

# Using Polls in Zoom

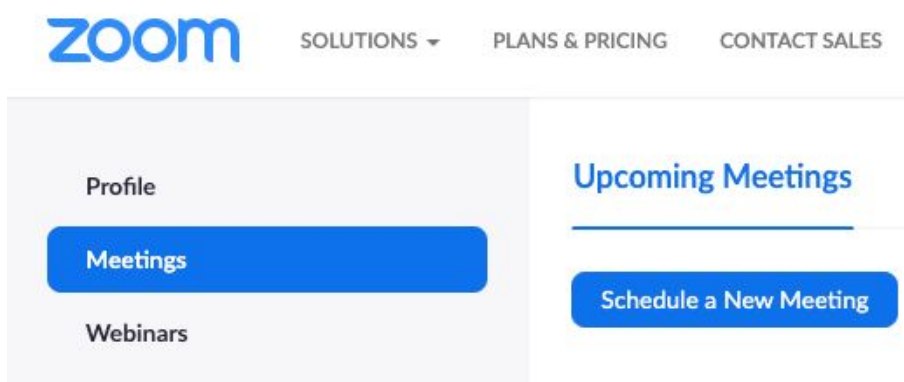
The polling feature in Zoom allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously.

When using polls in Zoom you will:

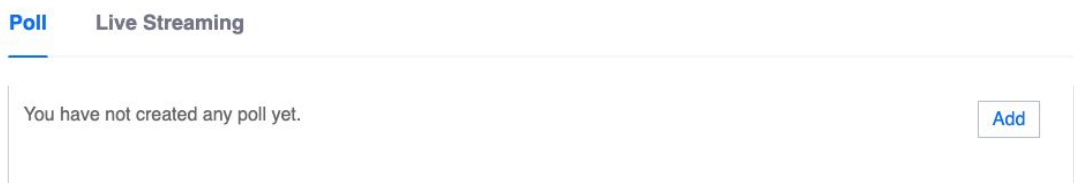
1. Create a poll
2. Launch a poll
3. Download a report of poll results

## 1. Create a poll

1. Visit [cmu.us.zoom](https://cmu.us.zoom) and schedule a meeting, or select an upcoming meeting from your list.



2. From your meeting page, scroll to the bottom to find the Poll option. Click “Add” to begin creating a poll.



3. From the pop-up menu, enter the title and your first question. You have two additional options:
  - a. Enable anonymous responses: checking the “Anonymous?” box to make the poll anonymous will keep the student’s polling responses anonymous in the meeting and the reports.
  - b. Single or Multiple Choice: select whether you want the question to be single choice (students can only choose one answer) or multiple choice (students can choose multiple answers).

**Add a Poll** ×

Enter a title for this poll.

Anonymous? [?](#)

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)

Answer 9 (Optional)

Answer 10 (Optional)

4. Type in the answers to your question and click the Save button at the bottom of the poll creation pop-up menu.
5. If you need to add another question, repeat step 2 above.

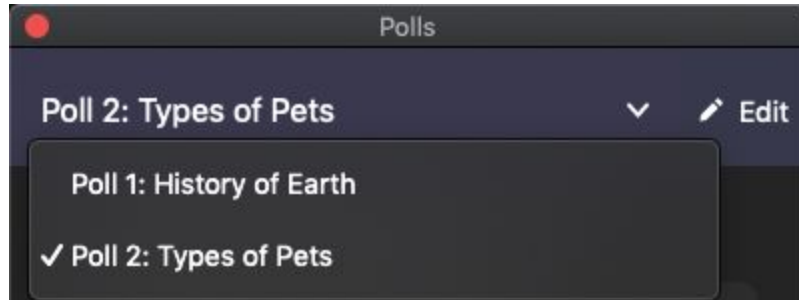
NOTE: You can only create a max of 25 polls for a single meeting.

## 2. Launch a poll

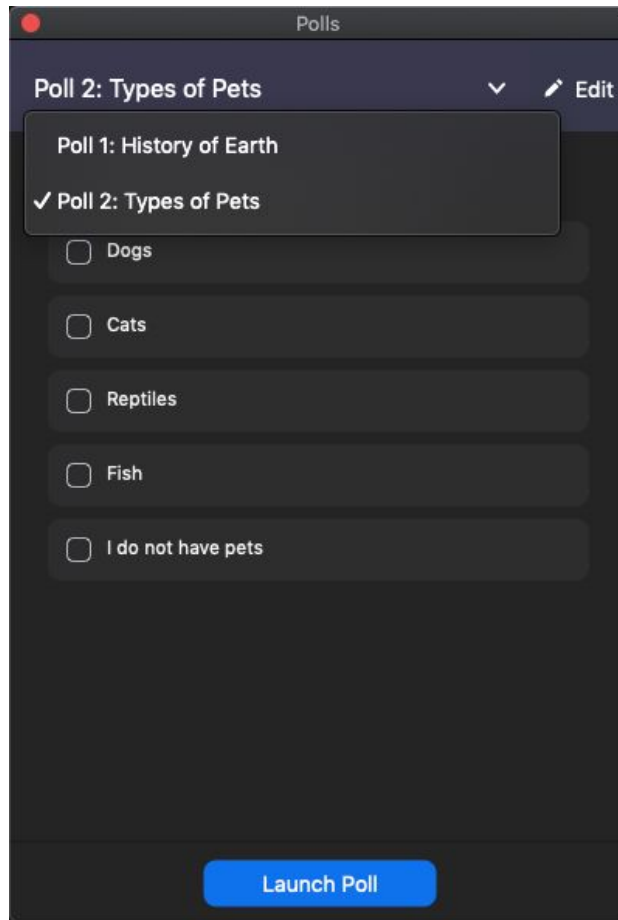
1. Start the scheduled Zoom meeting that has polling enabled.
2. Select the “Polling” option from the menu bar.



