

PARTICIPATE IN A Q&A IN A LIVE EVENT IN TEAMS:

In a Teams live event, attendees can interact with producers and presenters through a Q&A, if the organizer set it up when they organized the event.

1. Overview

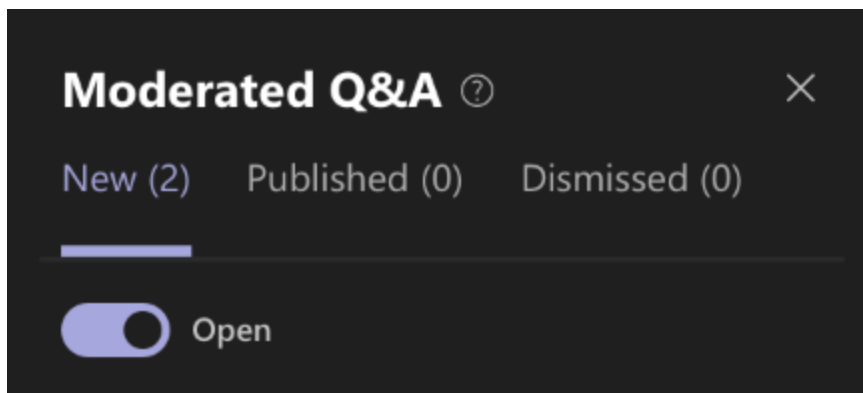
Please watch the video link below for an overview of moderating a Q&A in a Teams live event.

<https://www.youtube.com/watch?v=TI5izQ5BUy4>

2. Open or close the Q&A

When a live event is created with a Q&A option, the Q&A is open by default and attendees can start asking questions even if the event hasn't started. These questions are only visible to moderators until they publish them to the event.

To open the Q&A, click Q&A on the right side of the screen, then click Open. Click Closed to close it.



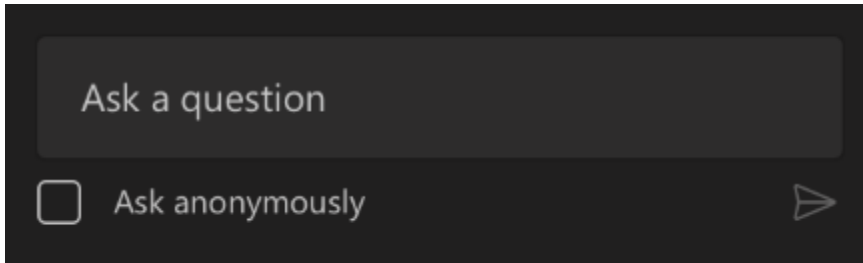
3. Ask a question

If you're an attendee and want to ask a question, just:

- a. Select Q&A button on the right side of the screen.

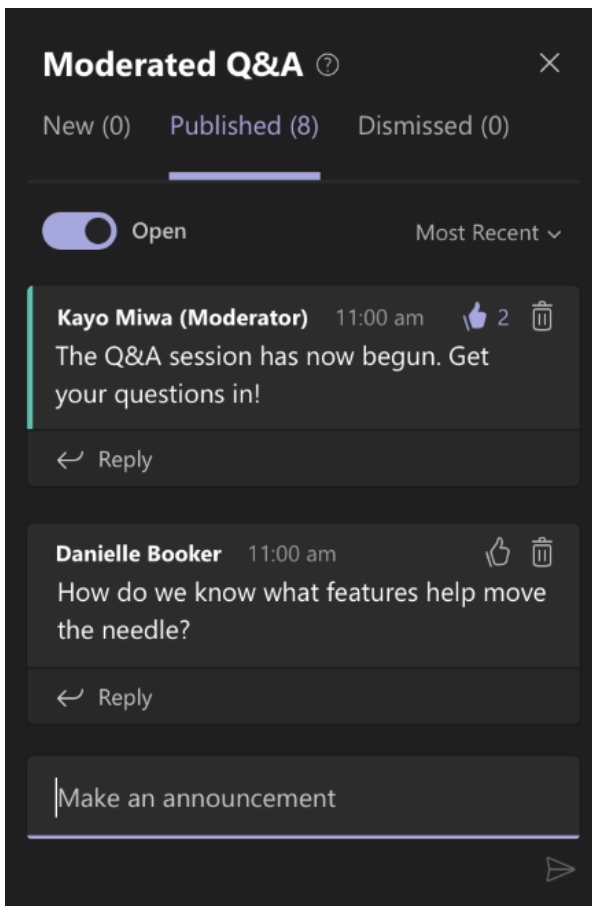
Note: The Q&A panel only appears if the organizer has set it up.

- b. Type your question in the compose box, and then select Send. If you want to ask your question anonymously, select Ask anonymously.



4. Make announcements

Type an announcement and click Send.



5. Answer questions

Select a question and choose Private reply to respond to it. The answer is instantly available to the person who asked the question. Select Publish to make the question and answer visible to everyone.

Moderated Q&A ⓘ ×

New (2) Published (0) Dismissed (0)

Open

Dismiss Publish

Erika Fuller 11:00 am
Are we going to have more events where different design orgs across the company get together and meet?

← Private reply

Dismiss Publish

Erika Fuller 11:00 am
What do you feel like is a good balance between top-down, systematic design direction and grassroots, bubble-up design innovation? Do you have any favorite examples of times when one or the other really made an impact?

← Private reply

[Reference Site](#)