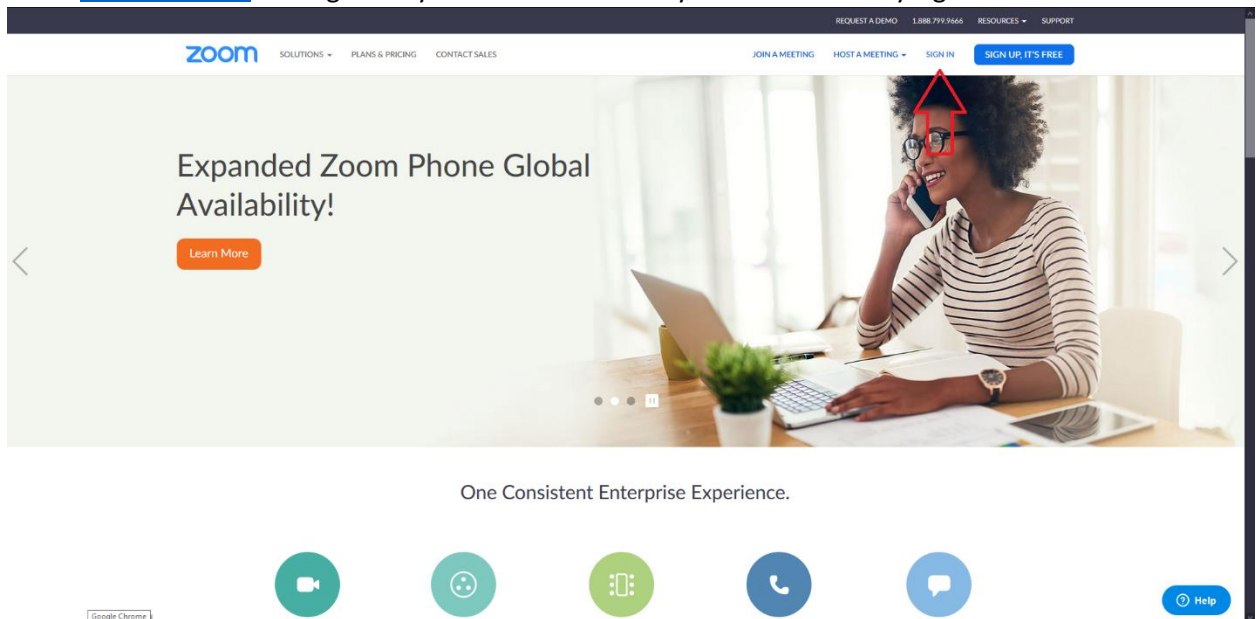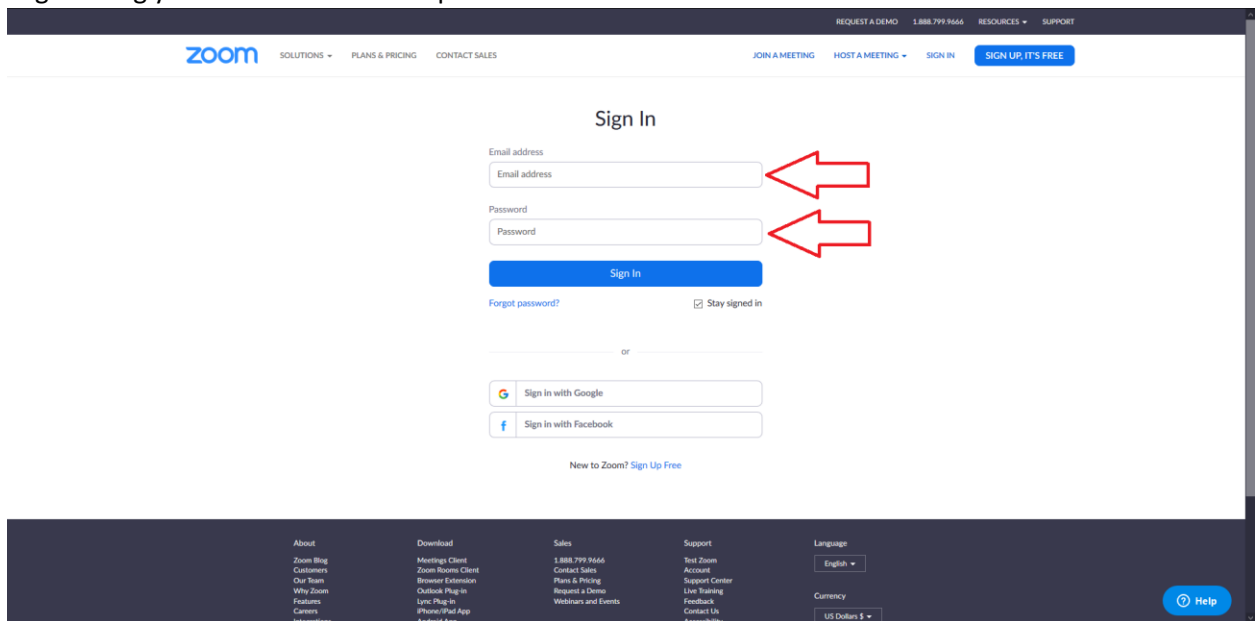# How to set up polls in a scheduled Zoom meeting

1. Go to www.zoom.us and sign into your Zoom account if you are not already signed in.

2. Log in using your email address and password.

4. Your default page shown will be your profile. Click on "Meetings" on the side navigation bar.

5. If you have already scheduled a meeting through the Zoom application, skip ahead to step 9.

6. From here, you can schedule a meeting. In order to conduct a poll in your Zoom meeting, it must be scheduled first. To do this, click on "Schedule a new meeting".

