Creating Polls Within a Meeting

1. To use polling within Zoom, you must first enable the polling option within your Zoom account. Sign in to Zoom at https://colum.zoom.us with your Office 365 credentials or click on Zoom from within your Office 365 all applications list.

2. Click on "Settings" to the left of your screen.

3. Find the option for polling and switch it on. You can now add polls to your scheduled Zoom meetings.

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Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. [v.]

4. To create a poll directly from within a meeting, click on "Polls/Quizzes" from within your meeting menu once you have started a meeting.

5. Click on the "Create" option to set up a new poll directly from within your meeting.

- Note: If you created your poll in advance from the Zoom portal in your scheduling options, it would appear here.

Chat | Share Screen | Polls/Quizzes

No polls or quizzes created

Create

Polls
Present polls in a meeting and report real-time results.

☑ Add to Polls/Quizzes library **NEW**
Once created, you can go to "Meetings > Polls/Quizzes" to view this item.

6. Select the option for polls.

7. Your poll can be saved to your poll library in your Zoom account. This allows you to re-use this poll in the future if you would want to. Select the box next to "Add to Polls/Quizzes Library" if that is the case.

8. Click "Next" to process.

Cancel | Next

9. Enter a title for your poll.

10. Add questions for your poll. They may be multiple choice, or single choice questions.

11. Type in your questions and enter the possible answers.

12. Add more questions if you want more than one question in your meeting poll.

13. Click "Save"when you are finished adding your poll questions.

14. When you are ready to have your participants take the poll, choose the "Launch" option next to the poll that you created.

15. Click "End Poll" when you are ready to close it.

Untitled Poll

Untitled Question   ⦿ Single Choice ⌄

⦿ **Single Choice**

☑ Multiple Choice

◯ Choice 1

◯ Choice 2

+ Add Choice

🗑   ⧉

+ **Add Question**

Cancel   **Save**

Test Poll
Poll | 1 questions   **Launch**   ...

Test Poll

⬛ 00:00:11 | 1 question | 0 of 0 (0%) participated

1. What is your favorite food? (Single Choice) *
0/0 (0%) answered

Pizza   (0/0) 0%

Sushi   (0/0) 0%

Sandwiches   (0/0) 0%

Curry   (0/0) 0%

2

End Poll