Zoom: Using Polls

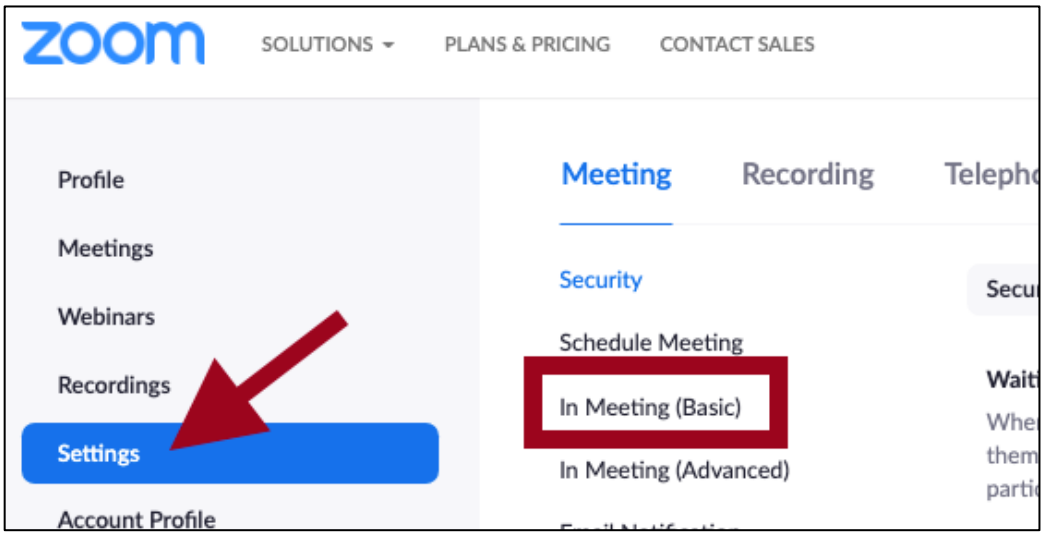
The Polling feature in Zoom meetings allows hosts to create polling questions to gather information from attendees. Polls can be created before a meeting or during a meeting, with the option to keep results anonymous. After a meeting, hosts can download a report of the poll results.

Enable Polling

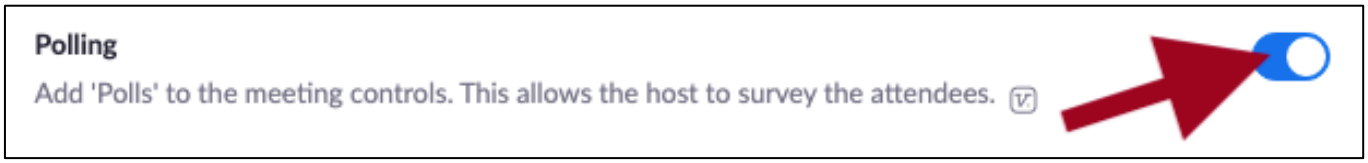
Before you can use polls in Zoom meetings, you need to enable the option in your account settings.

1. Sign in to the Zoom web portal.

2. In the left navigation menu, click **Settings** and select **In Meeting (Basic)**.



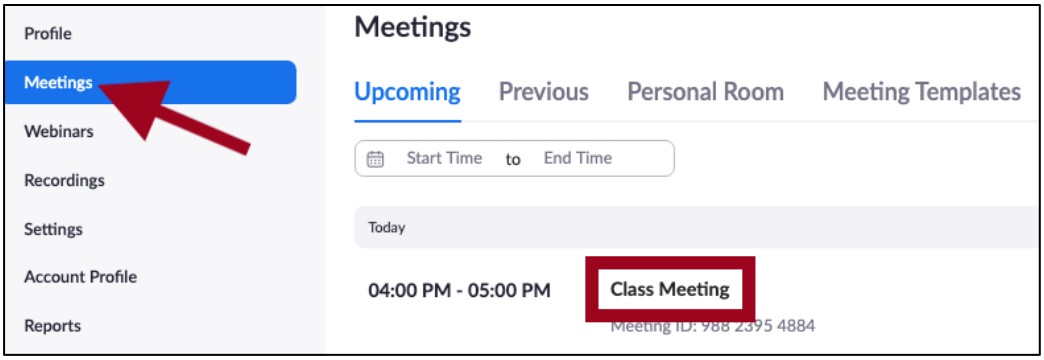
3. Scroll down to **Polling** and click the toggle button to enable it for all meetings.



