Use the Polling Feature in MS Teams

Using polling software offers the presenter the opportunity to engage attendees. Too much of a good thing ISN'T but sometimes a poll can jog memories, review concepts, or help with brainstorming. MS Teams allows you to add a **FORMS** tab to create polls.

There are many other apps that allow polling. You can add the Polly tab in MS Teams for a nicer variety of questions and polls. I use PollEv add-in as well.

MS Teams Forms

You can create a poll and then launch it before, during, or after your meeting

1. In Teams, select **Calendar**.
2. Find the meeting you've scheduled for which you want to add polls, and click or tap it.
3. Select **Chat with participants**.
4. Select ✛ **Add a tab**, search for and select **Forms**, and then click or tap **Add**.
5. Select **Save**. A new **Polls** tab will be added to your meeting.
6. Select ✛ **Create New Poll**, and then choose one of the following:
   - **Multiple Choice Poll** - Create your question or statement, and then provide answer options (up to 12) from which your audience can choose.
   - **Multiple Choice Quiz** - Mark a correct answer for your multiple choice quiz. You can have a single option as a correct answer, or more than one if you select **Multiple answers**.
   - **Word Cloud Poll** - Ask an open ended question and see responses reflected in a word cloud.
7. Add your question and answer options.
8. As appropriate for your meeting, select **Share results automatically after voting** and/or **Keep responses anonymous**.
9. Select **Save**. This will save your poll as a draft until you're ready to launch it during your meeting.

Note: You'll see **DRAFT** marked in green in the upper left corner of your poll to indicate it hasn't been launched yet.

10. To create more polls for your meeting, select ✛**Create New**.
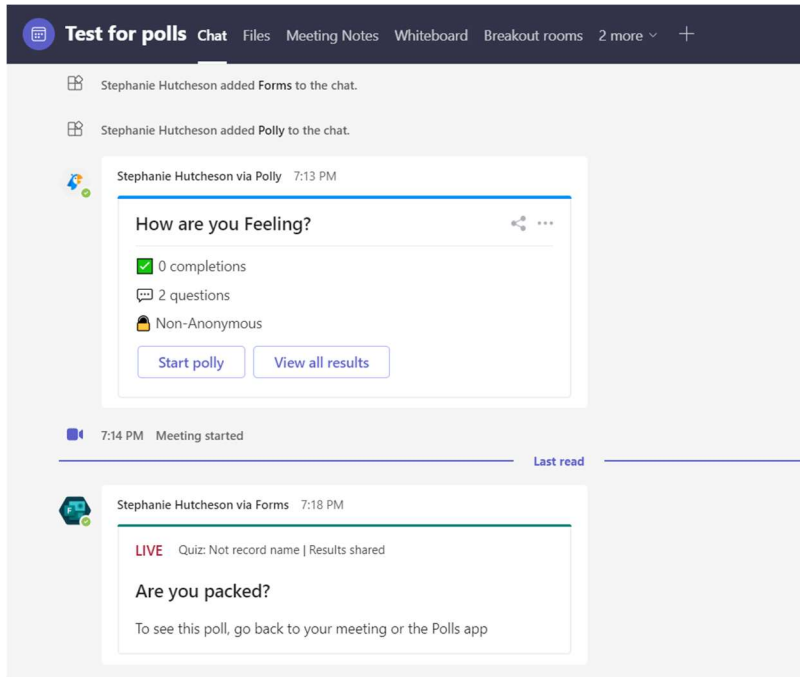
Note: To change the order of the polls, click or tap and hold a poll, and then drag it into the position you want.

11. You can launch a poll using either of these methods:
    ▪ In the **Polls** tab, select **Launch** on the poll for which you want responses. You can do this before, during, or after your meeting.

- Select the **Polls** icon in your meeting window, which will open a **Polls** pane. Select **Launch** on the poll for which you want responses.

