



A Guide to Quick Zoom Polling

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ZOOM POLLING





WHY ZOOM POLLING?

- Zoom Polling features will provide information to the presenter. Here are some of the benefits of the Polling feature:
 - Zoom polling allows multiple choice questions
 - Polls can be setup in advance
 - Polls can be modified on the fly
 - Each participant has one vote



ZOOM POLLING CONCERNS



- We did notice two small issues with the polling method:
 - Each participant can vote. If applicable, ask guests not to vote. If necessary, the host can send the guests to the waiting room so they do not accidentally vote (right click and send to waiting room).
 - The hosts or co-hosts cannot **vote**

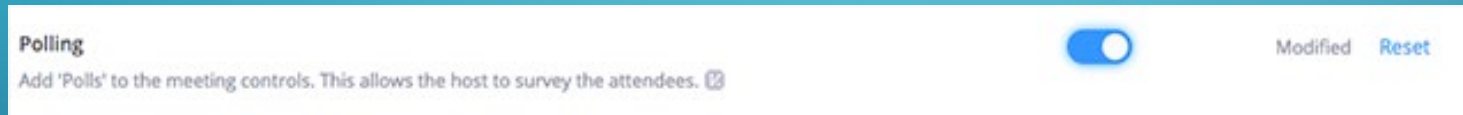


CREATE A ZOOM POLL



TURN POLLING ON

1. Go to Zoom.us and login
2. Click Account Management > Settings
3. Go to the Polling option of the meeting and confirm it is turned on



4. If the option is greyed out, it has been locked by your Zoom Administrator



CREATE A POLL

1. Determine your questions
2. Go to the Meetings page and create a *scheduled* meeting
3. SAVE the meeting
4. Form the Meeting Management page, scroll to the bottom to find the Poll option.

You have not created any poll yet.


[Add](#)


Click Add to Begin



SAMPLE POLL (PRESENTATION TYPES)

Add a Poll

Presentation Types 

Anonymous? 

1.

Please select presentation subjects that interest you.

Single Choice Multiple Choice

Time Management

Social Media

Leadership

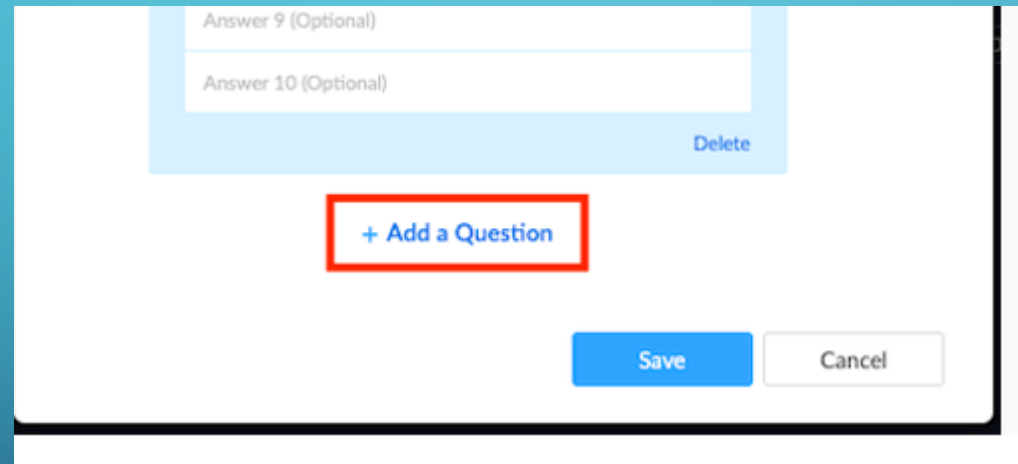
Gratitude

Personal Struggles



NOTE TO CREATE A POLL

1. Check the box that says Anonymous?
2. Click Add a Question at the bottom if you have multiple candidates



3. Polls can be edited during the meeting

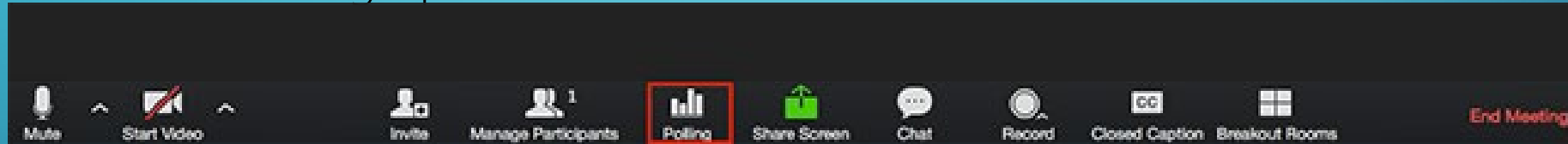


LAUNCH A ZOOM POLL



LAUNCH A POLL

1. Start the scheduled meeting
2. Select the Polling option in the menu bar



3. Select the Poll you just created



LAUNCH A POLL

Edit if necessary



Click Launch Polling

The participants will be prompted to answer the questions

A screenshot of a web browser window titled "Polls". The main heading is "Polling 3: Presentation Types" with a dropdown arrow and an "Edit" link. Below this is a question: "1. Please select presentation subjects that interest you. (Multiple choice)". There are five radio button options: "Time Management", "Social Media", "Leadership", "Gratitude", and "Personal Struggles". At the bottom of the form is a blue button labeled "Launch Polling".