7. Enter your meeting details as you would for any other Zoom meeting you are scheduling.

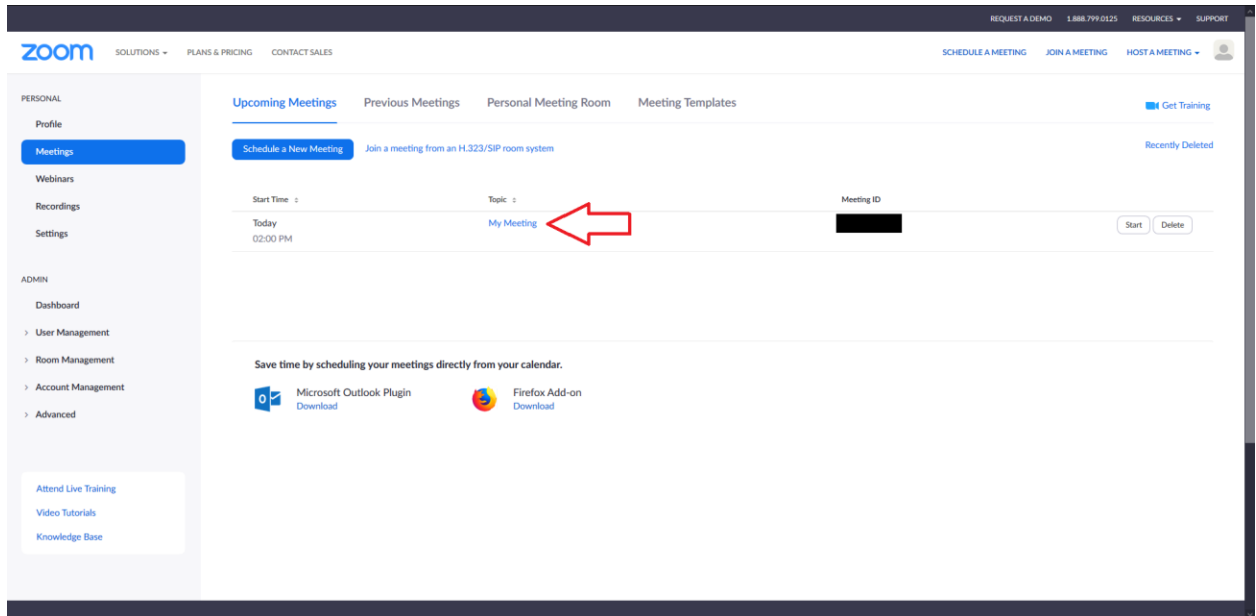8. Scroll to the bottom and click "Save" when you are satisfied with the way your scheduled Zoom meeting has been set up. Skip ahead to step 10.

9. If you have already scheduled your Zoom meeting through the Zoom application, your meeting will be listed on your meetings page. Click on the name of your meeting to launch the meeting details page.

