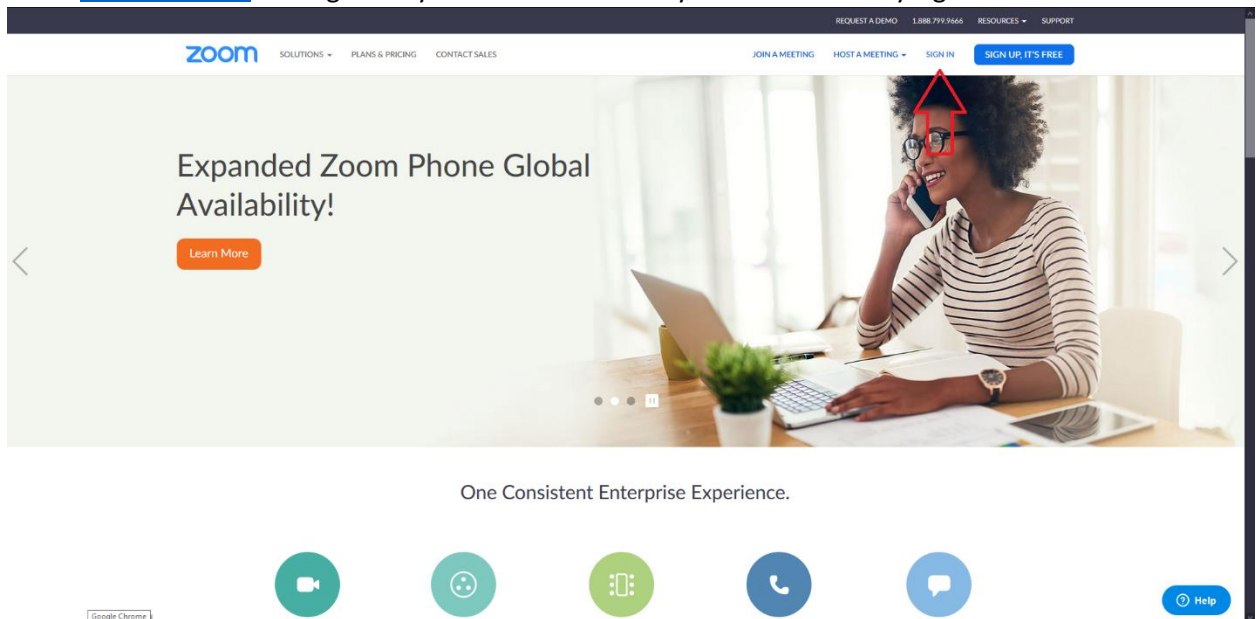
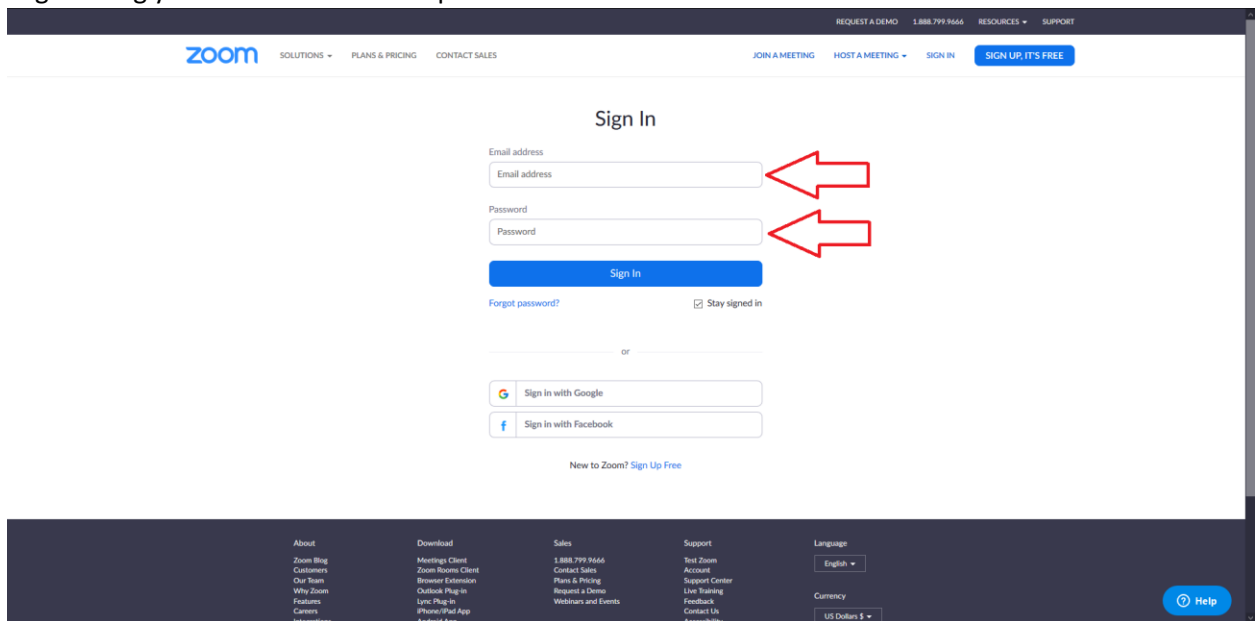


## How to set up polls in a scheduled Zoom meeting

1. Go to [www.zoom.us](https://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.

The screenshot shows the Zoom user profile page. The left-hand navigation menu has 'Meetings' highlighted with a red arrow. The main content area displays the following settings:

- Profile: [Redacted] (Edit)
- Personal Meeting ID: [Redacted] (Edit)  
Use this ID for instant meetings
- Personal Link: Not set yet. (Customize)
- Sign-In Email: [Redacted] (Edit)  
Linked accounts: [Redacted]
- User Type: [Redacted]
- Capacity: [Redacted]
- User Group: [Redacted]
- Language: English (Edit)
- Date and Time: Time Zone (GMT-5:00) Winnipeg, Date Format mm/dd/yyyy, Example: 08/15/2011 (Edit)

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”.

