

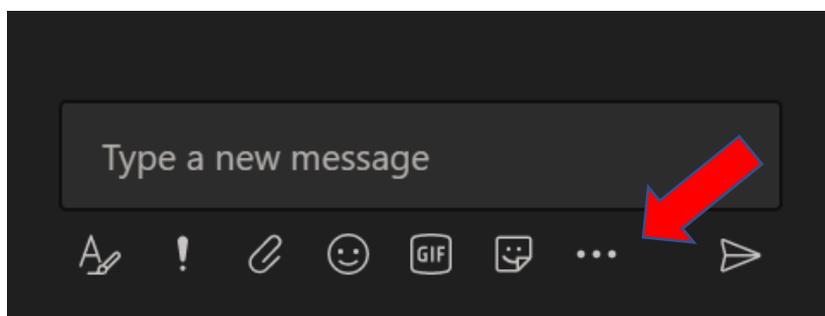
Creating and using polls in Microsoft Teams

Polls in Teams are controlled via the chat and set up via Forms.

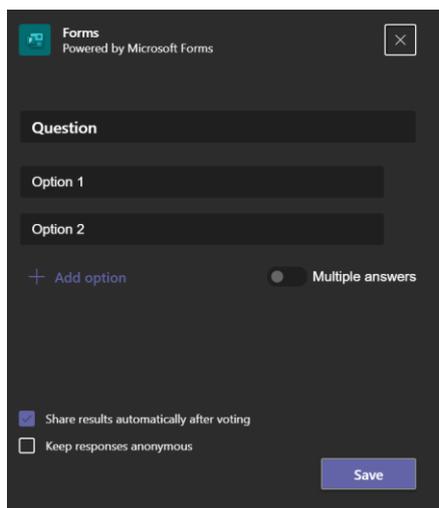
Creating a poll within Teams meeting while meeting is running (most straightforward)
You can start the meeting before the attendees arrive, and create your polls so they are ready when the meeting starts – this is a good option.

Equally, you can create your poll/polls during the meeting. This means you can create a poll on the fly. The downside is that they may be waiting while you create the poll.

- Click Show Conversation and click into the Chat



- Click the ellipsis (dot, dot, dot) and choose Forms



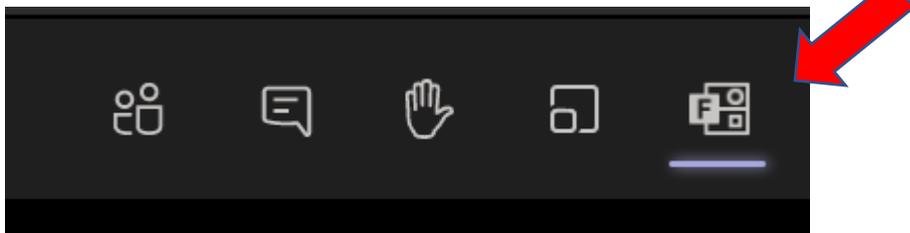
- Enter details of your Poll and click Save
- Click X at top right corner of the poll creation box to exit the poll for use later

OR

- Click Send to launch immediately

To launch your poll

Once you have created your poll, you will have a new icon at the top of the screen in your meeting (you may possibly see your poll it in chat)



Click on the poll to launch

This launches it in chat and participants can respond

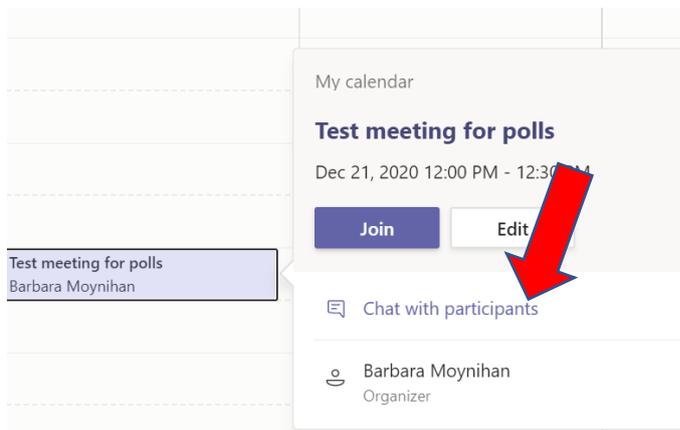
Setting up a poll prior to your meeting

NOTE: Ensure you have invitees as “Chat with Participants” will not appear if no invitees