Windows title bar: Polls

Header: Polling 3: Presentation Types [dropdown] Edit

Question: 1. Please select presentation subjects that interest you. (Multiple choice)

- Time Management
- Social Media
- Leadership
- Gratitude
- Personal Struggles

Button: Launch Polling



MEMBERS WILL SEE (MOBILE SCREEN)

[Close](#) **Presentation Types**

1. Please select presentation subjects that interest you.(Multiple choices)

Time Management

Social Media

Leadership

Gratitude

Personal Struggles

Select Options and Submit

Do you see a problem?

You **MUST** select something, so the presenter



The screenshot shows a poll window titled "Polls" with a green header bar indicating "Presentation Types in Progress" and a timer at "0:53". A dark bar below the header states "Attendees are now viewing questions" and "1 of 1 (100%) voted". The main content area displays a question: "1. Please select presentation subjects that interest you. (Multiple choice)". Below the question are five options, each with a progress bar and a count/percentage:

Topic	Count	Percentage
Time Management	(0/1)	0%
Social Media	(0/1)	0%
Leadership	(1/1)	100%
Gratitude	(1/1)	100%
Personal Struggles	(0/1)	0%

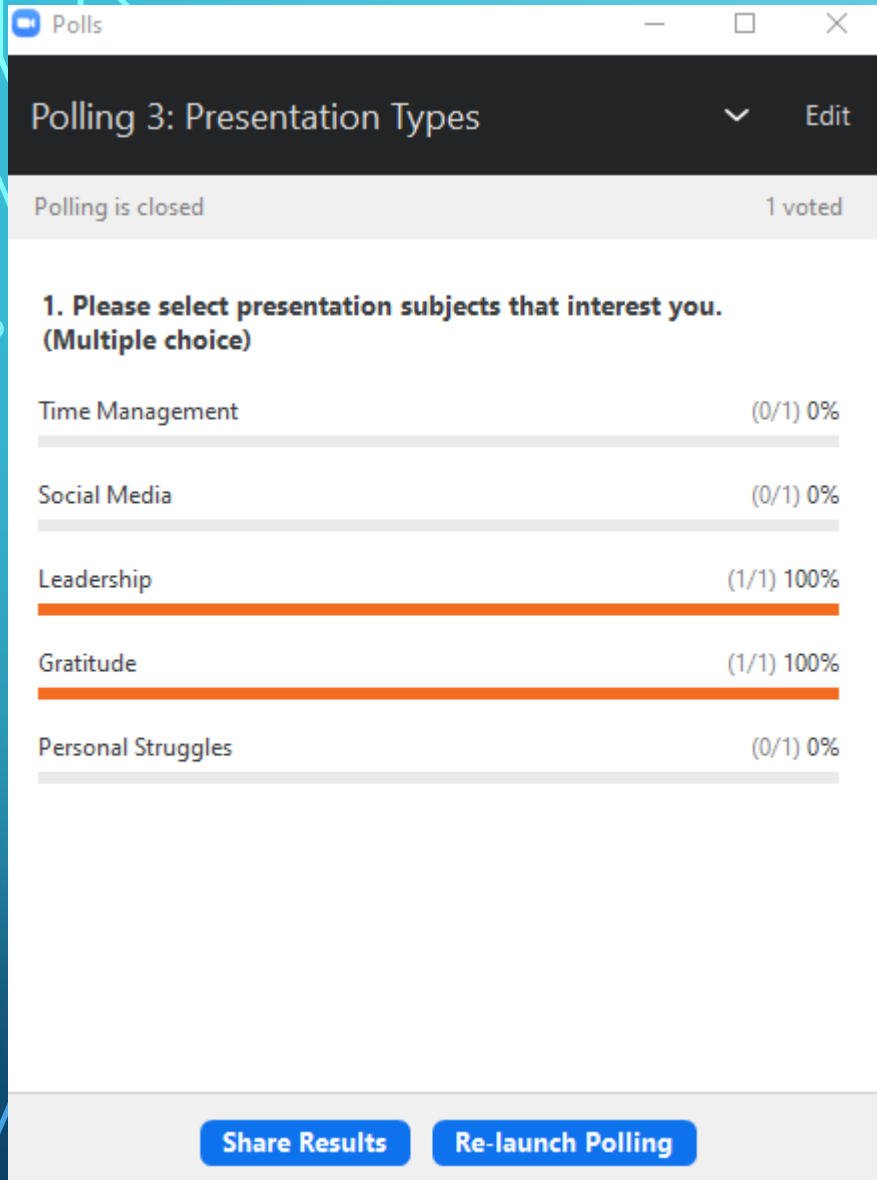
At the bottom of the poll window is a blue button labeled "End Polling".

HOST WILL SEE

- 1) The Time the Poll is Running = 53 seconds
- 2) Percent Who Voted

Click End Poll





FINAL ANSWER

Take a picture of the answers

Relaunch if necessary





CONGRATULATIONS ON
COMPLETING YOUR FIRST
POLL!