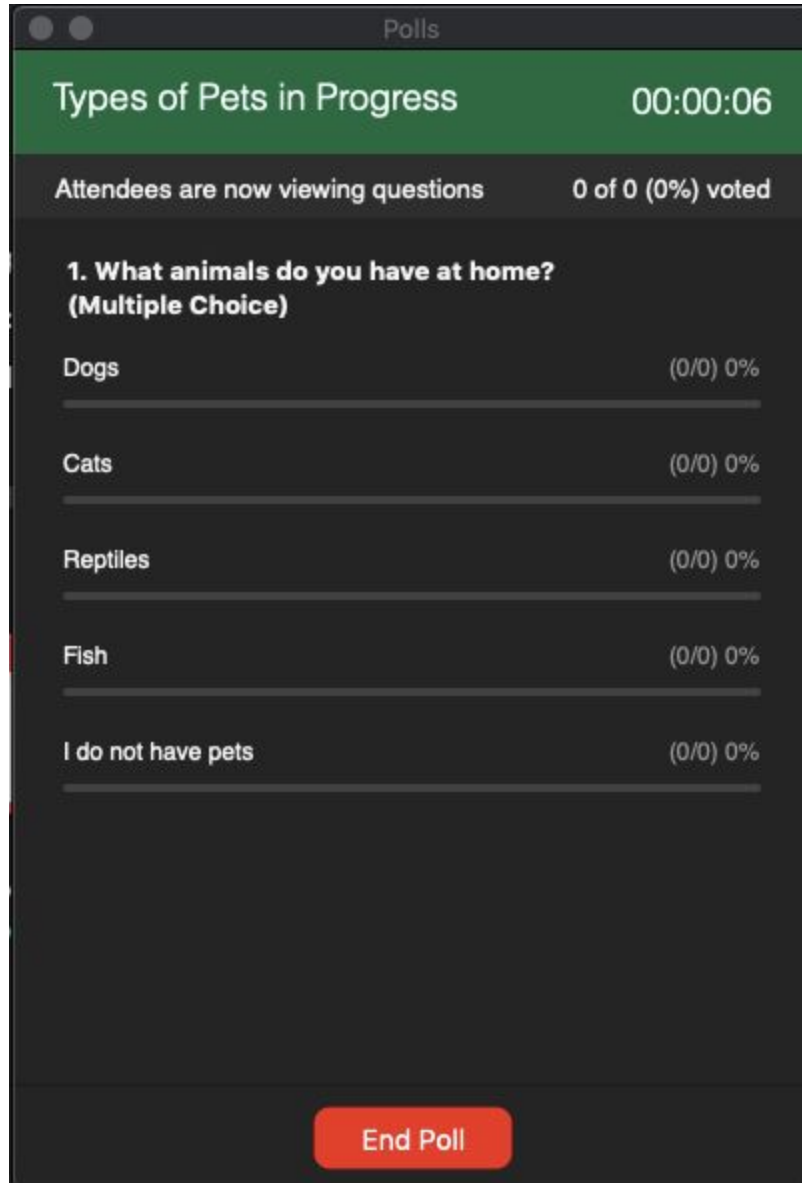
3. Select the poll that you would like to launch.



4. Click the "Launch Poll" button.



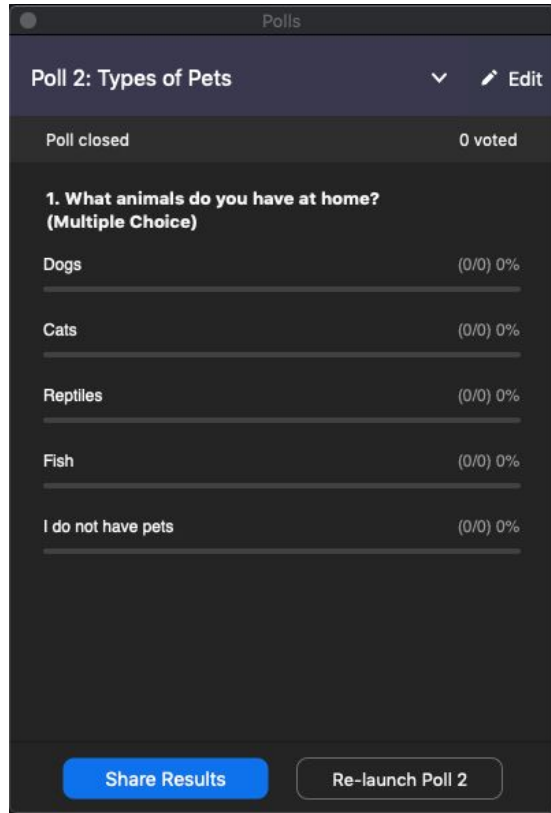
5. The participants in the meeting will now be prompted to answer the polling questions. You will be able to see the results live.



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.



### 3. Download a report of poll results

You can download a report of the poll results after the meeting. If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses. If registration was not on, it will show the results, but list the users as "Guest". If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses. [Learn more](#).