



# Mentimeter: How to Create a Poll (Year 3 Lecturing Faculty)

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## How to Create A Poll using Mentimeter

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### Step 1: Create a Free Mentimeter Account

1. Go to <https://www.mentimeter.com>
2. Click **Sign up**
3. Create a **free account** (email + password or Google login)
4. You do not need a paid account — we will run the poll from our paid COM account.

### Step 2: Create Your Poll

1. After logging in, click "**New presentation**"
2. Choose a **question type** (e.g., Multiple Choice, Word Cloud, Open Ended)
3. Enter your question(s)
4. Add as many slides/questions as you'd like

### Step 3: Name Your Poll Clearly

1. Please rename your presentation using this exact format: **Your Name - Lecture Date**
  - Example: **Dr. Jane Smith - Sept 18, 2026**  
This helps us quickly identify your poll.

#### **Step 4: Share Your Poll with COM**

1. You must **add us as collaborators** so we can access and run your poll during class.
2. Open your Mentimeter presentation
3. Click **Share** (top right)
4. Under **Collaborators**, add the following emails:
  - [COMIT@health.fau.edu](mailto:COMIT@health.fau.edu)
  - [M3coordinator@health.fau.edu](mailto:M3coordinator@health.fau.edu)
  - Make sure they are set as **Editors**

#### **Step 5: Submit a Help Desk Ticket**

1. Email the FAU COM Help Desk so we know your poll is ready.
  1. **Email:** [comhelpdesk@health.fau.edu](mailto:comhelpdesk@health.fau.edu)
  2. **Subject:** Mentimeter Poll - Guest Lecture Support
  3. Please include:
    - Your **name**
    - **Lecture date**
    - Confirmation that your Mentimeter poll is shared

#### **What We'll Do for You**

- ✓ Access your poll from our paid Mentimeter account
- ✓ Pull it up and test it before class
- ✓ Have it **ready to launch** during your lecture
- ✓ Provide live support if needed

#### **Need Help?**

If you have questions or run into issues, just email:

✉ [comhelpdesk@health.fau.edu](mailto:comhelpdesk@health.fau.edu)

We're happy to help—thank you for making your session interactive!