Create Polls

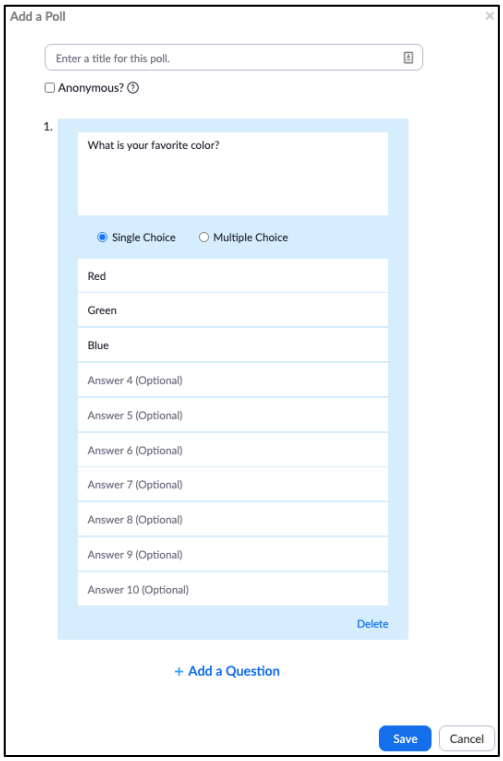
1. Sign in to the Zoom web portal.

2. In the left navigation menu, select **Meetings** and then click on the name of a scheduled meeting. You must first schedule a meeting to add polls.



3. On the meeting page, scroll to the bottom to find the Poll section. Click **Add** to begin creating a poll.

4. In the **Add a Poll** window:



   a. Enter a **title** for the poll and the first **question**.

   b. (Optional) Check the box to make the poll **Anonymous**.

   c. Select whether you want the question to be **single choice** (participants can only choose *one* answer) or **multiple-choice** (participants can choose *multiple* answers).

   d. Enter the **answers** to your question.

   e. To add another question to this poll, click **+Add a Question**. Each poll can contain up to 10 questions.

   f. Click **Save** at the bottom to finish.

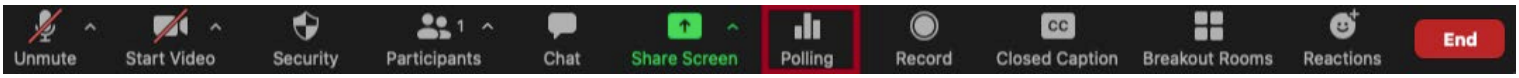
5. To add additional polls, click **Add** again at the bottom of the meeting page. You can create up to 25 polls per meeting.

Use Polls in a Meeting

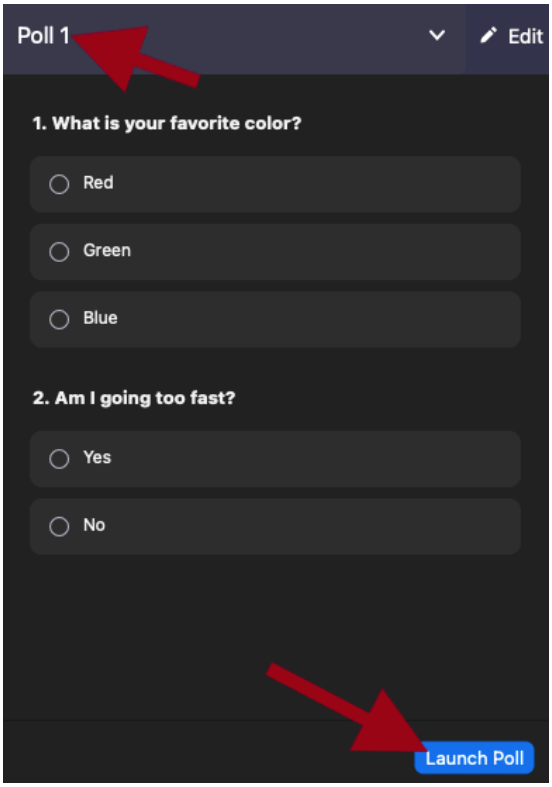
To poll participants, the host must be using the desktop application. To participate in polling, attendees can use the Zoom desktop application or the Zoom mobile app.

