



## Zoom Q & A

Luis Norda - 2024-01-31 - Zoom

### Basic information

The Q&A feature allows participants to ask questions during a Zoom meeting.

The host and co-host(s) can answer the questions either privately, publicly, or mark them as something to be answered live.

After the meeting has ended, a Q&A report can be generated for further analysis.

Q&A is also available for use in Webinars

### Scheduling a meeting with Q&A

Sign in to the Zoom web portal.

In the navigation menu, click **Meetings**.

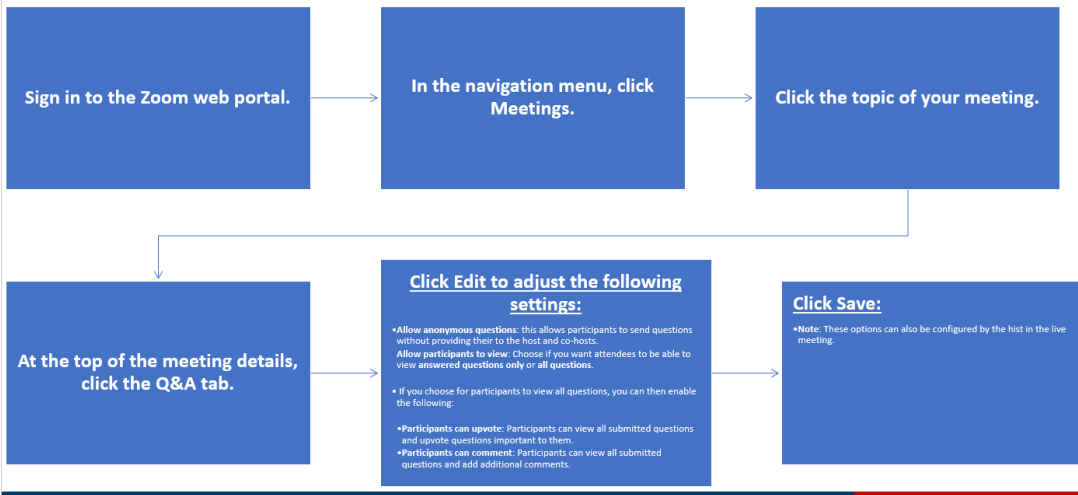
Choose to edit an existing meeting or schedule a new meeting.

Under **Meeting Options**, select the check box to enable **Q&A**.

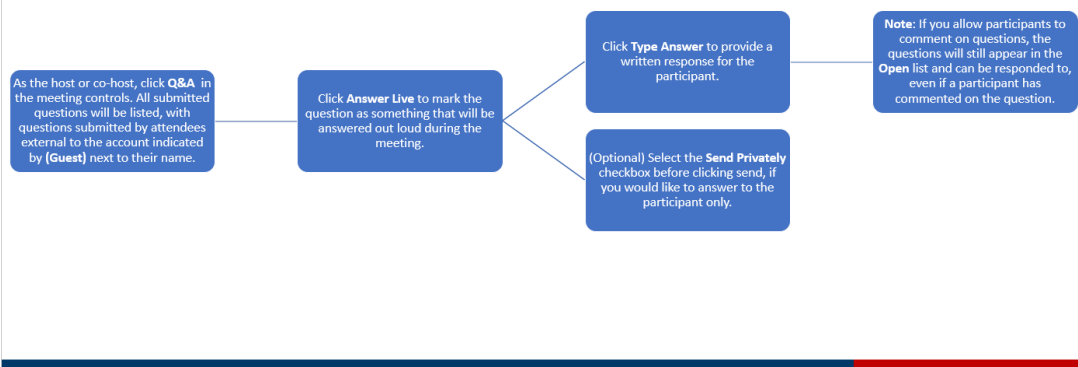
• **Note:** If the option is missing, please contact the COM-IT

Click **Schedule**

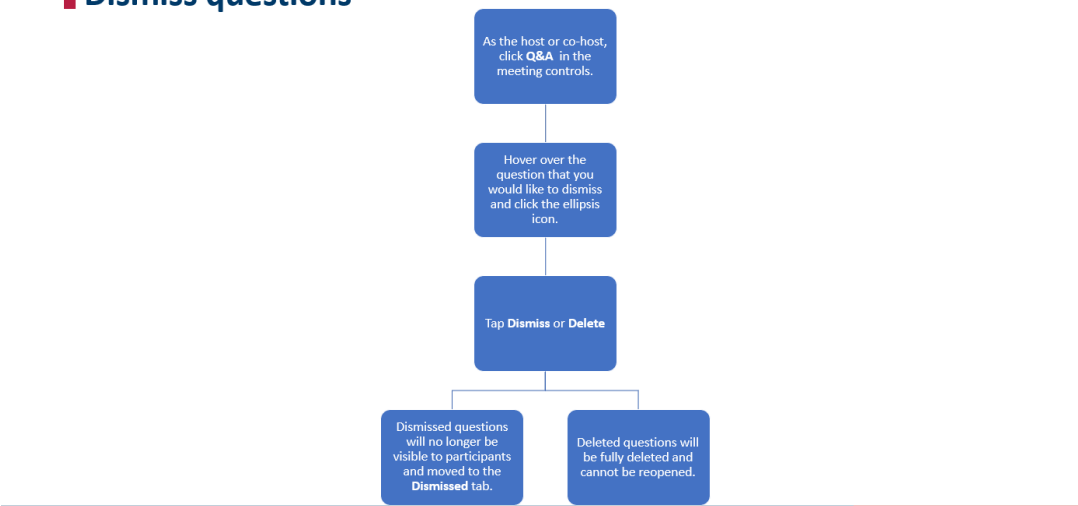
## Edit Q&A options



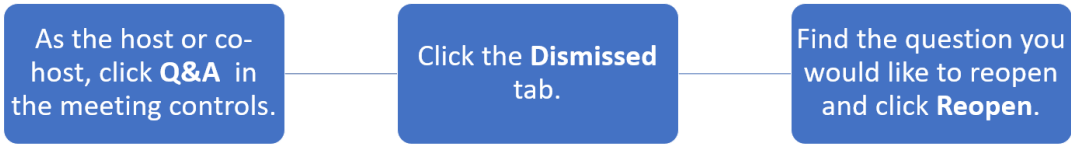
## How to Manage Q&A during a meeting: Answer submitted questions



## How to Manage Q&A during a meeting: Dismiss questions



## How to Manage Q&A during a meeting: Reopen dismissed questions



## How to Manage Q&A during a meeting: Change Q&A settings during a live meeting

