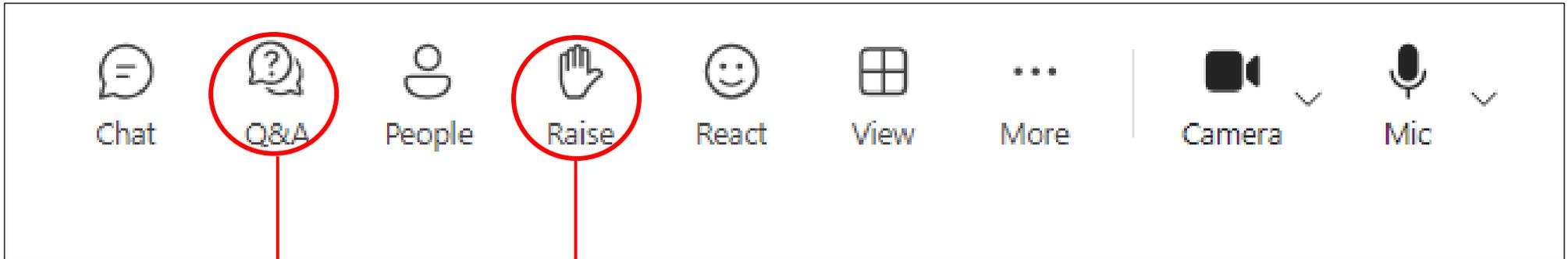


## How to make a motion and ask a question in Microsoft Teams.

At the top of your screen, you will see the below commands.



### Questions:

Type your question by selecting the **“Q&A”** icon and then typing your question in the text box that displays on the right-hand side of your screen.

### Motion or Voting:

Raise your hand by selecting the **“Raise”** hand icon. Please wait for a moderator to acknowledge you before putting your hand down. Select it again to put your hand down.