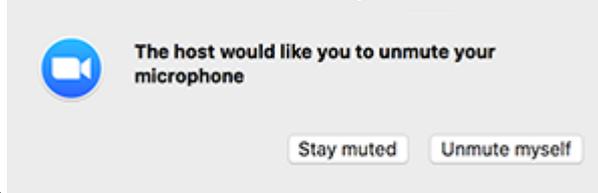


**Audio Settings** (only visible if the host hasn't granted you permission to talk): Change your *audio settings*. You can also click the upward arrow (^) next to change your speaker.

**Unmute/Mute:** If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a



notification.

**Note:** You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.

**Chat:** Open *in-meeting chat*, allowing you to send chat messages to and send a message to the host, panelists, and attendees (if permitted).

**Raise Hand:** Raise your hand in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

**Question & Answer:** Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live.

To ask a question:

1. Type your question into the Q&A box. Click **Send**.

**Note:** Check **Send Anonymously** if you do not want your name attached to your question in

the Q&A.

Question and Answer

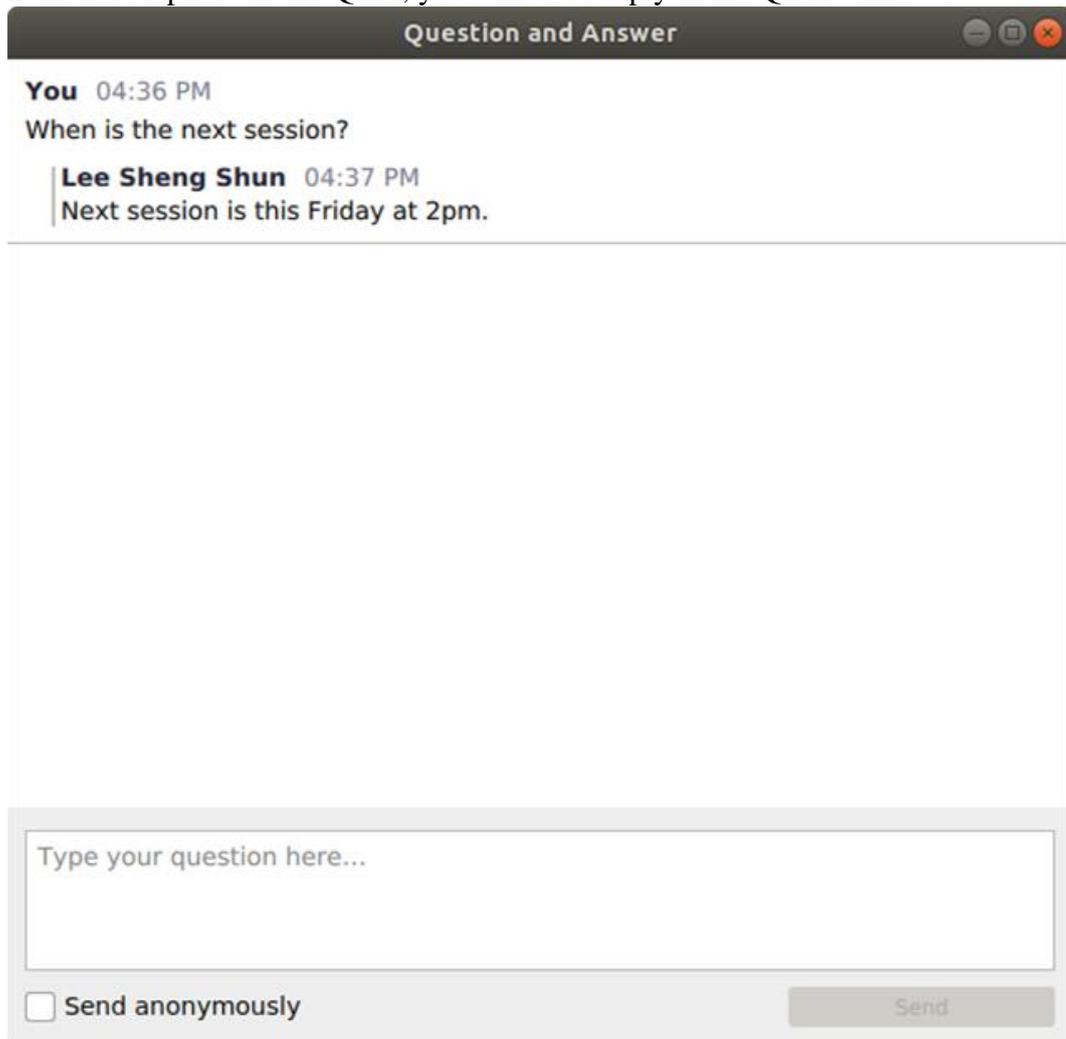
**You** 04:36 PM  
When is the next session?

