

Overview

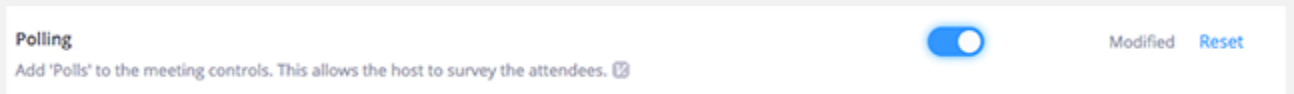
The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting.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

User

To enable Polling for your own use:

1. Sign in to the [Zoom web portal](#).
2. In the left-side navigation menu, click [Settings](#) .
3. 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**.
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.

[Add](#)

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.

Add a Poll

×

Enter a title for this poll.

☐ Anonymous? ?

1.

Type your question here.

☒ Single Choice ☐ Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

+ Add a Question

Save

Cancel

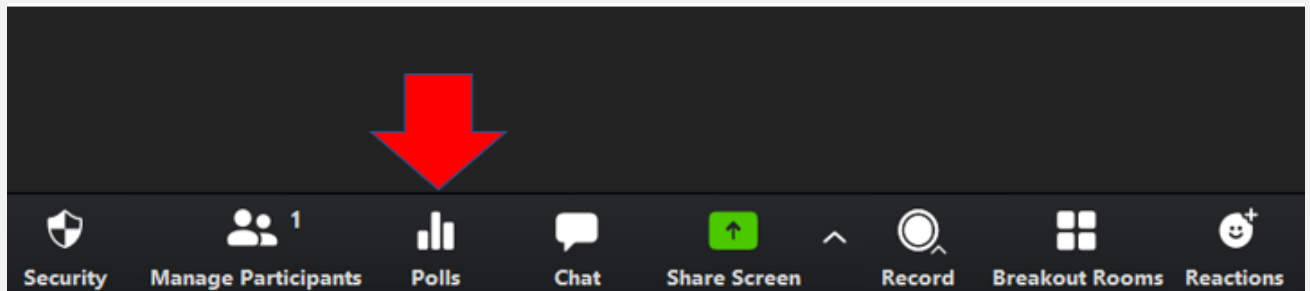
6. You can add more polls by repeating **Step 2**.

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.

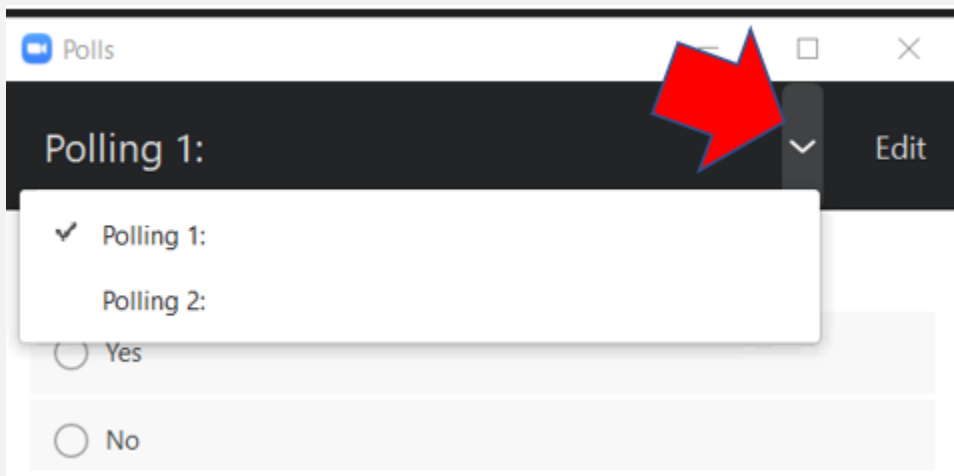
Note: You can only create a max of 25 polls for a single meeting.