The screenshot shows the Zoom 'Upcoming Meetings' page. The 'Schedule a New Meeting' button is highlighted with a red arrow. The page displays the following content:

- Upcoming Meetings: Schedule a New Meeting (Join a meeting from an H.323/SIP room system)
- Message: The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.
- Save time by scheduling your meetings directly from your calendar.
- Microsoft Outlook Plugin (Download)
- Firefox Add-on (Download)

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

The screenshot shows the Zoom 'Schedule a Meeting' interface. The left sidebar contains navigation options for 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (Dashboard, User Management, Room Management, Account Management, Advanced). The main content area is titled 'My Meetings > Schedule a Meeting' and includes the following fields:

- Topic:** A text input field containing 'My Meeting'.
- Description (Optional):** A text input field with the placeholder 'Enter your meeting description'.
- When:** A date and time selector showing '03/24/2020' at '2:00 PM'.
- Duration:** A selector for '1 hr 0 min'.
- Time Zone:** A dropdown menu set to '(GMT-5:00) Winnipeg'.
- Recurring meeting:** An unchecked checkbox.
- Registration:** An unchecked checkbox labeled 'Required'.
- Meeting ID:** Radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID 373-012-4763'.
- Meeting Password:** An unchecked checkbox labeled 'Require meeting password'.

A blue 'Help' button is located in the bottom right corner of the form area.

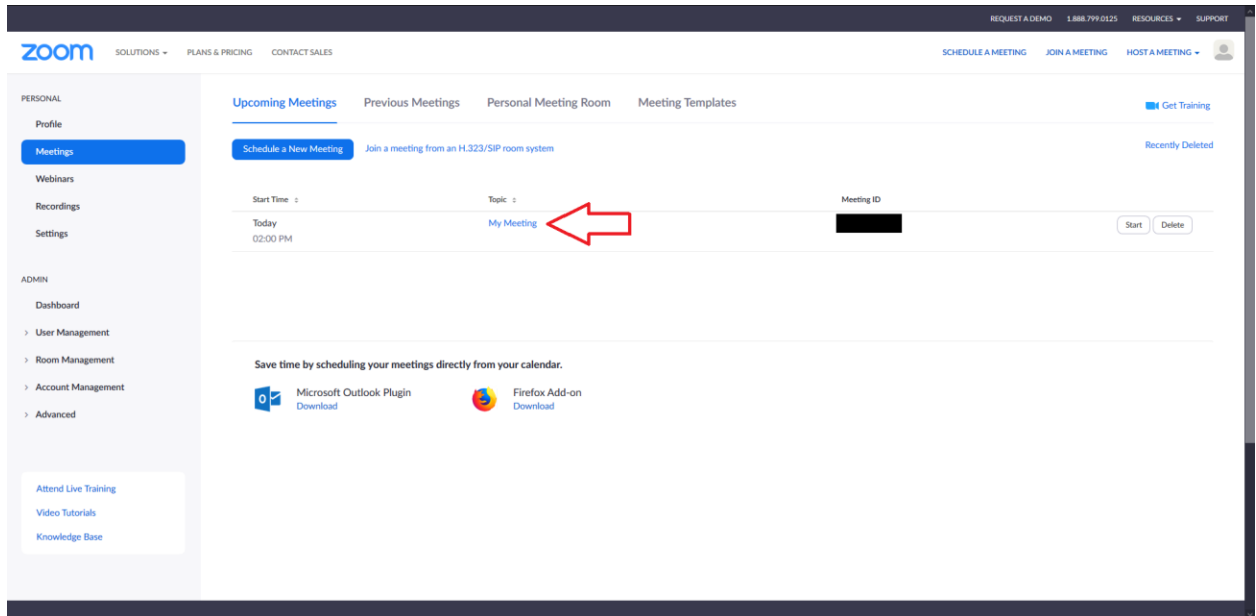
8. Scroll to the bottom and click "Save" when you are satisfied with the way your scheduled Zoom meeting has been set up. Skip ahead to step 10.

This screenshot shows the bottom portion of the Zoom 'Schedule a Meeting' form. The fields visible are:

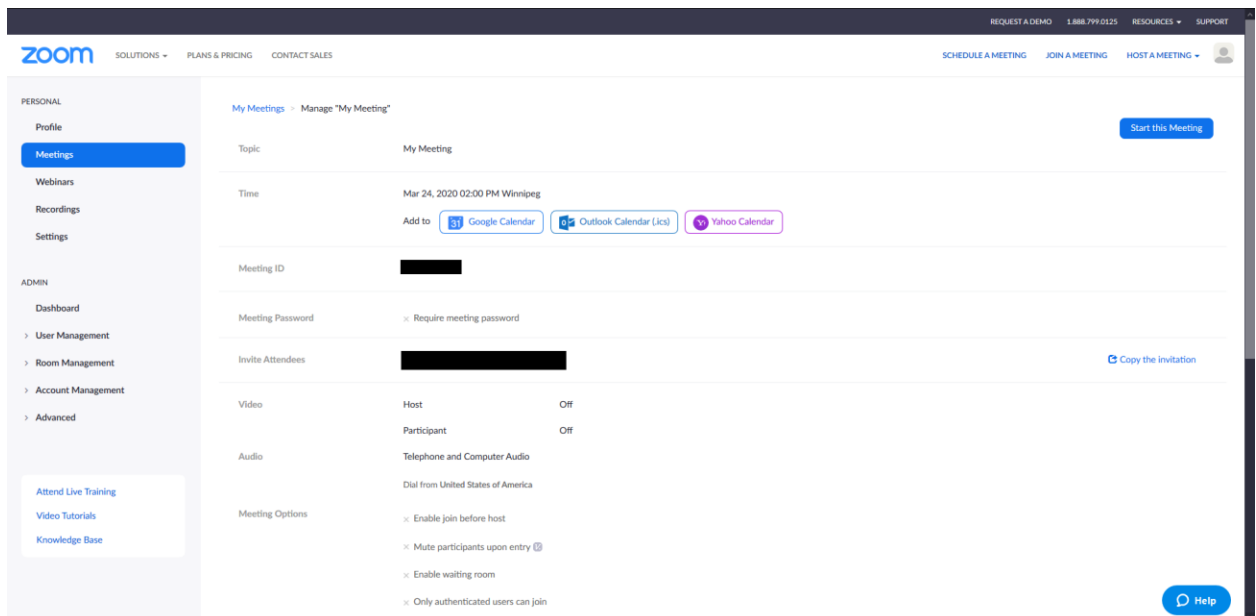
- Meeting Password:** An unchecked checkbox labeled 'Require meeting password'.
- Video:** Radio buttons for 'Host' (selected 'off') and 'Participant' (selected 'off').
- Audio:** Radio buttons for 'Telephone', 'Computer Audio', 'Telephone and Computer Audio' (selected), and '3rd Party Audio'. Below this is a 'Dial from United States of America' link and an 'Edit' link.
- Meeting Options:** A list of unchecked checkboxes: 'Enable join before host', 'Mute participants upon entry', 'Enable waiting room', 'Only authenticated users can join', and 'Record the meeting automatically on the local computer'.
- Alternative Hosts:** A text input field with the placeholder 'Example: mary@company.com, peter@school.edu'.

At the bottom, there are two buttons: a blue 'Save' button and a white 'Cancel' button. A red arrow points to the 'Save' button. A blue 'Help' button is also present in the bottom right corner.

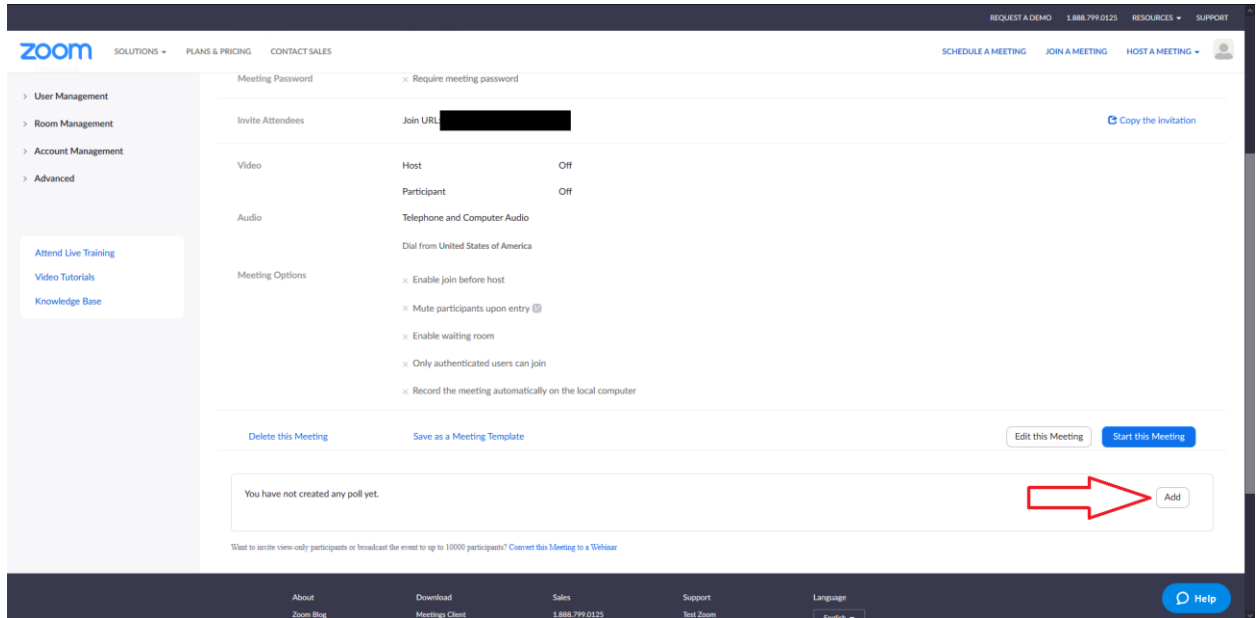
9. If you have already scheduled your Zoom meeting through the Zoom application, your meeting will be listed on your meetings page. Click on the name of your meeting to launch the meeting details page.



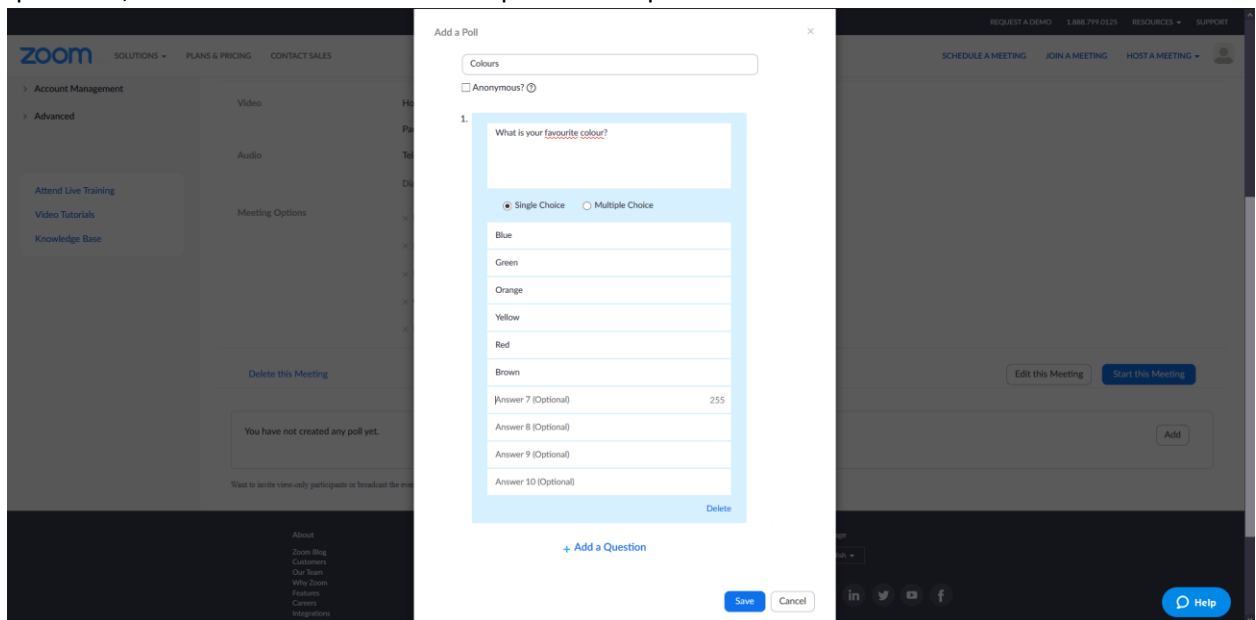
10. You will now be presented with the details page for your scheduled meeting.



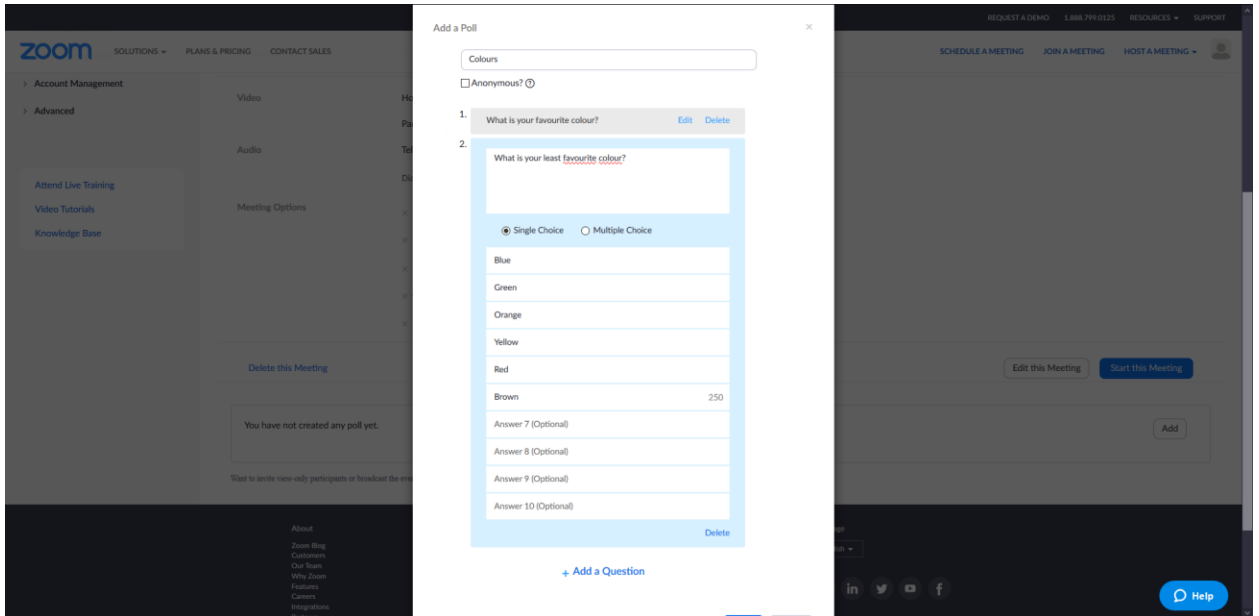
11. Scroll to the bottom of the page. Here you will find the polls section. To add a new poll, click the “Add” button in the box with the label “You have not created any polls yet”. (If you would like to set up multiple polls for your meeting, repeat steps 11 to 14)



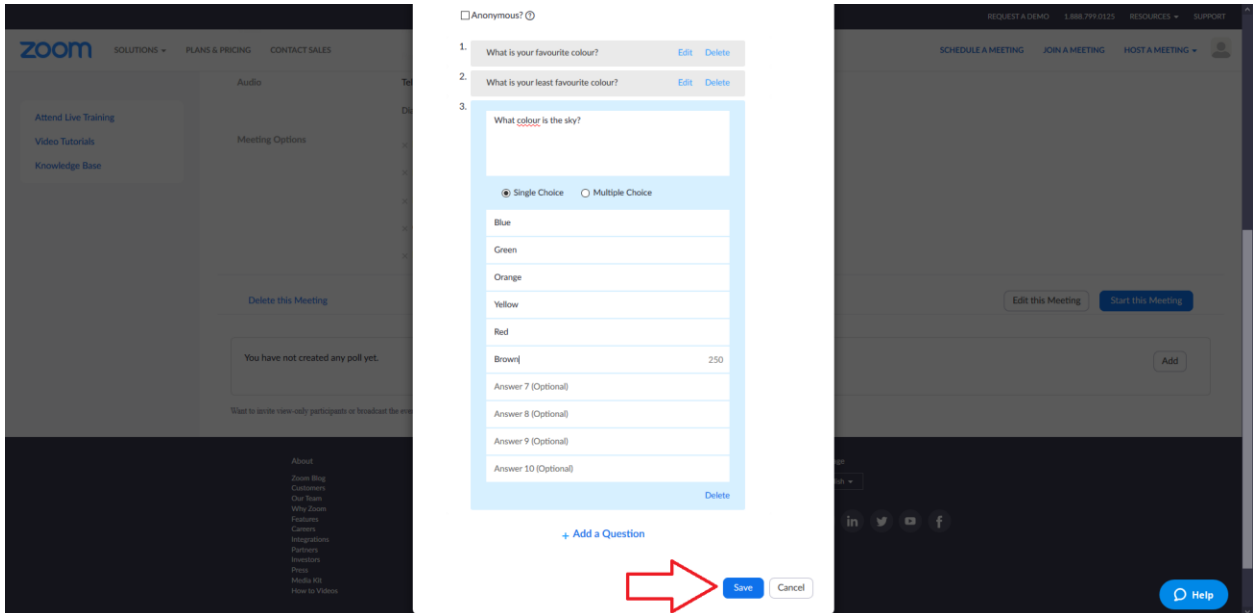
12. This will allow you to set up your polls. Enter the title for the poll where indicated. If you would like to make the poll responses anonymous, click the “Anonymous?” check box. Enter your first question and the possible responses where indicated. If you would like to add multiple questions, click “+Add a Question” and repeat this step.



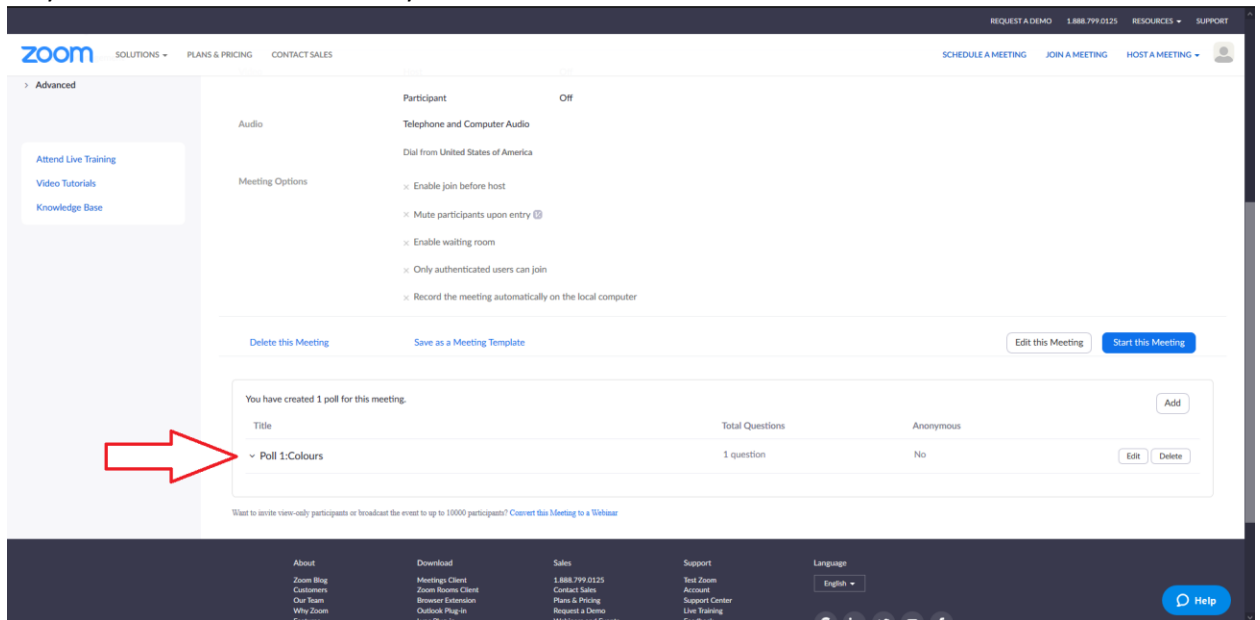
13. When you add multiple questions, your series of questions will be displayed in a numbered list with the one you are currently editing being expanded.



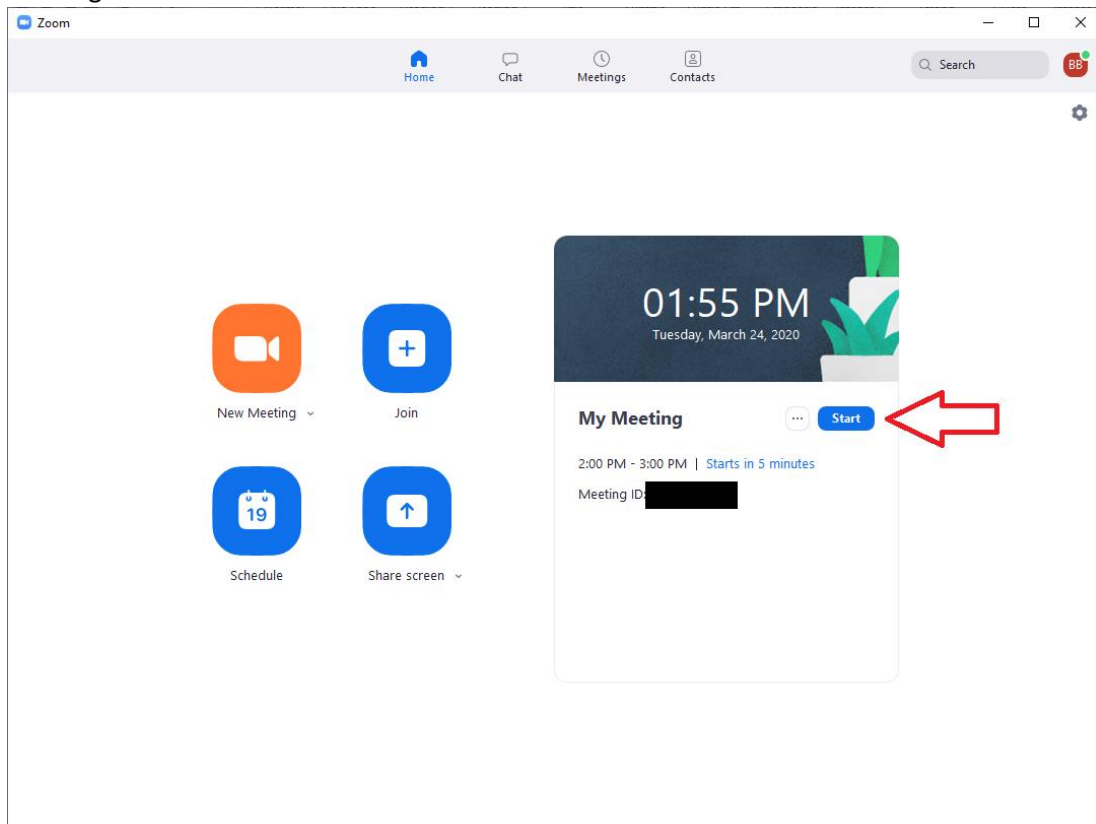
14. When you are finished editing your questions, click "Save" at the bottom of the screen.



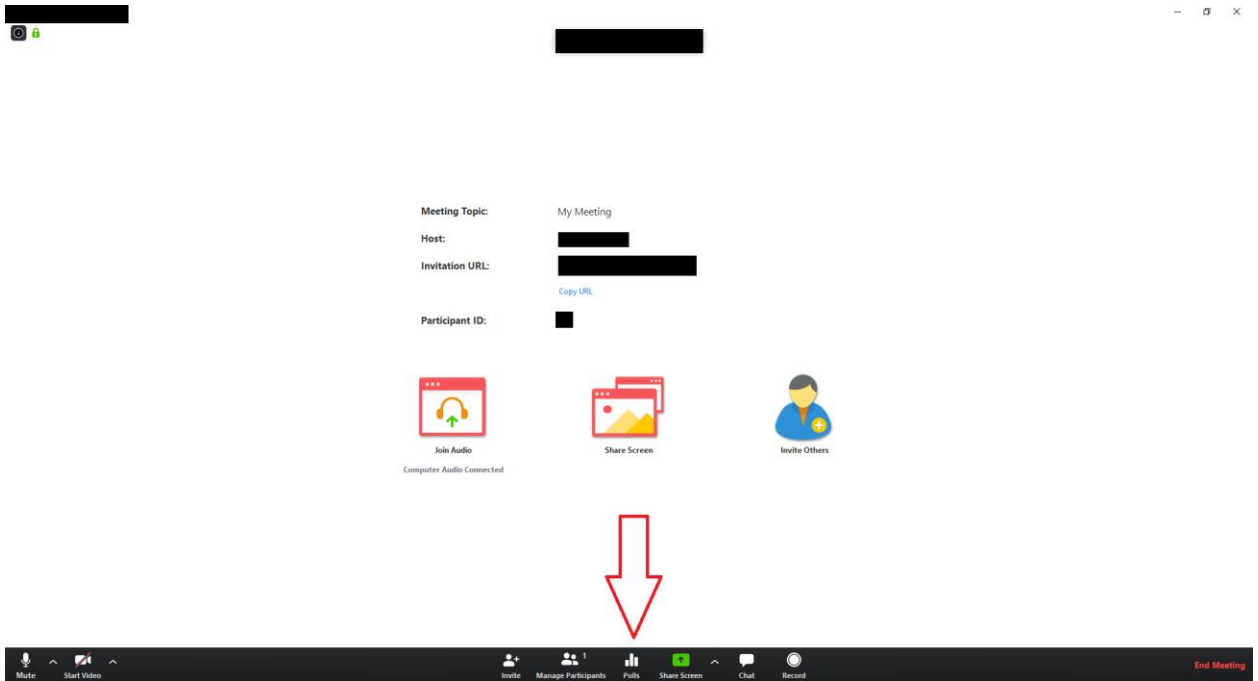
15. Your polls will now be displayed at the bottom of the meeting details screen. From here you may edit them or delete them as you see fit.



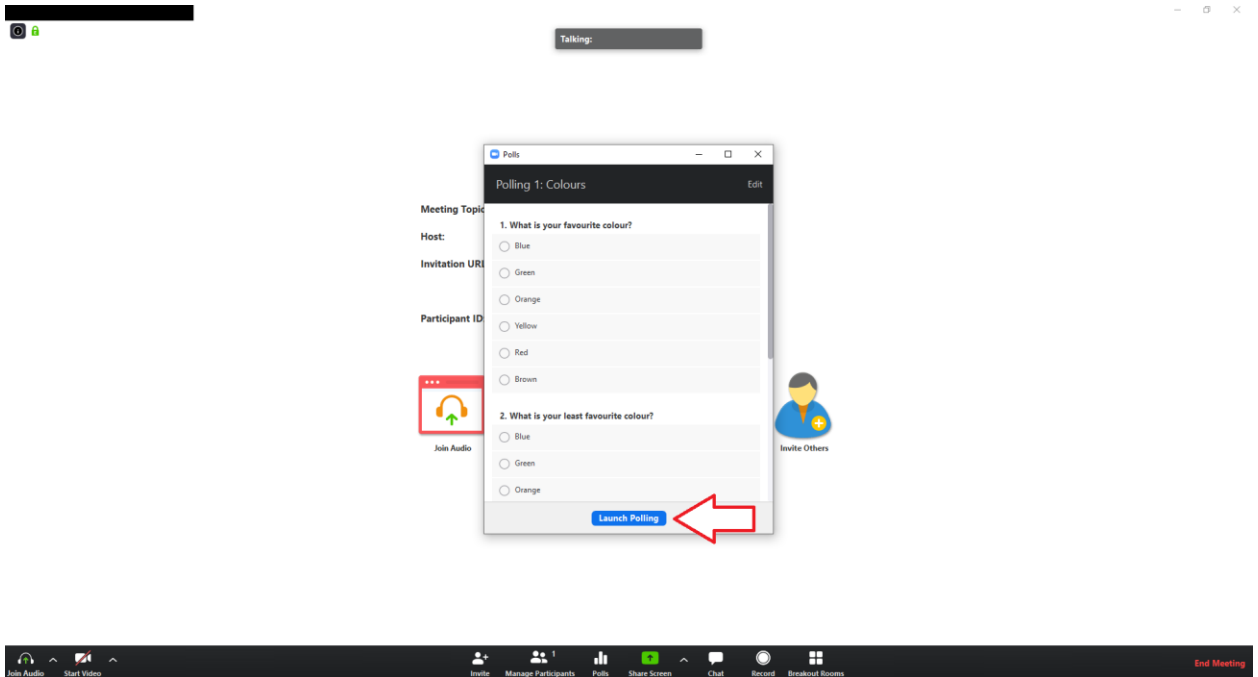
16. When you are ready to start your meeting, launch the Zoom application. Your meeting will be listed on your landing screen. To start the meeting, click “Start” beside the appropriate meeting heading.



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

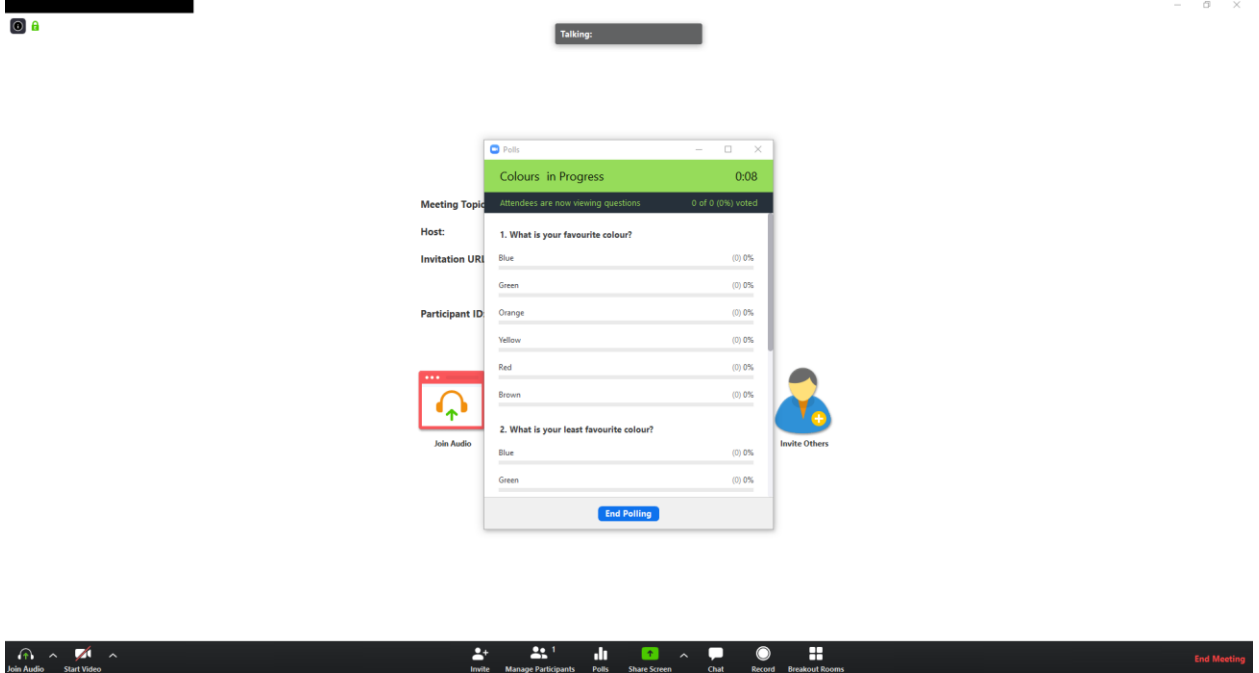


18. This will display the questions in your poll. For your participants to be able to view and answer the poll, you will need to click on “Launch Polling”.

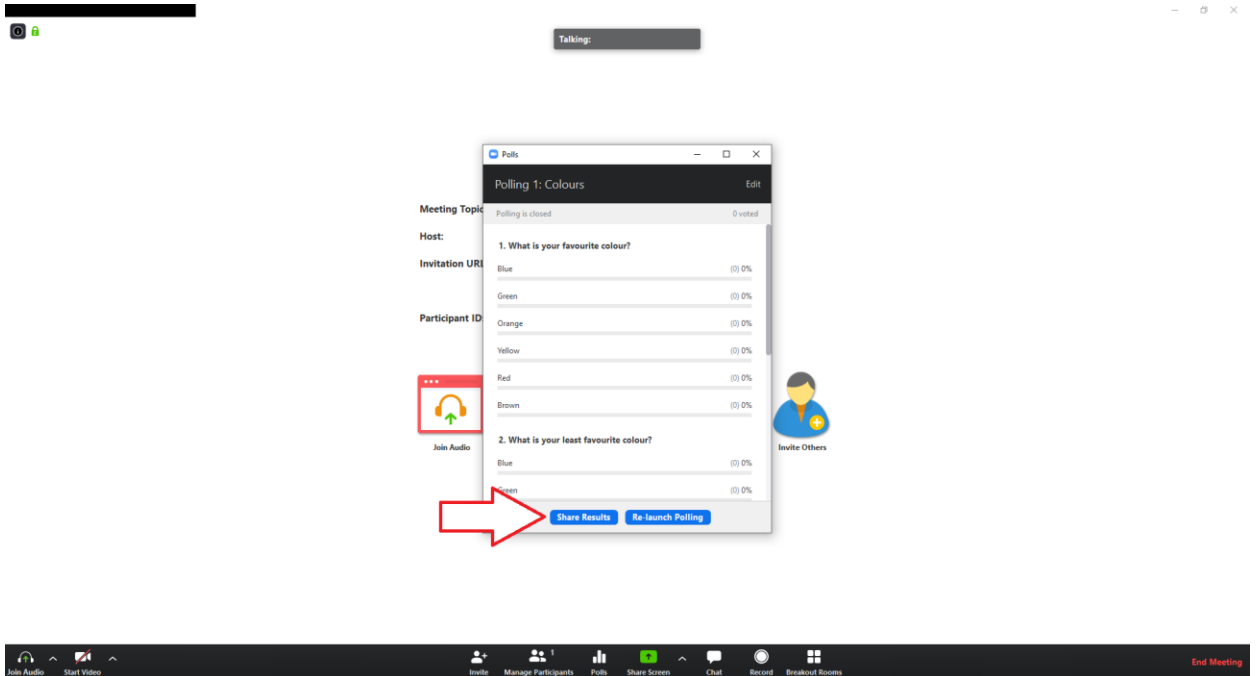




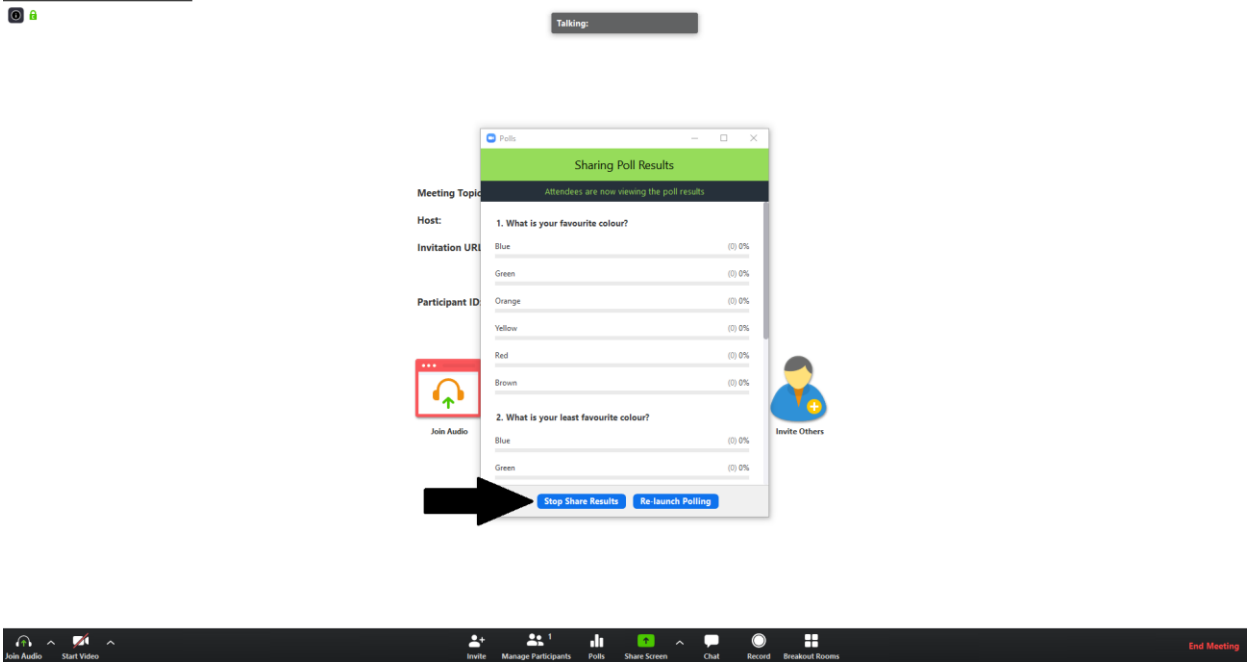
19. The poll will now be in-progress. The results will be displayed to you in real-time as your participants participate in it. When you're satisfied with the participation, click "End Poll".



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.