---

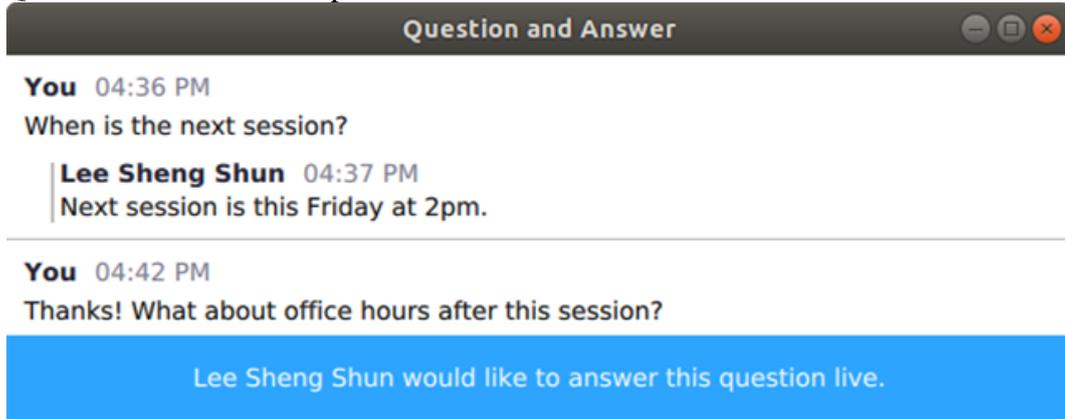
Type your question here...

Send anonymously Send

2. If the host replies via the Q&A, you will see a reply in the Q&A window.



3. The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.



The screenshot shows a window titled "Question and Answer" with standard window controls. The content is as follows:

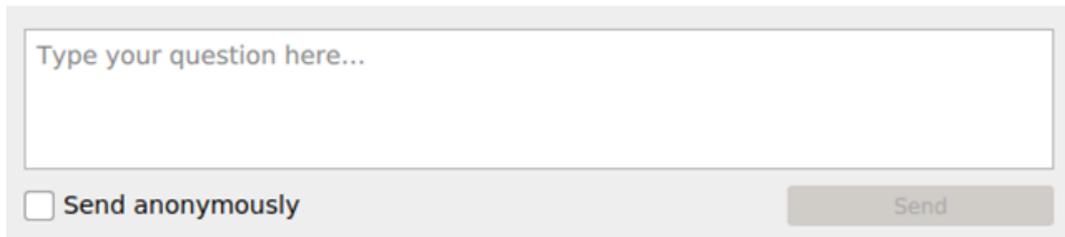
**You** 04:36 PM  
When is the next session?

**Lee Sheng Shun** 04:37 PM  
Next session is this Friday at 2pm.

---

**You** 04:42 PM  
Thanks! What about office hours after this session?

Lee Sheng Shun would like to answer this question live.



The screenshot shows a question input form with the following elements:

Type your question here...

Send anonymously

Send

**Leave meeting:** Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.