Launching a poll

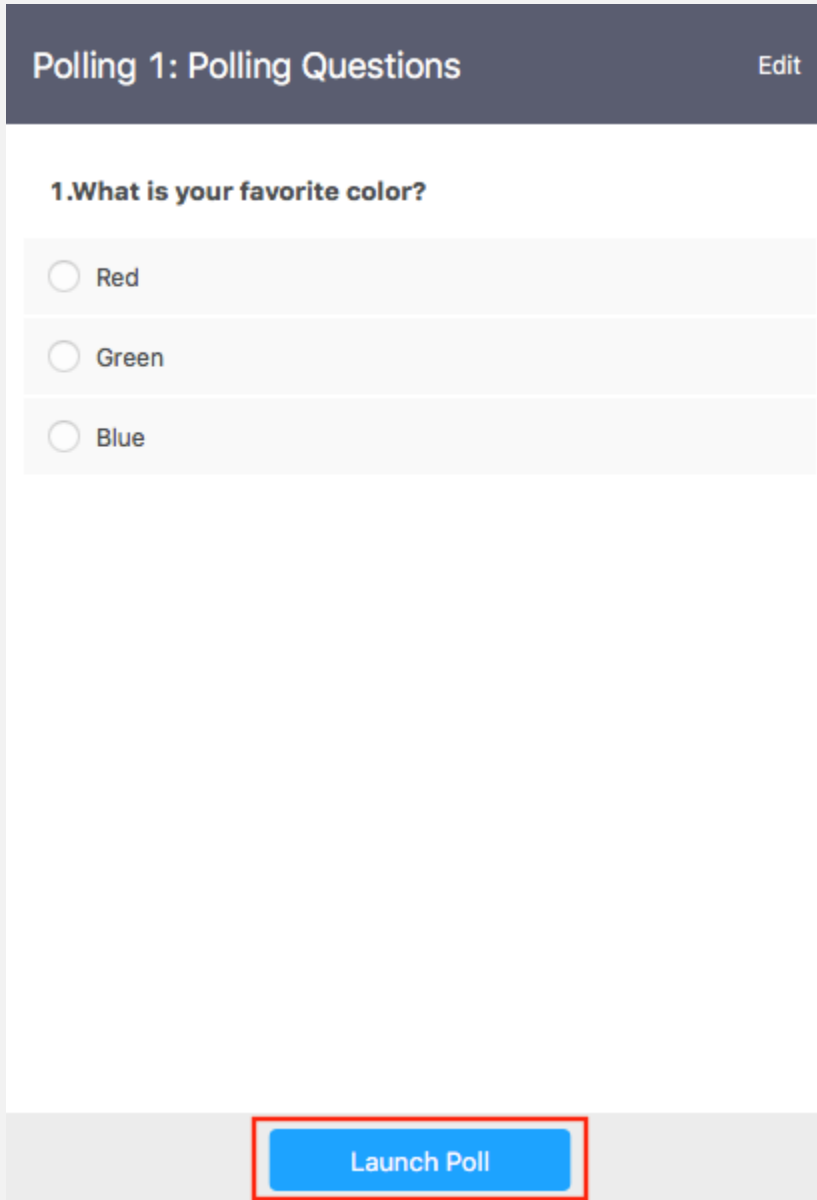
1. Start the scheduled Zoom meeting that has polling enabled.
2. Click **Polls** in the meeting controls.



3. Select the poll you would like to launch. (If you have multiple polls, you can click the drop-down box at the top to get a list of polls that you have made)

