Moderators and Participants may lower or raise their hand anytime during a session. The Hand icon will appear next to Participant names 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 key combination Ctrl + R.
  - On a Mac computer, use the key combination Command-R.

**Raised Hand Notification**

When a Participant raises 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 may 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 may be configured so a sound does not play at all.