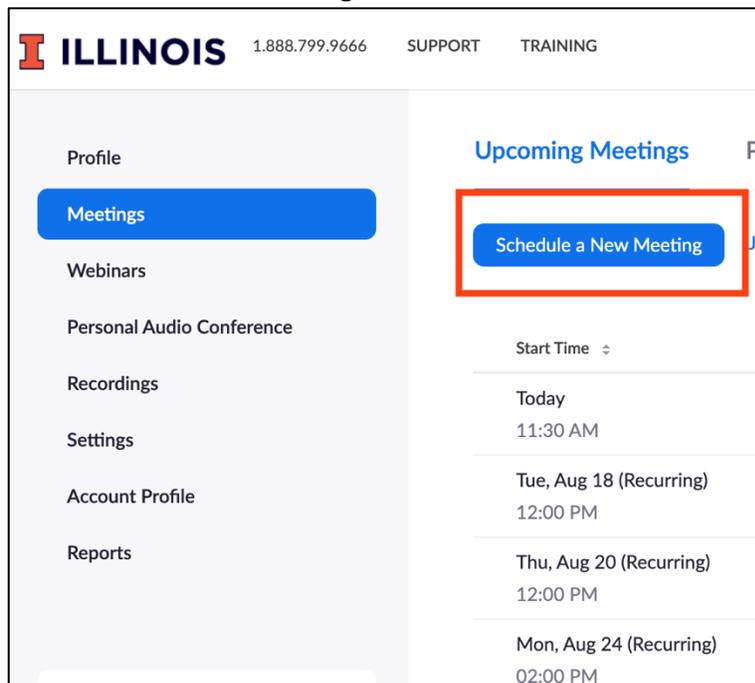


## How to Create Polls in Zoom

1. Sign into illinois.zoom.us with your NetID and password.

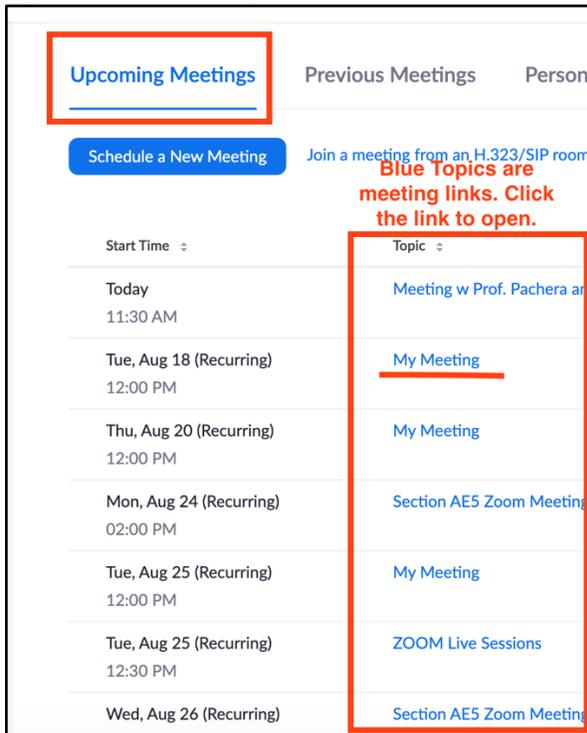


2. Schedule a new Meeting



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Or select a meeting you've already created under Upcoming Meetings by clicking on its blue hyperlink under Topic.



The screenshot shows the Zoom interface for 'Upcoming Meetings'. A red box highlights the 'Upcoming Meetings' tab. Below it, a blue button says 'Schedule a New Meeting'. A red text annotation reads: 'Blue Topics are meeting links. Click the link to open.' A second red box highlights the 'Topic' column of the meeting list, which contains several blue hyperlinks: 'Meeting w Prof. Pachera and...', 'My Meeting' (underlined), 'My Meeting', 'Section AE5 Zoom Meeting', 'My Meeting', 'ZOOM Live Sessions', and 'Section AE5 Zoom Meeting'.

3. At the bottom of the meeting you can edit the meeting, and also at the bottom, you will see your meeting's attached poll questions. If you have not yet created any polls, you will see this:



The screenshot shows the bottom of a Zoom meeting interface. At the top, there are buttons for 'Delete this Meeting', 'Save as a Meeting Template', 'Edit this Meeting', and 'Start this Meeting'. Below these is a large white box with the text 'You have not created any poll yet.' and an 'Add' button on the right. At the bottom of this box, there is a link: 'Want a webinar instead of a meeting? Convert this Meeting to a Webinar'.

4. To add a poll, click Add.



This is a close-up of the 'Add' button from the previous screenshot. The button is a rounded rectangle with the word 'Add' inside, and it is highlighted with a red box.

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5. In the next window, create your poll.

- The title of the poll helps the host remember what it's about or when it should be deployed in the meeting. You can have more than one question per poll in a meeting, or you can use more than one poll, depending on what you find most convenient.
- Type your question.
- Decide whether respondents can choose only one single choice or if they can agree with multiple answer choices.
- Type in your answer choices.
- If you have more than one poll question, you can add more questions to the same poll, or save it and create another poll. Either way, every poll question you create in this meeting will be available during this meeting.
- When you're ready, click Save.
- If a Zoom meeting has a poll, the poll icon will be available for the host to choose questions and deploy them.
- *Any data is saved beneath the poll question(s) at the bottom of the meeting link.*
- Note that any time a question is redeployed, the earlier answers' data will be lost. Therefore, if you intend to reuse a poll, make sure to take a screenshot of responses for comparison if needed.

The screenshot shows the 'Add a Poll' window in Zoom. It features a title input field with a red instruction: 'Title the poll to help make it easier for you to differentiate in the meeting.' Below this is an 'Anonymous?' checkbox. The main section is numbered '1.' and contains a question input field with a red instruction: 'Type your question.'. Below the question field are two radio button options: 'Single Choice' (selected) and 'Multiple Choice'. Underneath are ten text input fields for answers, labeled 'Answer 1' through 'Answer 10 (Optional)'. A 'Delete' button is at the bottom right of the question area. At the bottom of the window, there is a '+ Add a Question' button, a 'Save' button, and a 'Cancel' button.

For more information, see Zoom's resources here: <https://support.zoom.us/hc/en-us/articles/360042982391-Top-20-Zoom-resources>