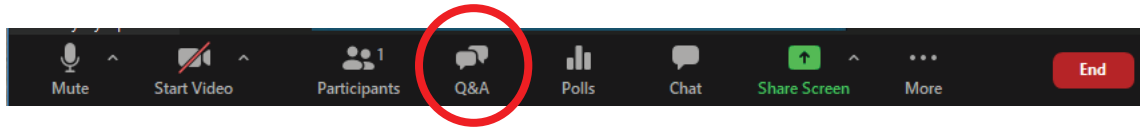
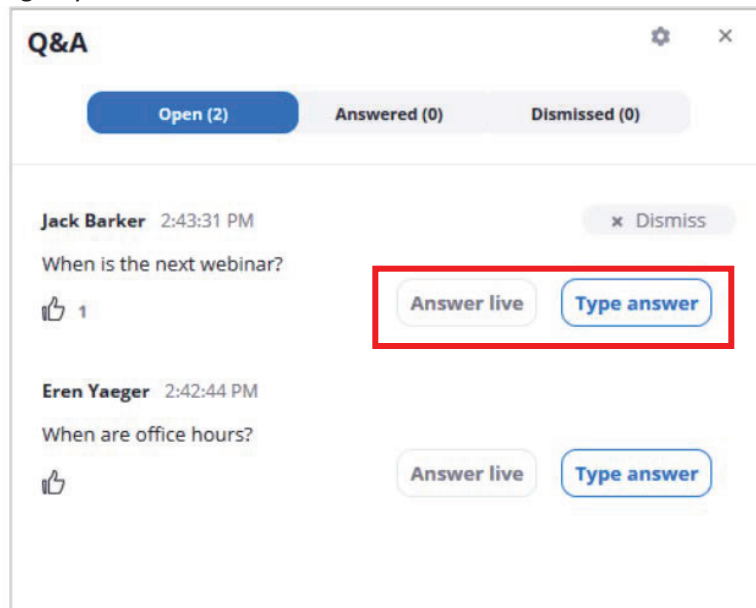


## Zoom Webinars | Using the Q&A Function

1. Click the Q&A button in your task bar to open up the Q&A box. Q&A has been enabled for all Symposium webinars, so this is where you will receive questions from your attendees. Please note: All sessions have been assigned a moderator, and VPD recommends having your moderator assist with managing the Q&A feature of the webinar.



1. When attendees submit questions they will come in to the **Open** tab in chronological order (starting with oldest). Note: questions submitted cannot be seen by the attendees. The only time all attendees can see a question is if it is moved to the Answered tab.
2. You can choose to type out an answer, or to mark the question as one that you will answer live while speaking to your attendees.



3. If you write in an answer to a question and select answered, it will move to the **Answered** tab.
4. If you hover over a question and select dismiss, the question will move to the **Dismissed** tab.