

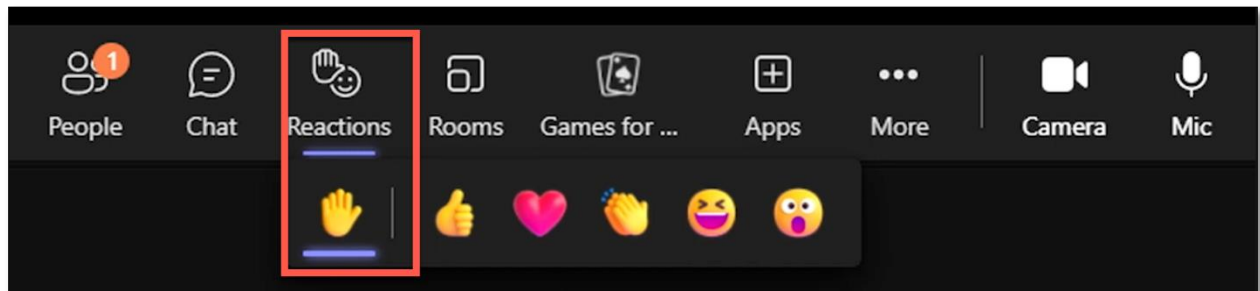
Teams Resources for Students

Raising and Lowering Hand

The 'Raise Hand' feature in Microsoft Teams helps manage participation. This minimizes interruptions and helps maintain an organized flow of conversation by allowing participants to indicate when they wish to speak.

How to Raise Your Hand

1. While in a Teams meeting, locate the **Raise Hand** icon in the upper toolbar of your meeting window
2. Click the icon to signal that you would like to speak
3. Alternatively, use the keyboard shortcut: **Ctrl+Shift+K**



When you raise your hand:

- Your profile image will be highlighted
- You'll be added to the participant list in the order you raised your hand
- The speaker, and other participants will see that you wish to speak

How to Lower Your Hand

After you've had your turn to speak, you can lower your hand by:

- Clicking the **Raise Hand** icon again (which now functions as a "Lower Hand" button)