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Zoom Features: Basic Polling

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How to add poll questions for a meeting

Polling questions can be created in advance of the meeting, or done during a live session. If you create or edit a poll during a live meeting on version **5.12.9** and lower, you will be directed to the web portal. Hosts on desktop client **5.13.0** or higher will be able to create and edit in the polling window in the meeting.

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Meetings**.
3. Click the topic of your scheduled meeting. If you do not have a scheduled meeting, schedule a meeting.
4. At the top of the page, click the **Polls/Quizzes** tab.
5. Click **+ Create** to begin creating the poll.
   If advanced polling and quizzes are enabled, you will have two options: **Poll** and **Advanced Polls and Quizzing**.
6. Select **Polls**.
7. (Optional) Select the **Add to Polls/Quizzes library** checkbox.
   After your poll is created, it will be saved to a library where you can access it for other meetings.
8. Click **Next**.
9. Click **Untitled Poll** to change the name of this set of polls.
10. Click the question area to edit the following details:
    - Click the **Untitled Question** area to edit the name of that polling question.
    - To the right of the name of the polling question, click the dropdown menu to choose the type of question:
      - **Single Choice**: Poll participants can select only one of the provided answers.
      - **Multiple Choice**: Poll participants can select multiple provided answers.
    - Click the blank box for each choice to enter an answer for participants to select from.
    - Click **+ Add Choice** to add additional answer options.
    -  : Delete the current polling question.
    -  : Duplicate the current polling question as it currently is.
11. (Optional) Click **Add a Question** to create an additional question.
    Note: Each question and individual answers for a question can be reordered as needed.
12. Click the **More** button ••• to access the following options:
    - **Require answers to be anonymous**: Poll participants can choose to have their answers associated with themselves or to provide answers to the poll anonymously.
      Note: If this option is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.
    - **Add to Polls/Quizzes library**: Your created poll will be saved to a poll/quiz library, where you can access and reuse your poll again for future meetings. You can go to "Meetings > Polls" to view this item.
13. Click **Save**.

During the meeting, all questions under a single poll will be asked when launched. You can create additional polls to ask questions at different times during the meeting.

How to use the Polls/Quizzes library

If enabled by an admin, you can manage a central library of polls for meetings. You can create or edit polls and use them for Personal Meeting ID (PMI) and non-PMI meetings. When a poll is marked as available to all meetings, it will appear in the list of polls that can be launched in a meeting.

Notes:

- You can only enable up to 10 polls for your meetings.
- Accessing polls created in the central poll library when in a meeting requires version 5.10.3 or higher.

Access the Polls/Quizzes tab

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Meetings**.
3. Click the **Polls/Quizzes** tab.
   Note: If the tab is labeled as just **Polls**, advanced polling and quizzes have not been enabled.

Create a poll in the Polls/Quizzes tab

Create a first saved poll that can be enabled with all your meetings.

1. Access the **Polls/Quizzes** tab.
2. Select **Polls**.
   Note: If advanced polling and quizzes are enabled, you will have two options displayed: **Poll** and **Advanced Polls and Quizzing**.
3. Create a poll.
   After your poll is created, it will be displayed in the **Polls/Quizzes** tab.
4. (Optional) To enable your created polls for all your meetings, under **Enable**, click the toggle to enable  or disable it .
5. (Optional) To create more polls, click **+ Create**.

Multiple polls will display the **Name**, **Type** (Polls, Quiz, Advanced Poll), **Question(s)** (number of questions), and **Enable** information.

Use actions for individual polls

After creating a poll in the **Polls/Quizzes** tab, you can select actions for it:

1. To the right of a poll, click the pencil icon  to edit your poll.
2. To the right of a poll, click the ellipsis , then select from the following actions:
   - **Duplicate**: The poll will be duplicated.
   - **Delete**: The poll will be deleted.

Use batch actions for multiple polls

After creating multiple polls in the **Polls/Quizzes** tab, you can select actions for them:

1. By **Name**, select the checkbox.
   All polls' checkboxes will be selected.
   If you do not want to select all polls, you can select the poll check boxes that you want.
2. Select from the following batch actions for the multiple selected polls:
   - **Disable for My Meetings**: Under **Enable**, the toggles for the selected polls will be disabled  and unavailable for all your meetings.
   - **Enable for My Meetings**: Under **Enable**, the toggles for the selected polls will be enabled  and available for all your meetings.
   - **Duplicate**: The selected polls will be duplicated.
   - **Delete**: The selected polls will be deleted.

Filter the Polls/Quizzes tab

Click the **All Types** dropdown menu to display different filters. You can filter your polls/quizzes by **Polls**, **Advanced Polls**, or **Quiz**.

How to launch a poll in a meeting

Polls are not immediately available to meeting participants, as the host needs to launch a poll for participants to respond to. These polls can be created before the meeting starts, or during a live session, but in either case, the poll must be created in the web portal.

1. Start the scheduled Zoom meeting that has polling enabled.
2. In the meeting controls, click the **Polls**  button.

3. At the top of the polling window, select the poll you would like to launch (if multiple polls were created)
4. Click **Launch**.
   The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.
5. Once you would like to stop the poll, click **End Poll**.
6. Click the **More** button ••• to access the following options:
   - **Re-launch Poll**: Launches the poll again.
     Note: If a poll is relaunched in a meeting, the poll report will only display the last poll occurrence. If you know you will need to launch the same poll twice and want both sets of data, consider creating a second poll with the same questions as the original to avoid relaunching.
   - **Download results**: This will launch your default web browser so that you can download the entire poll report, which shows what each participant chose, instead of the percentages of each choice.
     Note: To have this feature enabled, contact Zoom Support.
   - **View Results from Browser**: Launches your default web browser and displays the same polling results on the web page.
7. Click **Share Results** to share the results with the participants in the meeting.