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.

![Q&A button in Zoom](image)

2. 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.

3. 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.

![Q&A window in Zoom](image)

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

5. If you hover over a question and select dismiss, the question will move to the **Dismissed** tab.