Polls

Polls are a great way of keeping your audience engaged!

A few things to note first:

1. You can only create polls for scheduled meetings, or an instant meeting using your Personal Meeting ID.
2. The host user type must be licensed.
3. Only the original meeting host can edit or add polls during a meeting.
4. You can create a maximum of 25 polls with a max of 10 questions in each poll, per meeting.

To Enable Polls

- Sign into your account via your browser.
- Click on **Account Management** in the menu on the left-hand side then **Account Settings.**
- Click on the **Meeting** tab and scroll all the way down until you get to the **Meeting Polls** option – make sure this is enabled.

Meeting Polls

Allow host to use 'Polls' in meetings. Hosts can add polls before or during a meeting.
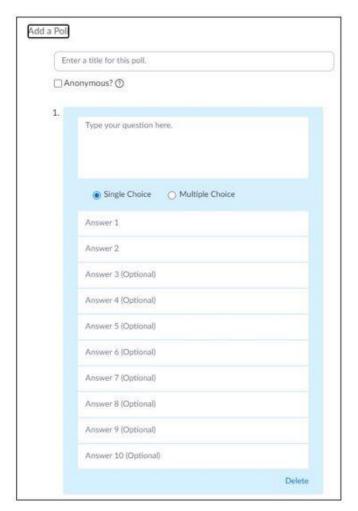
If you want to make this the default setting for all users in your account, click on the **lock icon**, then click **Lock** to confirm.

To Add Poll Questions

- Go to the **Meetings** page in your account and click on the relevant scheduled meeting.
- Scroll to the bottom to the **Poll** option and click **Add**.
- Type in a title for the poll, the first question and choose whether you want it to be a single or multiple-choice answer.
- Tick the **Anonymous** box if you want to keep the participants information anonymous in the meeting and in the reports.
- Type in the answers and click **Save**.
- To add another question to this poll, click **Add a Question,** typically most of your polls will be single questions.

To Launch the Poll during a Meeting

- Click **Polls** in the meeting controls toolbar

- Choose which poll you want to launch then click **Launch Poll**.
- The meeting participants can now see the questions.
- You (the host) can see the results live.

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- Click on **End Polling** to stop the poll.
- Click on **Share Results** if you want the participants to see the results of the poll.
- Remember to click **Stop Share Results** to remove the Poll window from your own screen and that of meeting attendees.
- If you want to restart the poll again, click on **Relaunch**.
- You can also view a report for this poll by clicking on the **Download** button.