Meeting attendees will see your question and answer options in a poll notification that appears in the middle of their meeting screen.
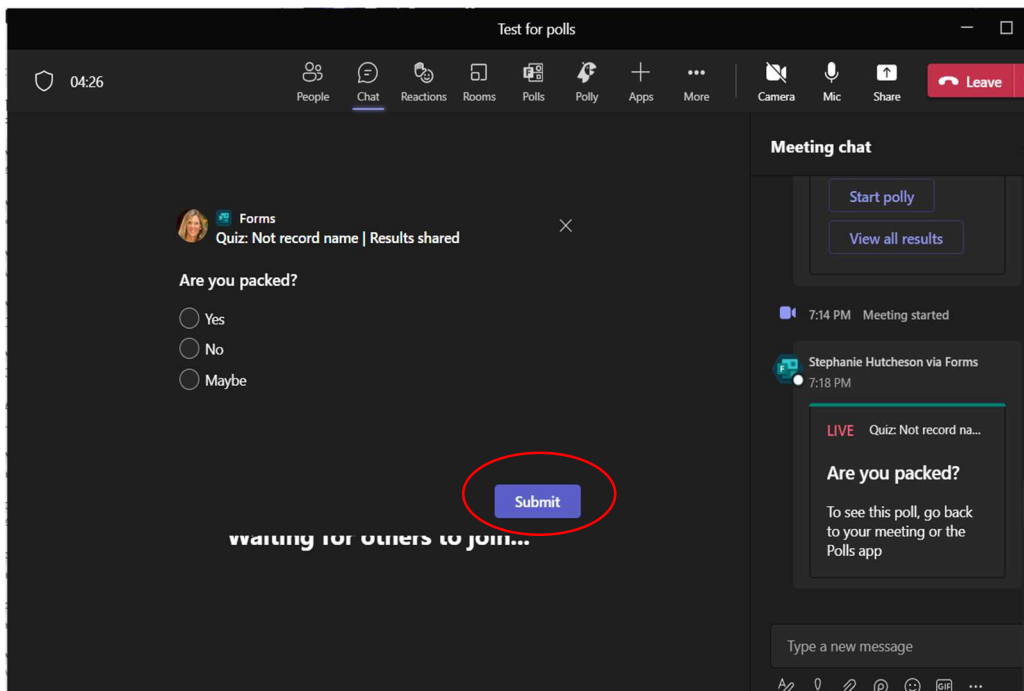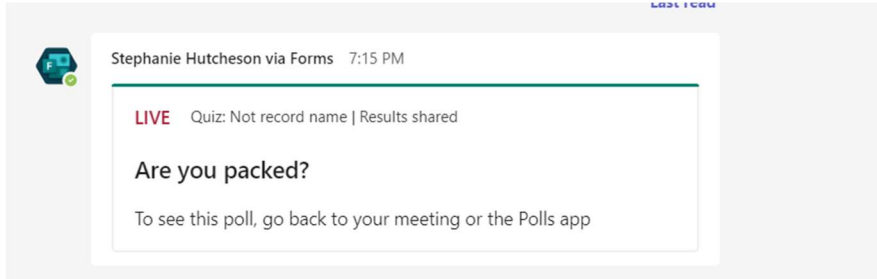
- Once attendees pick their answer, they'll select **Submit** and you'll be able to see their responses immediately. Meeting attendees also have the option of not participating in the poll by closing the poll notification that appears in the middle of their meeting screen without picking an answer nor selecting **Submit**.

Note: Only meeting owners and presenters can create, manage, and launch polls. Meeting attendees have the ability to respond to polls, but can't edit them.

> **Note:** Anyone (whether internally within your organization or those external to your organization) that has been forwarded your meeting invitation and is logged into Teams on the web can vote using either the poll notification pop up during the meeting or in the **Chat** window.

Go to your **Polls** tab or **Polls** pane to see real time results of polls that are collecting responses.

Tips:

Polls that have been launched and are accepting responses will be marked in red with **LIVE** in the upper left corner of the poll.

- Polls that have been closed and are no longer accepting responses will be marked in dark gray with **CLOSED** in the upper left corner of the poll.
- If you want to reopen the poll, select the drop-down list next to **Export results** and choose **Reopen poll**.

12. If you want to close a poll, export poll results, or a delete a poll, select the drop-down list next to **View results** and select **Close poll**, **Export results**, or **Delete poll**, respectively.

EXPERIMENT and PRACTICE when you are using polls.