Polls

zoom

What is it?

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.
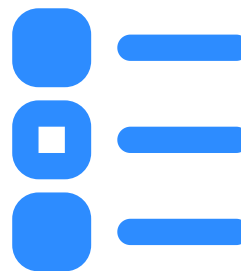
Where to find it?

A resource link can be found below:
- Creating and Managing Polls

FEATURES

Increased Engagement

Participant engagement increases as well as team collaboration

Polling Questions

Create single-choice or multiple-choice polling questions

Participant Feedback

Collect participant opinions and feedback for increased insight and better communication

Share Results

Optionally, you can share polling results with participants

How to set it up?

Creating a Poll:
1. On the Zoom website (ucalgary.zoom.us), go to the **Meetings** tab and click on your scheduled meeting.
2. From the meeting management page, scroll to the bottom to find the Poll option. Click **Add** to begin creating the poll.
3. Enter a title and your first question.
   a. 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 poll.

Launching a Poll:
1. Start the scheduled Zoom meeting that has polling enabled.
2. Select the Polling option in the menu bar.
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 will be able to see the results live.
6. When 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**.