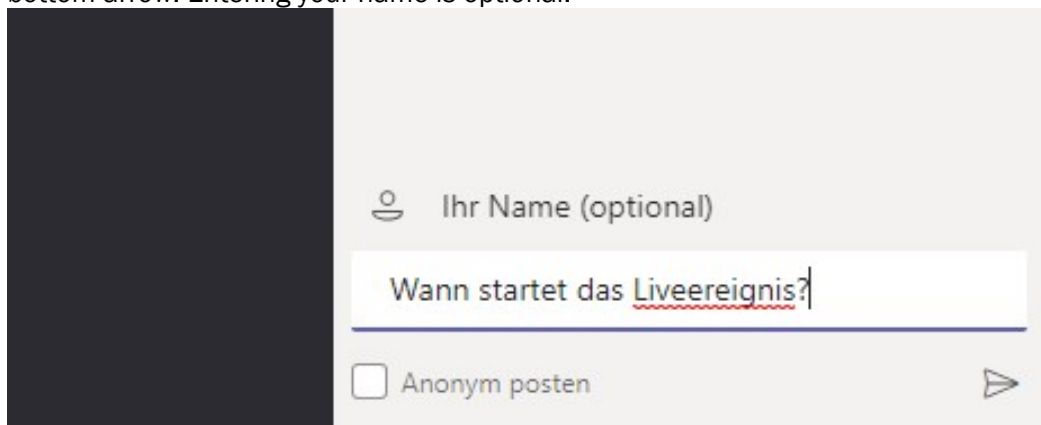
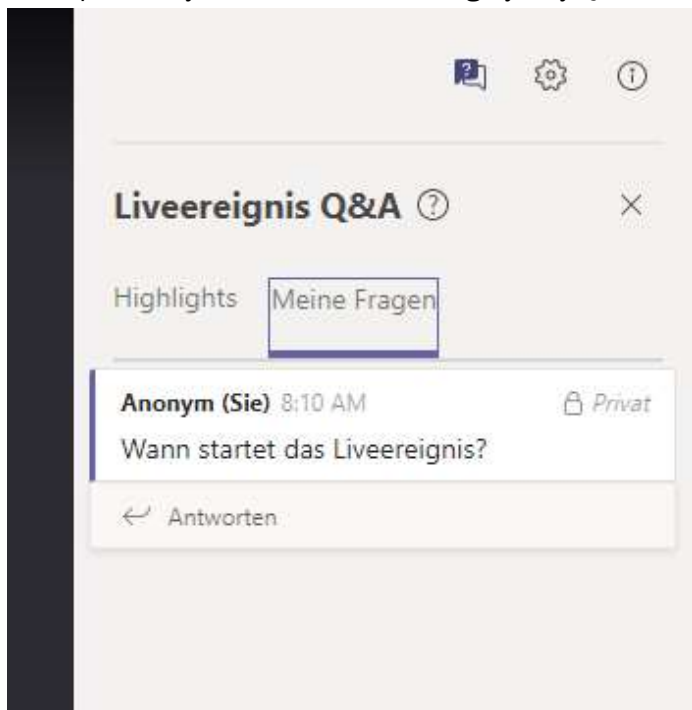

1 „Questions and Answers“-Functions (Q&A) during a Teams Live Event (Participation as a Presenter)

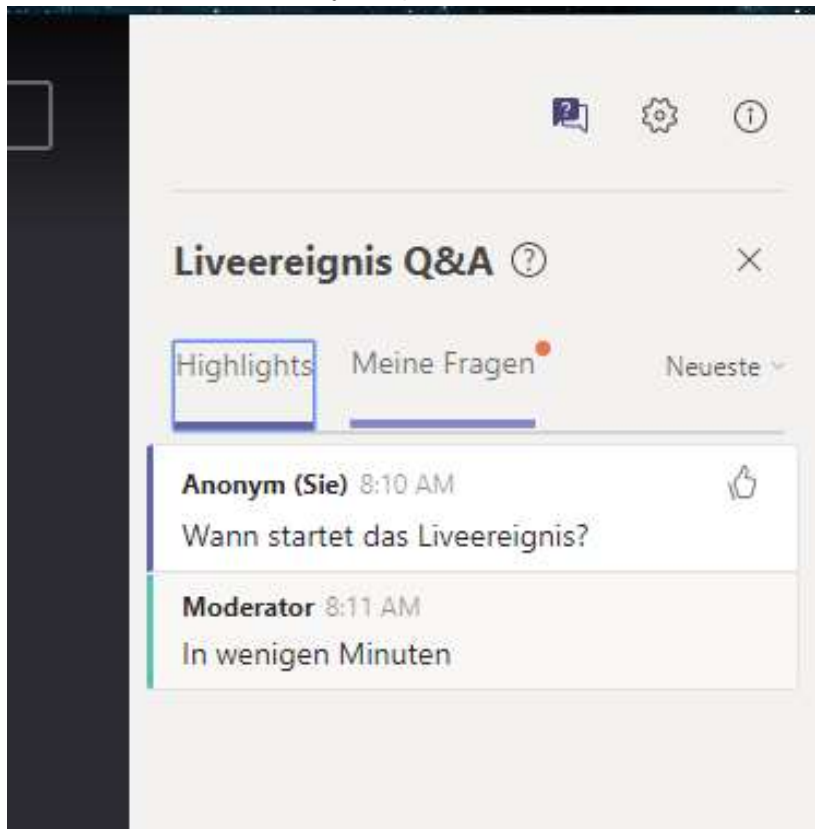
1. You will find the „Questions and Answers“-area on the right side of your browser's window
2. Type your message in the white lower field. To send hit the Enter button or click on the right bottom arrow. Entering your name is optional.



3. Your question you will see in the category „My Questions“



4. The red dot indicates that your question has been answered.



5. The moderator can add your questions to the highlights. Like this your question can be made visible to all of the participants. If you are not logged in or have not entered a name, you will appear as anonymous to all the participants.
6. To leave the „Question and Answers“-area, click on the „X“.