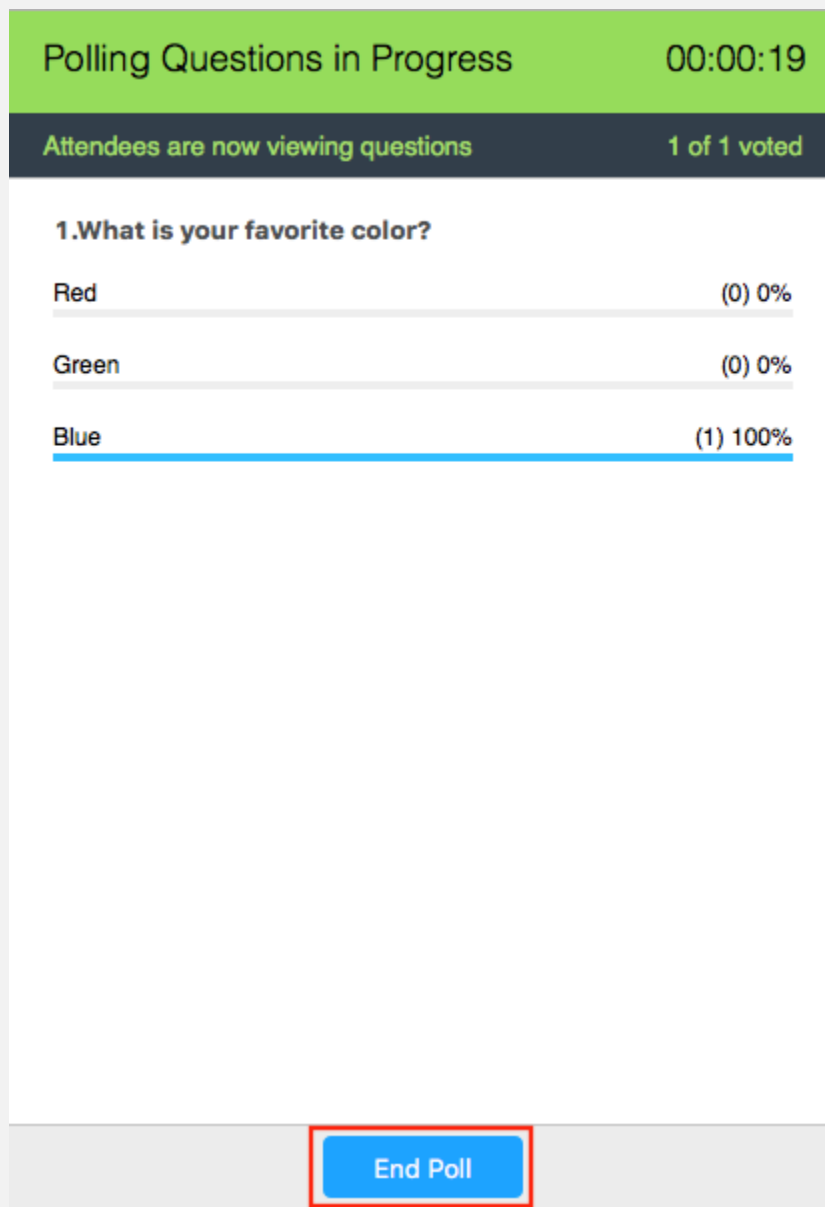


4. Click **Launch Poll**.



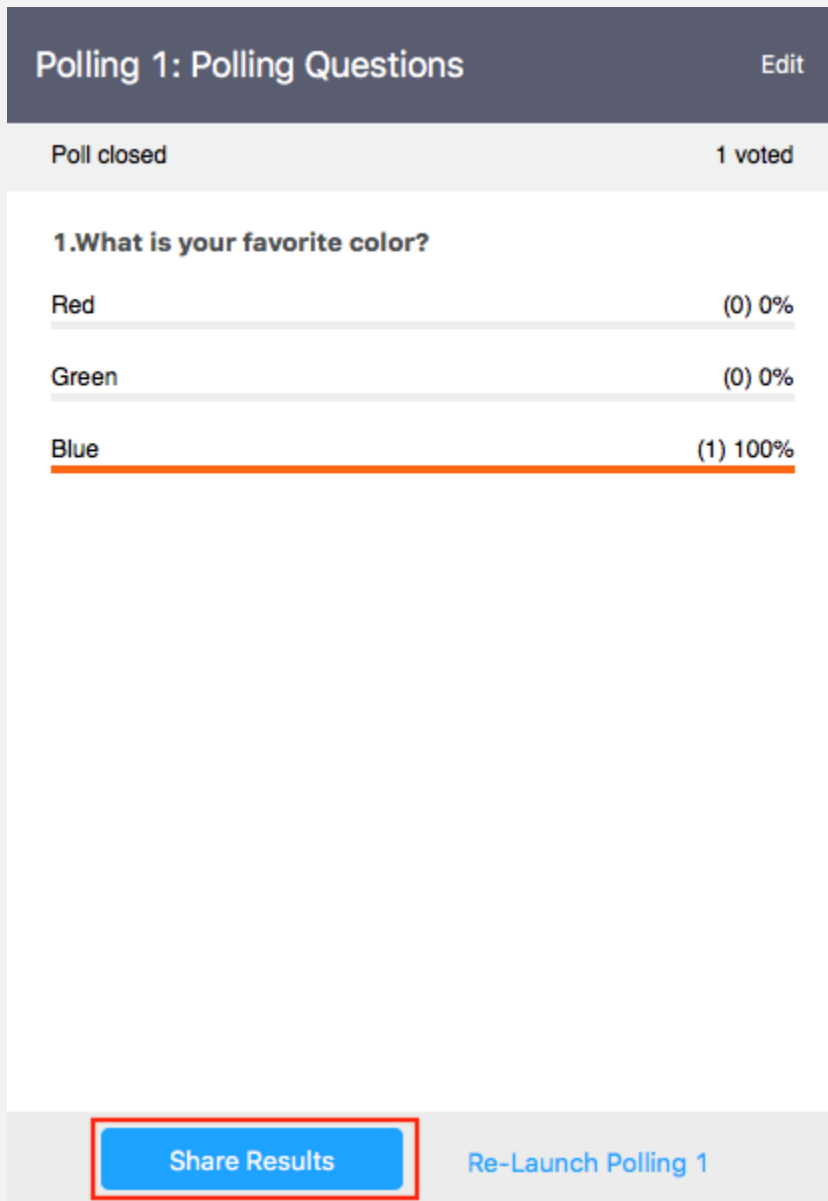
The screenshot shows a web interface for a poll. At the top, a dark blue header bar contains the text "Polling 1: Polling Questions" on the left and an "Edit" link on the right. Below the header, the poll question "1.What is your favorite color?" is displayed. Underneath the question, there are three radio button options: "Red", "Green", and "Blue", each on a separate light gray background row. At the bottom of the interface, a blue button labeled "Launch Poll" is highlighted with a red rectangular border.