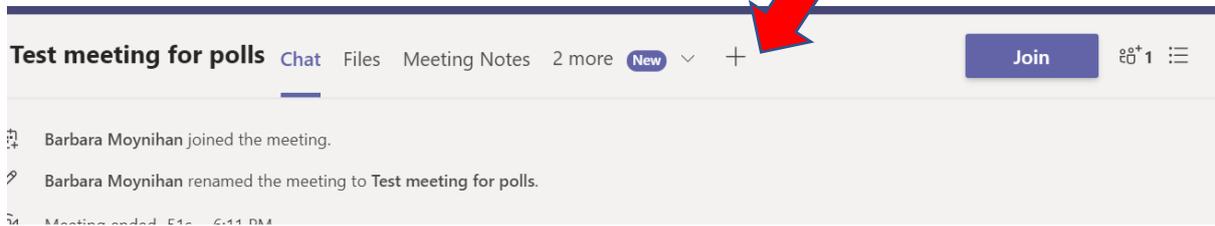
Single click on the meeting on your calendar

Click **Chat with participants**

(This brings you to a screen where you can Add forms and consequently a new tab for your Polls)



When you click Chat with Participants a new screen appears, at the top of this screen click + symbol to right of whiteboard



Available Apps show

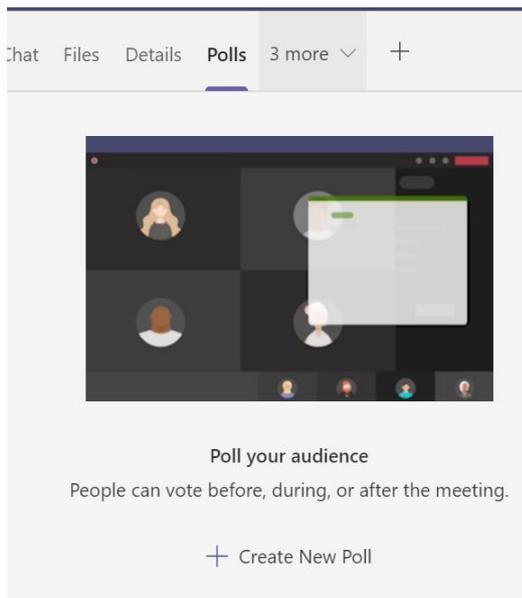
Select **Forms** (if it does not appear – Type Forms in Find an App section and download

Click ADD

Click Save on forms dialog box

A new tab called POLLS appears

Click Polls and Create New Poll



Enter your question and responses you want to offer (note max number of options for responses is currently 6)



Forms
Microsoft Forms



When should we next meet?

Monday

Wednesday

Friday 

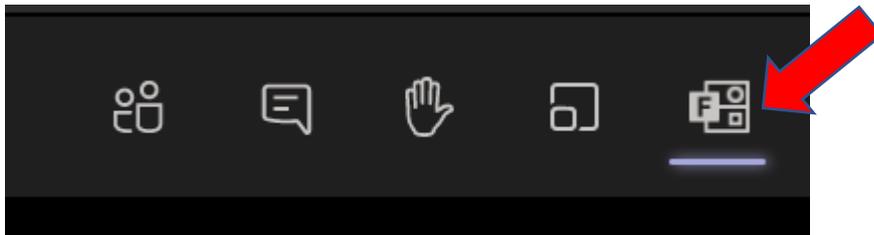
- Share results automatically after voting
- Keep responses anonymous
- Allow others to co-author 

Save

Click Save

Using the Poll

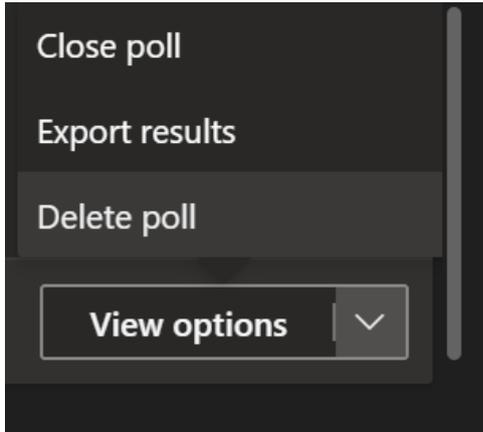
If you have created a poll in your meeting, you will have a new icon at the top of the screen in your meeting



Click on the poll to launch

Exporting the results

When you have launched the poll click View Options, and Export results



Results appear in an Excel file in your standard Downloads folder