# Using and managing the raise hand tool

Transcript of video

Duration 01:38

By the end of this guide, you will have learned how to use and manage the 'Raise hand' tool in Collaborate Ultra. You can use the 'Raise hand' option to respond to a question or to get the attention of another moderator. For example, raising hands is a way of flagging up that we have a question without interrupting the flow of a current discussion or conversation.

The 'Raise hand' option is normally located toward the bottom centre of the screen. Left-click to raise the hand and a hand will appear raised in the Attendees panel next to the person who's raised the hand.

If somebody else has already raised their hand before you raise your hand, you'll see that the number next to your own raised hand indicates where you are in the queue order. And any other participants in the room will have a number next to their raised hand.

Moderators can also lower the hand of other participants. One way to do this is in the Attendees panel selected 'Attendee controls' and select the 'Lower hand' option. You can lower your own hand by clicking the 'Raise hand' button for a second time.