

### How to ask a Question through the Live Meeting interface:

1. Double click the **Q&A** menu at the top of the screen. This displays the **Q&A** pane.
2. Type the question in the text area (top box)
3. Click **Ask**. This adds your question to the question queue.
  - a. You can indicate to the presenter that you have a question by clicking on the **Raise your hand** icon
  - b. You can edit your question by clicking on the **"Edit"** button, in the top right hand corner of the Q&A box
    1. Once you have edited your question, click **"Ask"** to rejoin the question queue
  - c. If you'd like to delete your question, click on the red **"X"** in the top right hand corner of the Q&A box