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.

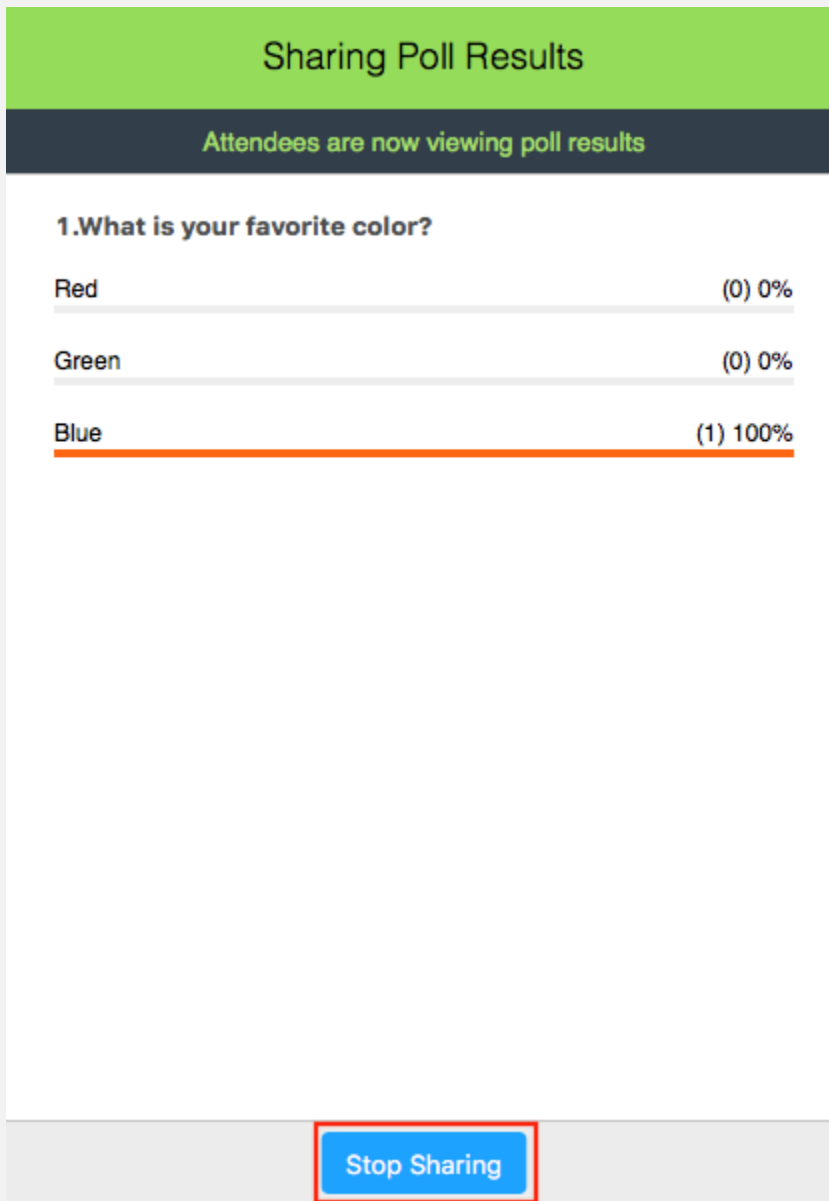


6. Once you would like to stop the poll, click **End Poll**.

7. If you would like to share the results to the participants in the meeting, click **Share Results**.



Participants will then see the results of the polling questions.



Downloading a report of poll results

You can [download a report of the poll results](#) after the meeting. When viewing a report of the poll results, take note of these things:

- If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses.
- If registration was not on, the polling report will show the profile names of authenticated users in the same account.
- If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.