OVERVIEW:

WHAT IS POLLING?

ENABLING POLLING

HOW TO USE IT?
ENABLING POLLING:

- Sign in to the **Zoom web portal on your browser. (NOT THE APPLICATION).** Go to [https://zoom.us/](https://zoom.us/).
- In the navigation menu, click **Account Management** then **Account Settings** (if you are an account administrator) or **Settings** (if you are an account member).
- Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
CREATING A POLL

- (1) Go to the Meetings page and click on your scheduled meeting. If you do not have a scheduled meeting, schedule a meeting now.
- (2) From the meeting management page, scroll to the bottom to find the Poll option. Click Add to begin creating the poll.

You have not created any poll yet.

- (3) Enter a title and your first question.
  - (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
  - Select whether you want the question to be single choice (participants can only choose one answer) or multiple choice question (participants can choose multiple answers).
- (4) Type in the answers to your question and click Save at the bottom.
- (5) If you would like to add a new question, click Add a Question to create a new question for that particular poll.
- (6) You can add more polls by repeating Step 2.
- You can also create a poll by clicking **Polling** during the meeting. This will open up your default web browser where you can add additional polls or questions.

- **Note:** You can only create a max of 25 polls for a single meeting.
LAUNCHING A POLL

1. Start the scheduled Zoom meeting that has polling enabled (ON THE APPLICATION THIS TIME).
2. Click Polls in the meeting controls.
3. Select the poll you would like to launch.
4. Click Launch Poll.
5. The participants in the meeting will now be prompted to answer the polling questions. (The host/instructor will be able to see the results live!)
LAUNCHING A POLL

- (6) Once you would like to stop the poll, click **End Poll**.
- (7) If you would like to share the results with the participants in the meeting, click **Share Results**.
- You can download a report of the poll results after the meeting.