10. You will now be presented with the details page for your scheduled meeting.
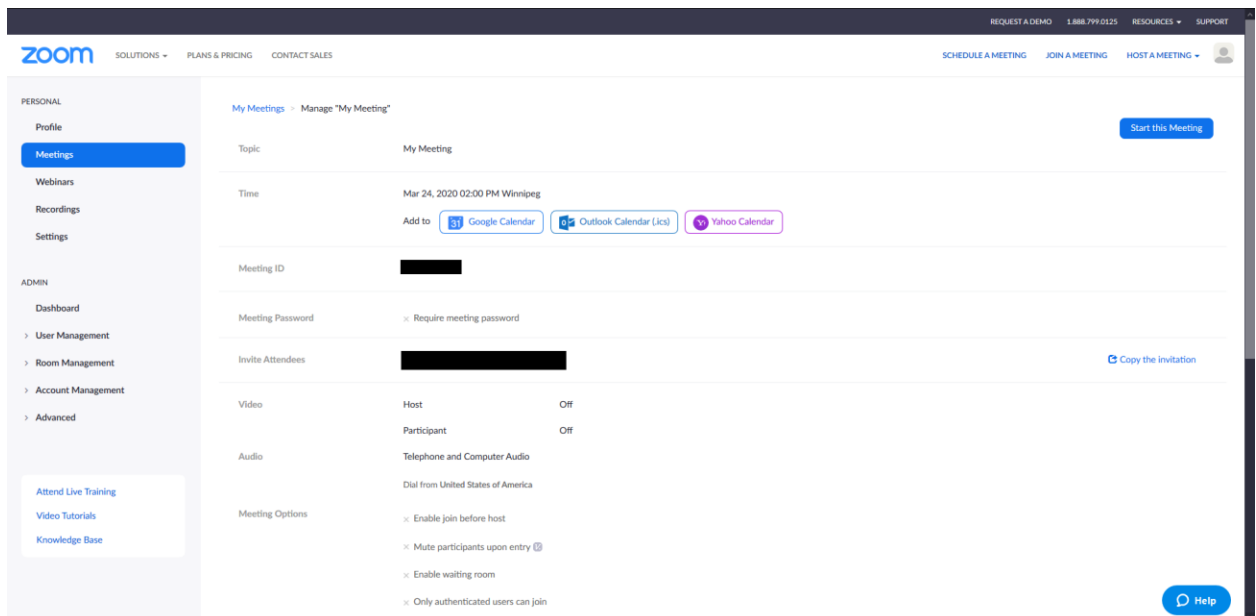
11. Scroll to the bottom of the page. Here you will find the polls section. To add a new poll, click the "Add" button in the box with the label "You have not created any polls yet". (If you would like to set up multiple polls for your meeting, repeat steps 11 to 14)
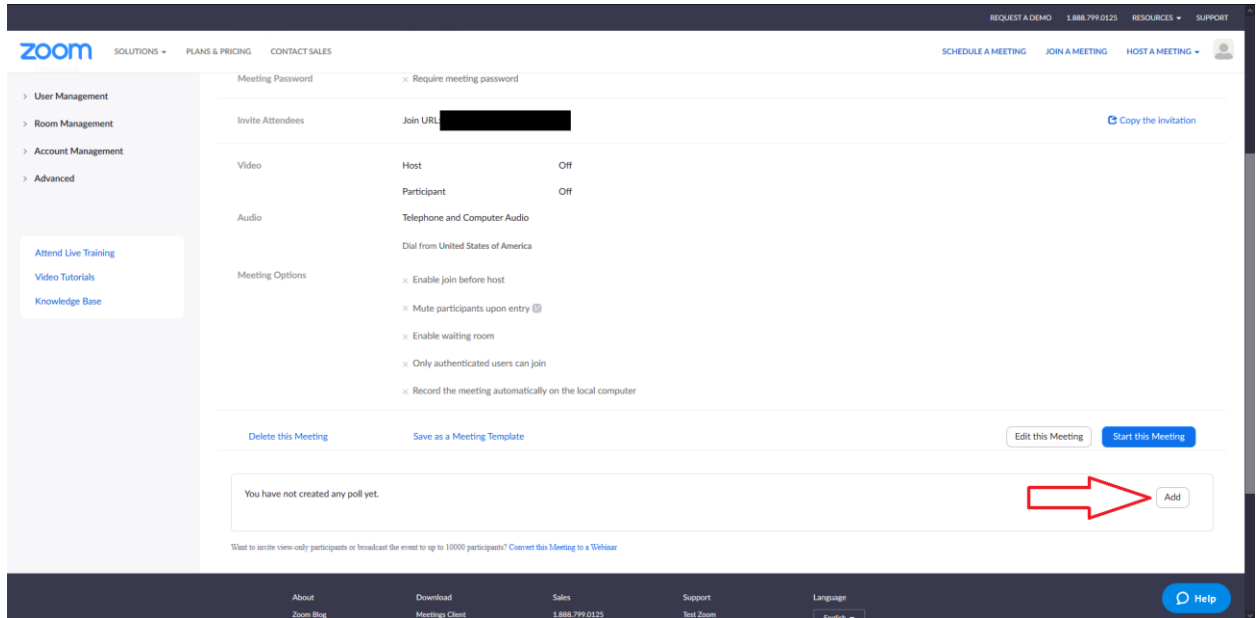

12. This will allow you to set up your polls. Enter the title for the poll where indicated. If you would like to make the poll responses anonymous, click the "Anonymous?" check box. Enter your first question and the possible responses where indicated. If you would like to add multiple questions, click "+Add a Question" and repeat this step.
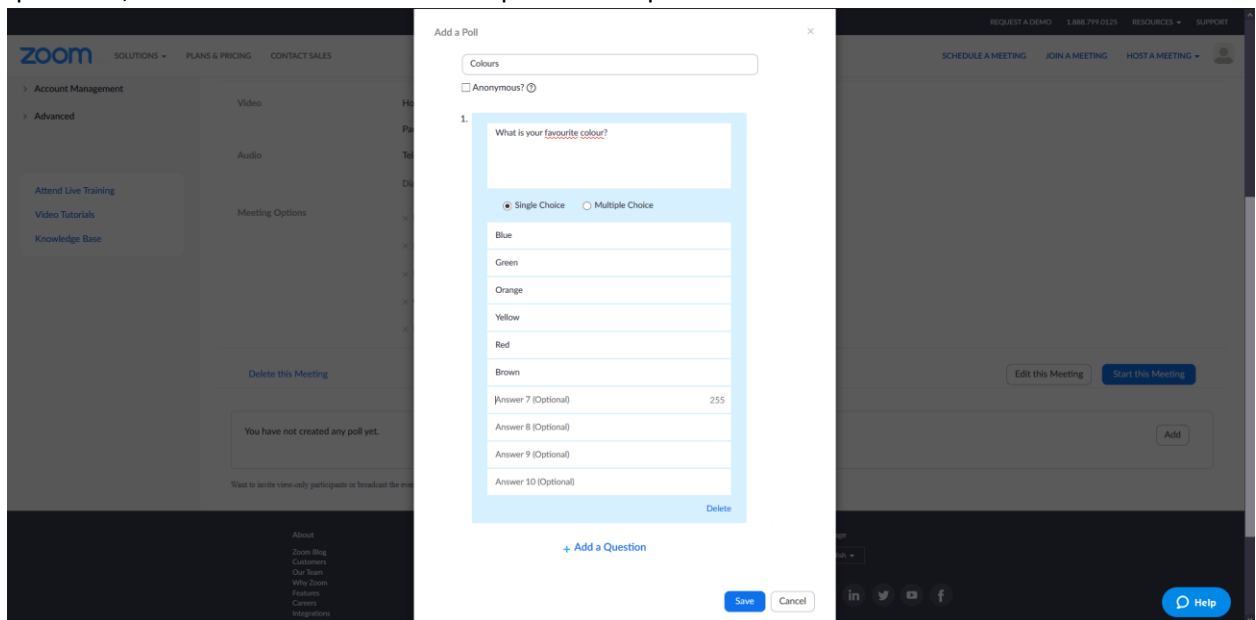
13. When you add multiple questions, your series of questions will be displayed in a numbered list with the one you are currently editing being expanded.
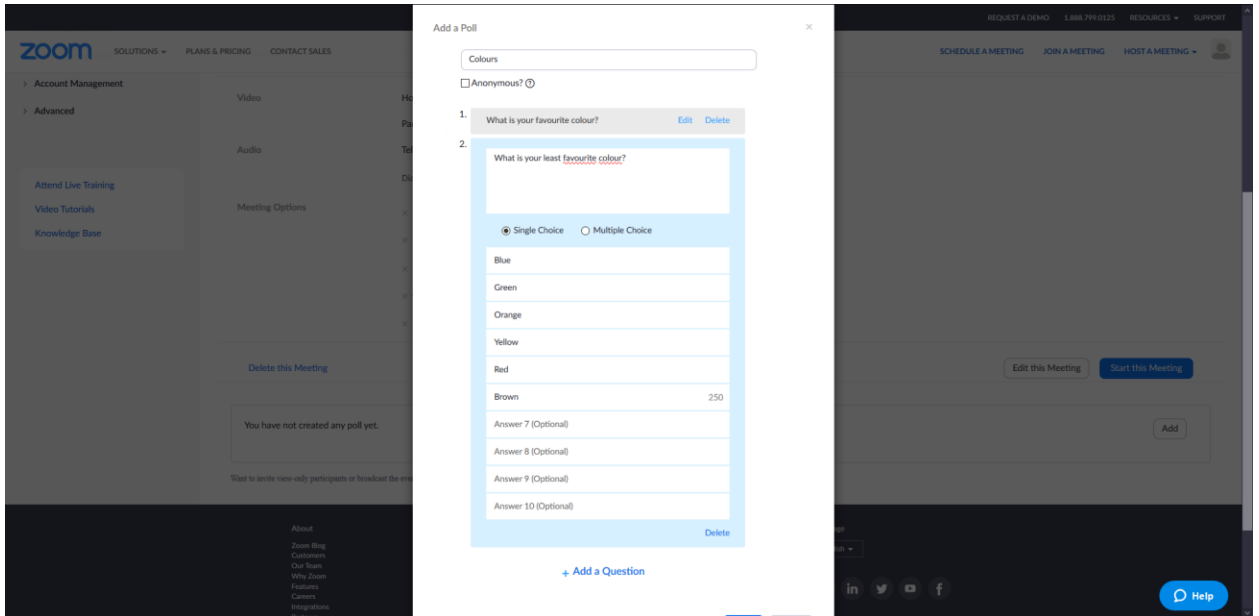
14. When you are finished editing your questions, click "Save" at the bottom of the screen.
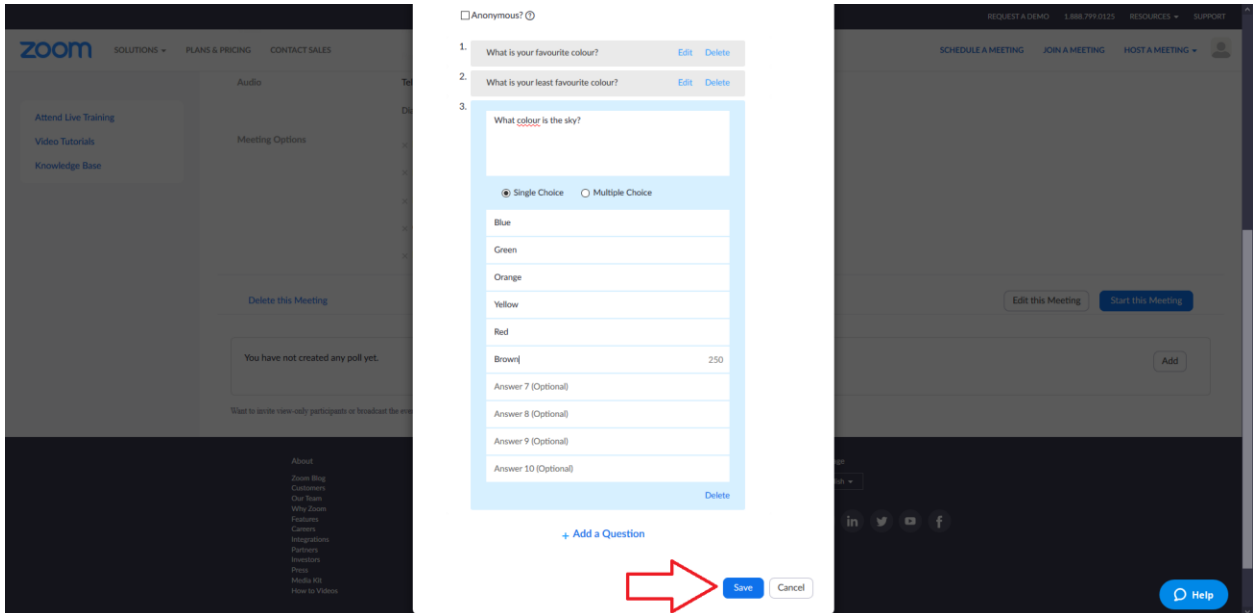
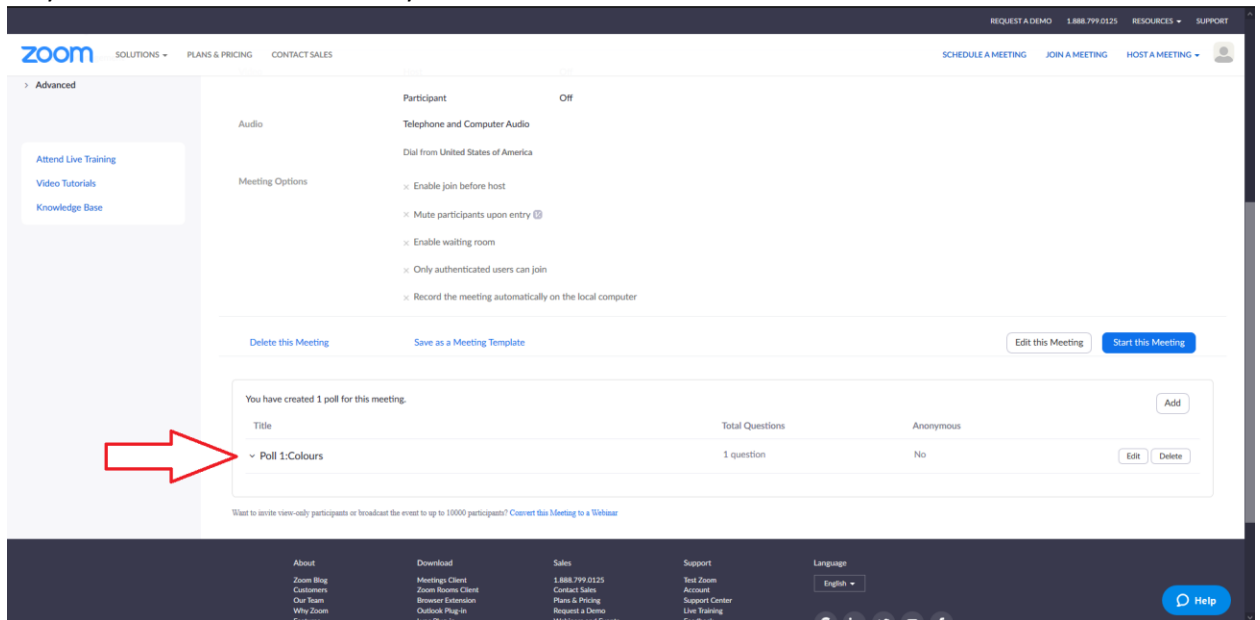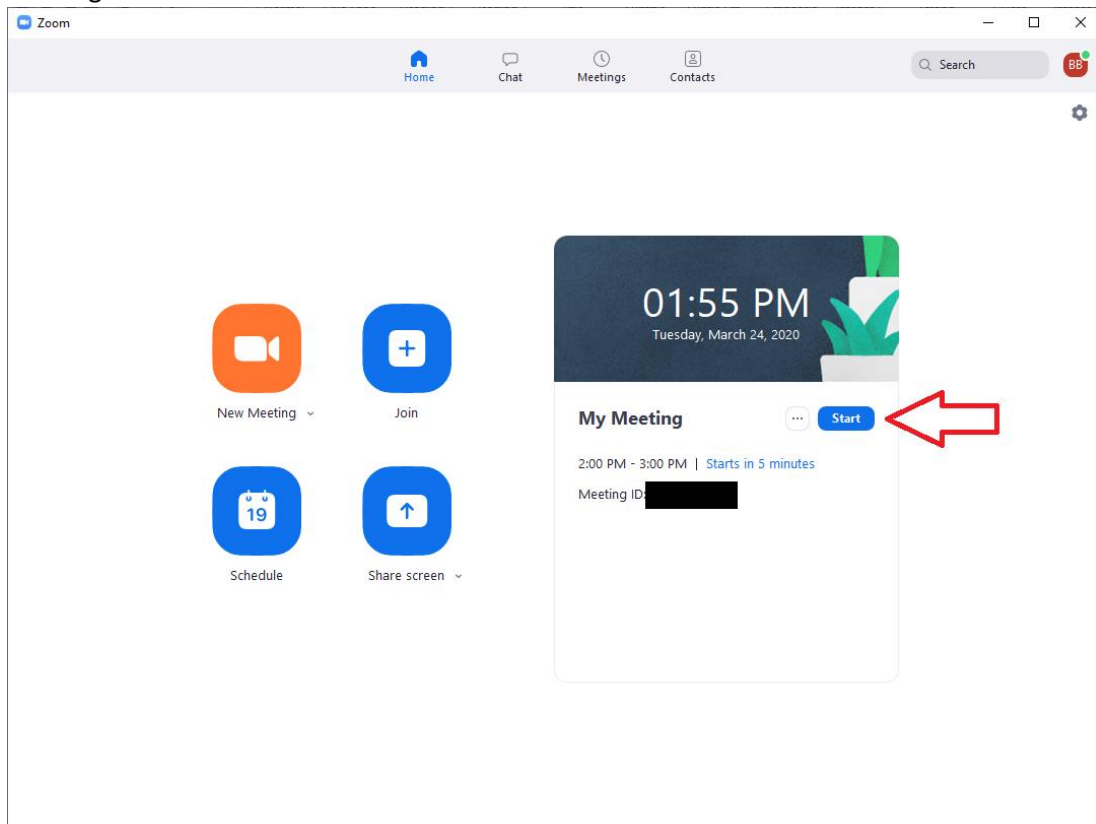15. Your polls will now be displayed at the bottom of the meeting details screen. From here you may edit them or delete them as you see fit.


16. When you are ready to start your meeting, launch the Zoom application. Your meeting will be listed on your landing screen. To start the meeting, click "Start" beside the appropriate meeting heading.

17. The polling controls can be found in the bottom toolbar in your Zoom meeting. Click on "Polls" to access it.
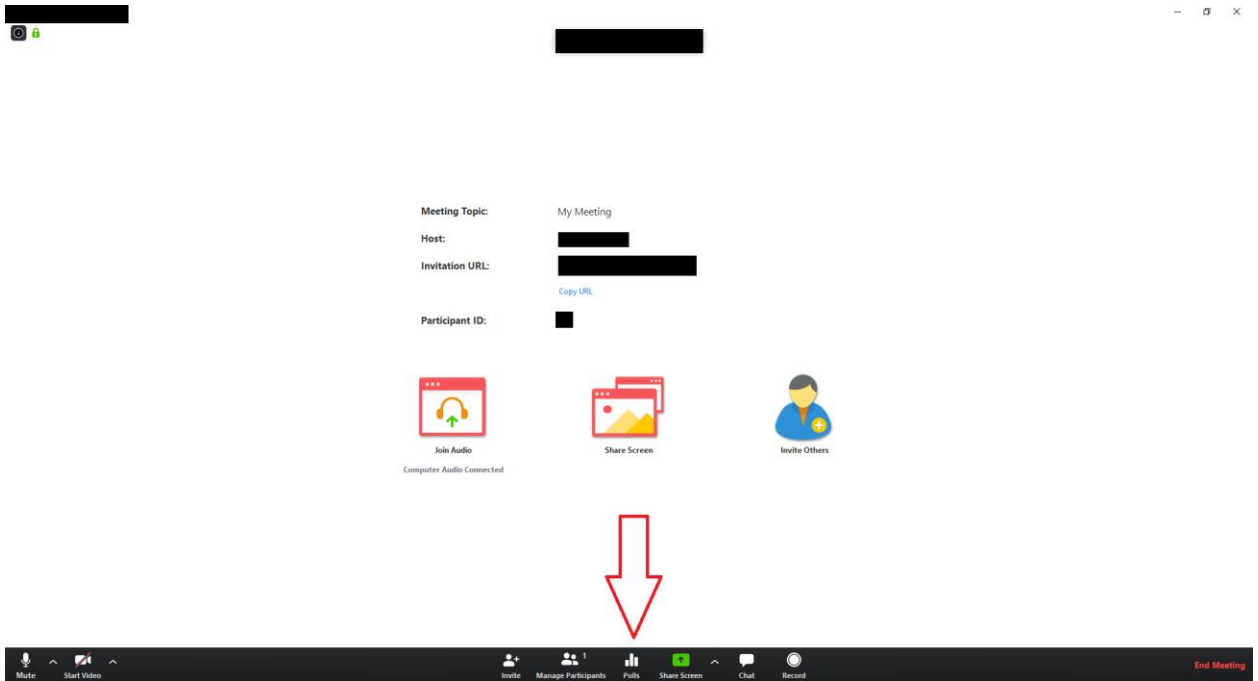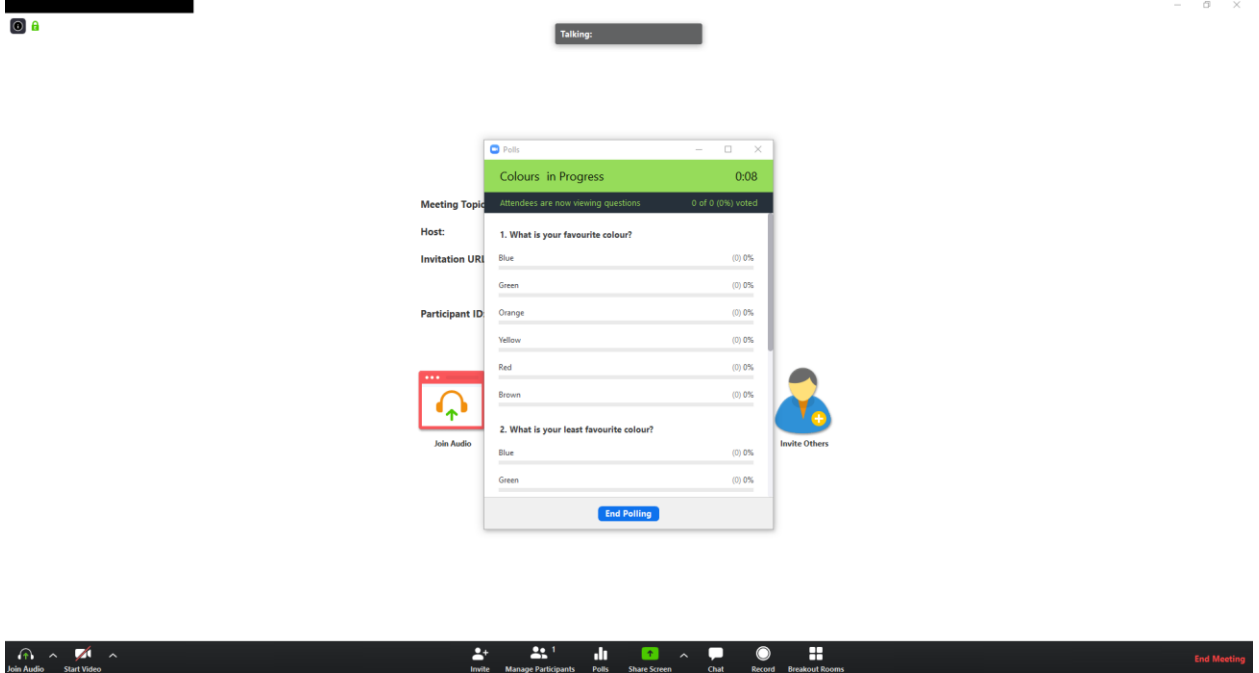

18. This will display the questions in your poll. For your participants to be able to view and answer the poll, you will need to click on "Launch Polling".
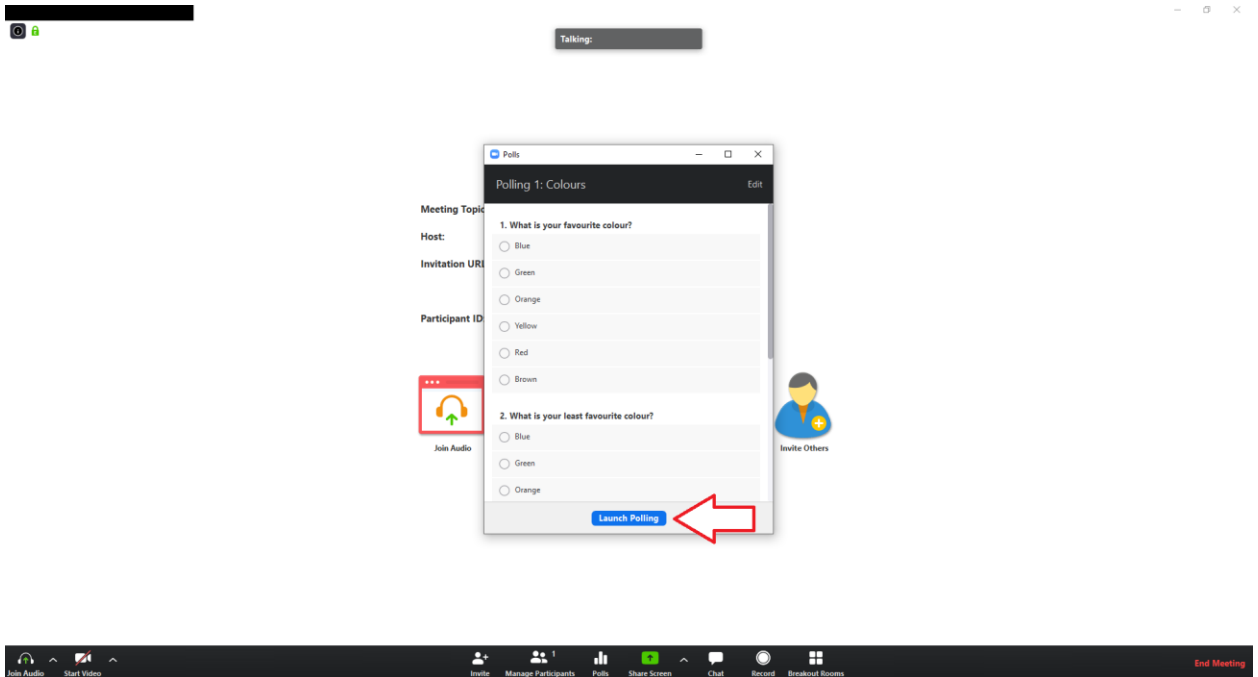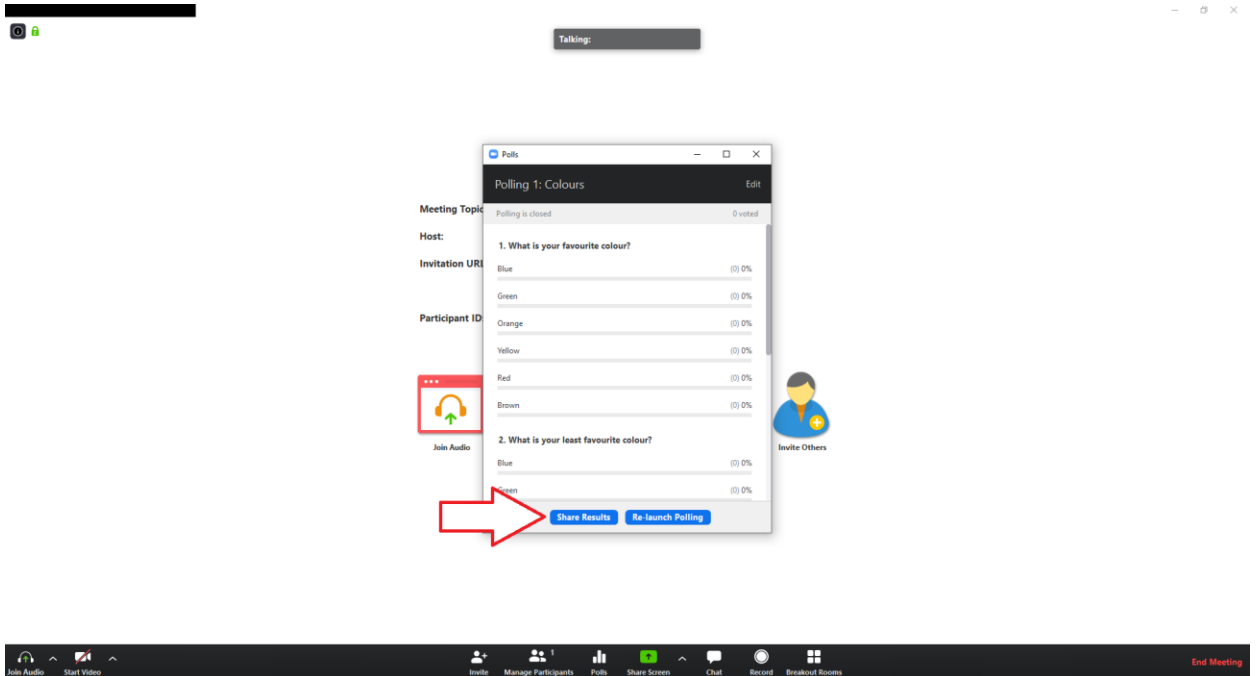
19. The poll will now be in-progress. The results will be displayed to you in real-time as your participants participate in it. When you're satisfied with the participation, click "End Poll".

20. If you would like to share the results of your poll with your participants, click "Share Results". You may also relaunch the poll from this screen if you wish.

21. To stop sharing your results with your participants, click "Stop Share Results".
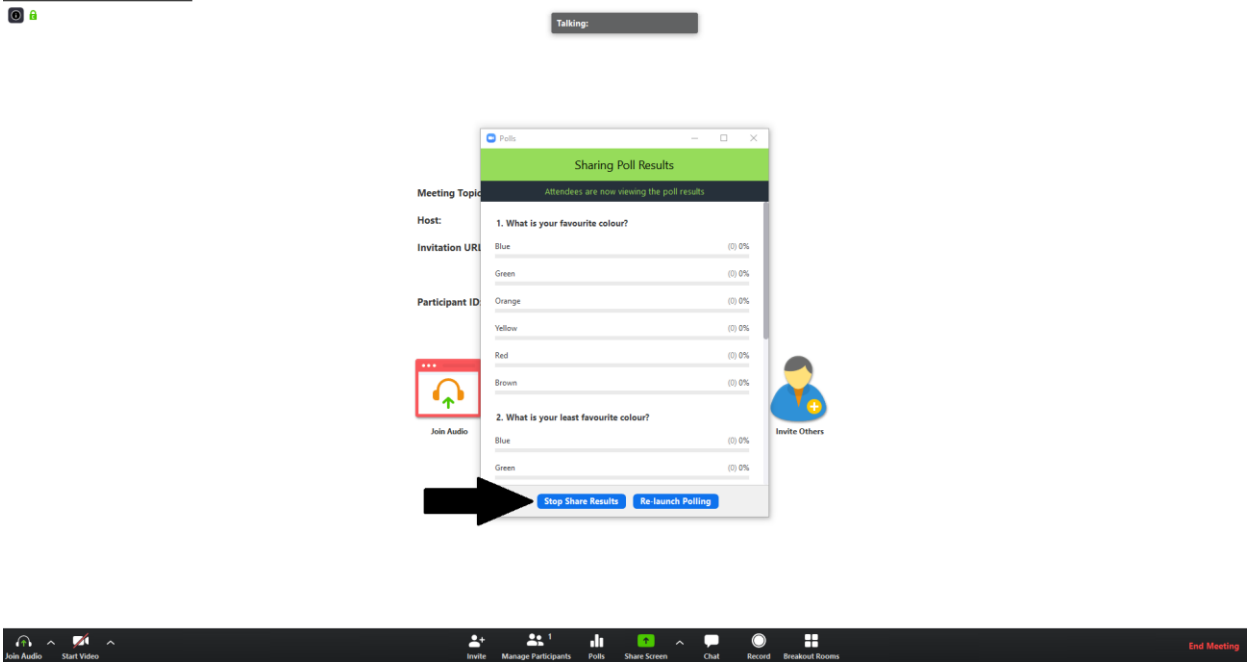
22. You may now close your polling window.