



Meetings - Hands Up

What is 'Hands Up'?

This is a way of raising a "virtual hand" to indicate you wish to talk during a Teams call.

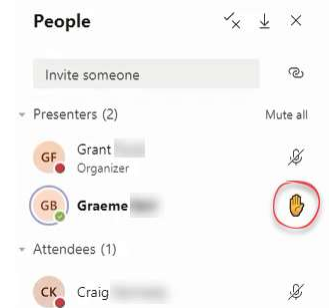
How do I use the 'Hands Up' feature?

1. Click the 'Hands up' icon in the toolbar during a meeting.

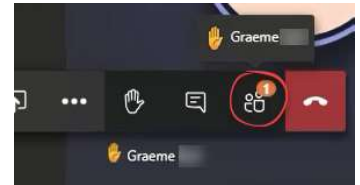


How do you know if someone has their 'Hands Up'?

If you have the participants window open a yellow hand icon will be displayed at the right hand side of the name.



If you have the toolbar open the number of 'hand up' and who they belong to will be displayed.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk