

POLLING FOR MEETINGS

ABOUT

The polling feature for meetings allows you to create multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees.

PRE-REQUISITES

- Host user type must be Pro
- PC version **3.5.63382.0829** or Mac Version **3.5.63439.0829**
- The meeting must be a scheduled meeting, instant meetings do not have polling capability

HOW TO ENABLE POLLING – VIA WEBSITE LOGIN OR VIA DESKTOP APP

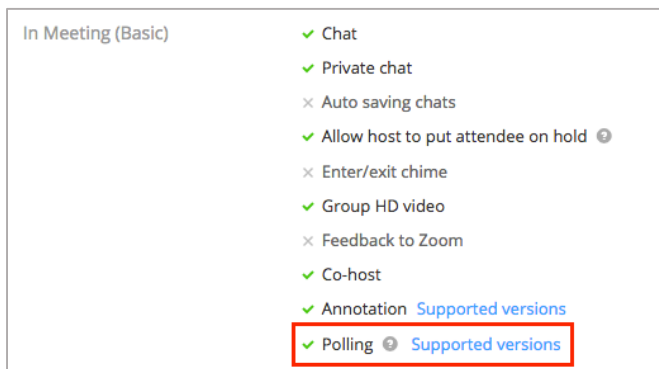
1) **Via Website Login:**

Log into your ConferZoom account via www.conferzoom.org. Click on **Meeting Settings** and go to the **In Meeting (Basic)** settings, click **Edit**, place checkmark to the left of **Polling** and click **Save Changes**.

OR

2) **Via Desktop App:**

Open your Desktop App > **Settings** > **Enable Advanced Features** at the bottom of the **General** section. Click on **Meeting Settings** and go to the **In Meeting (Basic)** settings, click **Edit**, place checkmark to the left of **Polling** and click **Save Changes**.



ADD POLLING QUESTIONS – PRELOAD - VIA WEBSITE LOGIN ONLY

1. Log into your ConferZoom Profile via www.conferZoom.org. Go to your **Meetings** tab. You will be able to see the list of your scheduled meetings here.
2. Either schedule a new meeting or choose an existing meeting by clicking on Topic (meeting title. Once the meeting is scheduled you will have an option to enable polling.

3. On the meeting management page, scroll down to Poll and click **Add**.

Manage "Meeting With Polling" Start Meeting

Join a meeting from a H.323/SIP room system

Topic: Meeting With Polling

Time: Sep 7, 2016 12:00 PM (GMT-7:00) Pacific Time (US and Canada)
[Add to calendar](#)

Meeting ID: 742-246-411

Host Video: on off

Participants Video: on off

Audio Options: Telephony Only Voip Only Both 3rd Party Audio

Meeting Options:

- Require meeting password
- Enable join before host
- Mute participants upon entry [Supported versions](#)
- Use Personal Meeting ID 818-125-1723
- Host meeting in China

Invite Attendees: Want participants to register for this meeting in advance? [Enable Registration](#)
Join URL: <https://success.zoom.us/j/742246411>

Copy the invitation

Poll: You have not created any poll yet. Add

Edit Help

4. Enter a title for the Poll and click "Add a Question".

Add a Poll

Polling Questions

1. Type your question here.

Single Choice Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Delete

+ Add a Question

Save Cancel

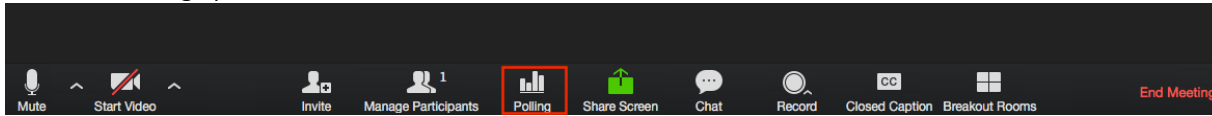
5. Enter the question and any possible answers.
6. To add additional questions continue to click **+ Add a Question**
7. Once complete, click **Save**.
8. If you want a separate Poll with a separate set of polling questions, start over using steps 3-7.
9. If you preload polling questions and want to add additional polling questions, you can do so prior to the meeting following the steps above or from within the meeting following the steps below.

ADD POLLING QUESTIONS – WITHIN THE MEETING

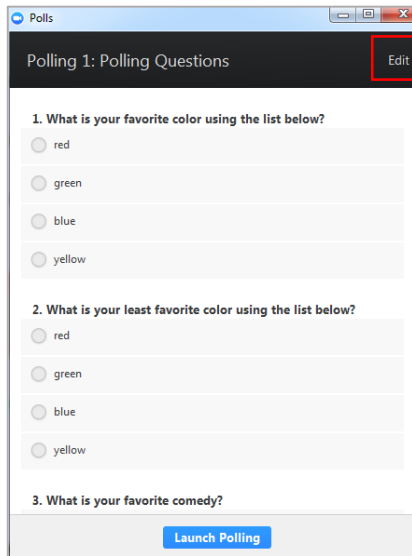
Log into your ConferZoom meeting. Click on **Polls** on the menu bar, click **Edit** to name your polling questions or click **Add a Question** to begin your poll without changing from "Poll 1". If you have preloaded polling questions, you will be able to add additional polling questions from **Edit** as well, click **Save** to complete your poll questions.

HOW TO LAUNCH A POLL

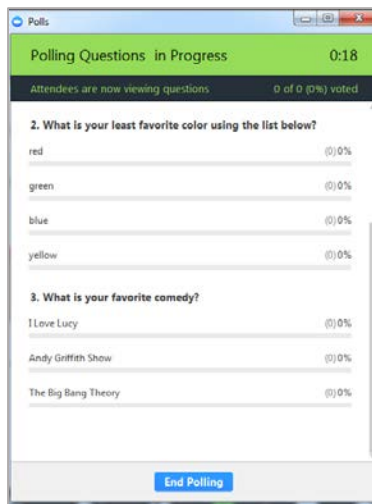
1. Start the scheduled Zoom meeting that has polling enabled.
2. Select the **Polling** option in the menu bar.



3. Select the poll you would like to launch. If you want to add additional polling questions, click on the **Edit** button. Follow steps 3-7 above.
4. Click **Launch Poll**.

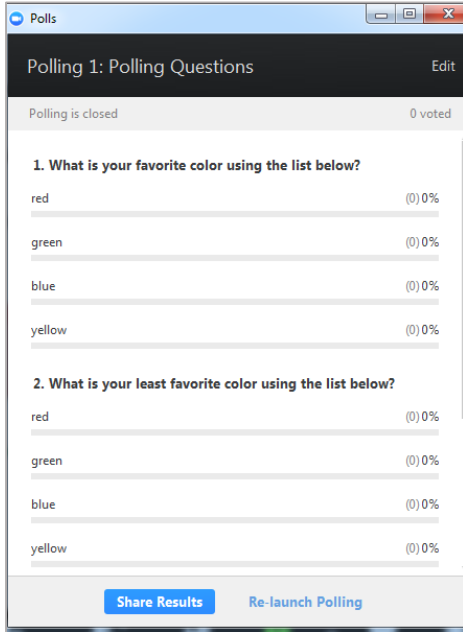


5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.



6. Once you would like to stop the poll, click **End Poll**.

7. If you would like to share the results to the participants in the meeting, click **Share Results**.



8. Participants will then see the results of the polling questions. Click Stop Share Results when finished.