1. Start the scheduled Zoom meeting.

2. Click **Polling** in the meeting controls toolbar.

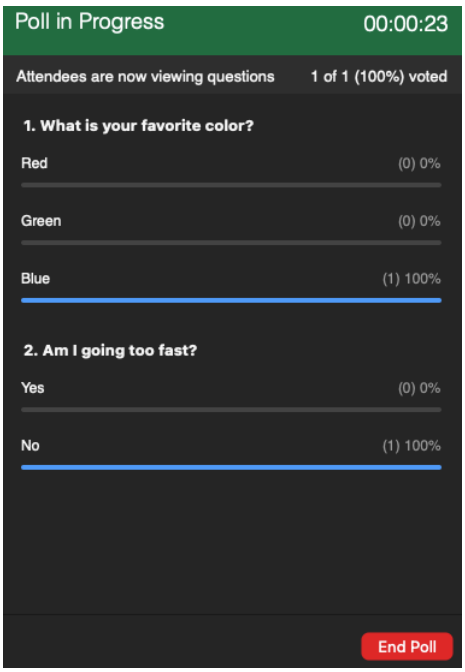


3. In the Polls window, select the poll you would like to launch and click **Launch Poll**.



Note: *If you did not create polls yet, click* ***Add a Question****. Zoom directs you to your default web browser, where you can create poll(s). When you've finished adding polls, return to the Zoom meeting.*

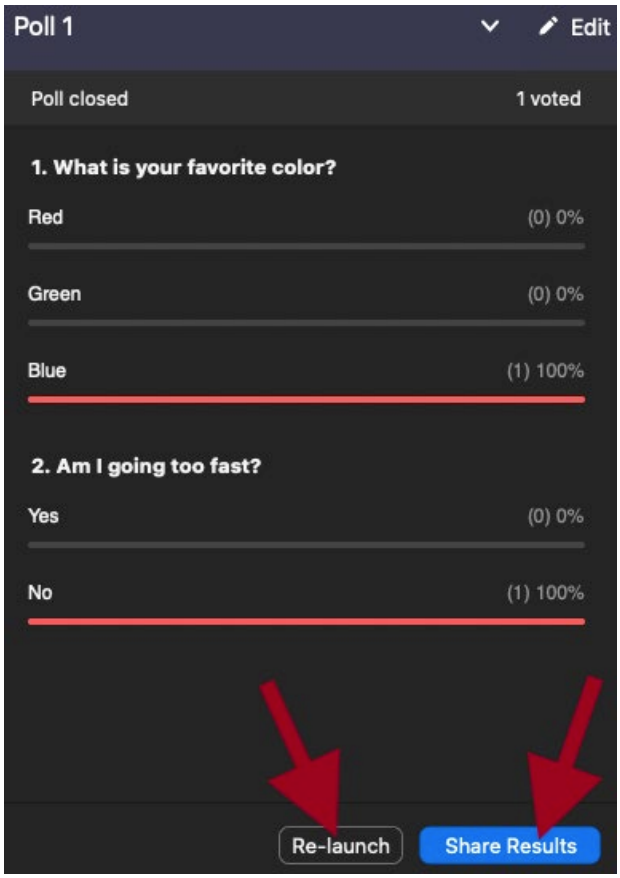
4. The meeting participants are prompted to answer the polling question(s). The host can see the results live.



5. Click **End Poll** to stop polling.

6. (Optional) **Re-launch** the same poll or **Share Results** with meeting participants.

   Note: If a poll is re-launched, the poll report only displays the last poll occurrence. To launch the same poll twice and retain both sets of data, consider creating a second poll with the same questions.



7. After the meeting, you can download a report of the poll results. Poll Reports may not be immediately available after a meeting.

   - If you scheduled the meeting through a Blackboard course, you can view/download poll results from your Blackboard course.
   - If you scheduled the meeting using Zoom's web portal, you can download polling results from the web portal.