Zoom- Conducting Anonymous Polls/Voting

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Create a poll before a meeting

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Meetings**.
3. Click the name of the meeting you want to add a poll to or click the **Schedule a Meeting** button to schedule a new meeting.
4. If you are editing an existing meeting, click the **Polls/Quizzes** tab. If you are scheduling a new meeting, click **Save**, then click the **Polls/Quizzes** tab.
5. Click **+ Create**.
6. Click the title **Untitled Poll**... to give the poll a name.
7. Review the question types and configuration options, then select the question type for the first question.
8. (Optional) Click the **Create Breakout Rooms** toggle if you want to enable breakout room creation based on poll results.
9. (Optional) Click **+ Add Question** to add another question to the poll.
10. (Optional) Click gear icon at the top right to configure the following options:
    - **Require answers to be anonymous**
11. (Optional) Click the preview icon  to see a preview.
12. (Optional) Click the ellipses icon at the top right to **Save as draft**.
13. (Optional) Click **Save** to allow the poll to be started during meetings.