Moderators and Participants may lower or raise their hand anytime during a session. The Hand icon will appear next to a Participant’s Name when they raise their hand. When a hand is raised by a Participant, their name will go to the top of the list, directly under the Moderators list.

**Raise/Lower Hand**

- A Participant can **raise** their hand by doing one of the following:
  - Click the Raised Hand button as shown in the illustration at the right.
  - On a **Windows** computer, use the keyboard combination **Ctrl + R**.
  - On a **Mac** computer, use the keyboard combination **Command-R**.

- A Participant can **lower** their hand by doing one of the following:
  - Click the Raised Hand button as shown in the illustration at the right.
  - Click the Participants Option Menu (see illustration bottom right) and then select Lower Hand.
  - On a **Windows** computer, use the keyboard combination **Ctrl + R**.
  - On a **Mac** computer, use the keyboard combination **Command-R**.

**Raised Hand Notification**

When a Participants raise their hand, the Moderator may be notified in one or both of the following ways.

- A red hand icon will appear over the profile of the Participant who raised his/her hand as shown in the illustration at the right.
  - A number will appear next to the raised hand.
  - This indicates the order in which the Participants raised their hands.

- An **Audible Notification** may be played.
  - Audible Notification Preferences can be configured to play one sound when the Moderator raises his/her hand and another sound when a Participant raises his/her hand.
  - The Audible Notification can be configured so a sound does not play at all.

- The **Moderator** may wish to be notified when someone enters a session.
  - The **Auto Raise Hand** feature can be used for this purpose.
  - When a **Participant** joins a session, his or her hand will be raised automatically.
  - To activate this feature:
    - Click the **Tools Menu**.
    - Select the **Interaction Menu**.
    - Check the **Raise Hand upon Entering** option.
  - To de-activate the feature, reverse the above process.

**Lower Individual Participants Hand**

Moderators have the ability to lower the hands of individual Participants. To complete this process:

- Click on the **Participant’s Name**.
- Select the **Participant’s Option Menu** (see illustration at right).
- Select **Lower Hand** from the list of options.

**Lower All Participants Hands**

The Moderator also has the ability to lower the hands of all Participants. To complete this process:

- Click the **Global Participants Option Menu** (see illustration at right).
- Select **Lower All Hands**.