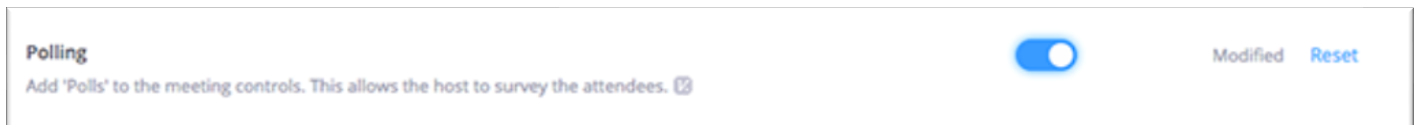


## ZOOM POLLING

To enable Polling for your own use:

1. Sign in to the **Zoom web portal**→my.sjfc.edu and click on Zoom link within launchpad.
2. In the navigation menu and click on **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. If you do not have a scheduled meeting, schedule a new 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.
  - (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.
6. You can add more polls by repeating **Step 2**.

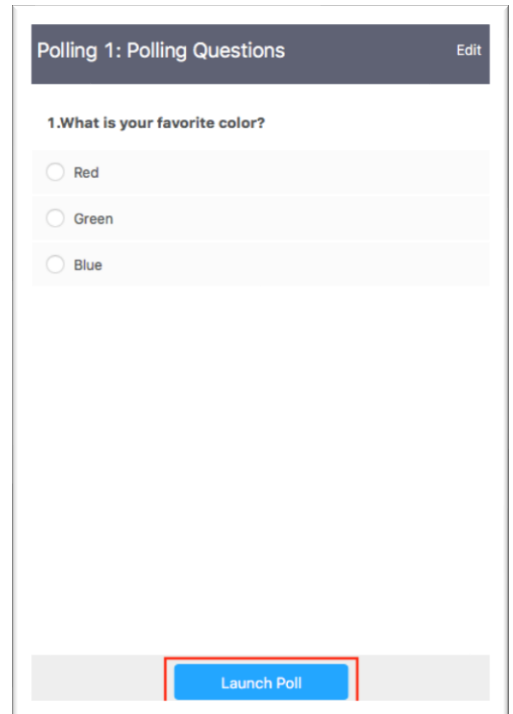


You can also create a poll by clicking **Polling** during the meeting. This will open up your default web browser where you can add additional polls or questions.

**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.
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.



Polling 1: Polling Questions Edit

1.What is your favorite color?

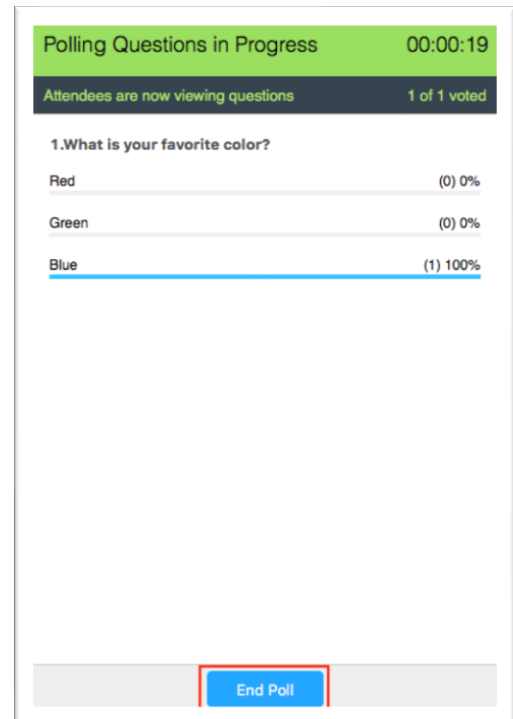
☐ Red

☐ Green

☐ Blue

**Launch Poll**

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



Polling Questions in Progress 00:00:19

Attendees are now viewing questions 1 of 1 voted

1.What is your favorite color?

Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

**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.

Polling 1: Polling Questions
Edit

Poll closed
1 voted

1.What is your favorite color?

Red

(0) 0%

Green

(0) 0%

Blue

(1) 100%

Share Results

Re-Launch Polling 1

Sharing Poll Results

Attendees are now viewing poll results

1.What is your favorite color?

Red

(0) 0%

Green

(0) 0%

Blue

(1) 100%

Stop Sharing

## 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 unauthenticated participants and the names and email addresses of authenticated participants.
- If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.

More info on downloading poll results: <https://support.zoom.us/hc/en-us/articles/216378603>