

# Polling for meetings

Polling (In Meeting)

## Overview

The polling feature for meetings 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, if you do not wish to collect participant information with the poll results.

This article covers:

- Enabling polling

- Account
- Group
- User
- Creating a Poll
- Launching a Poll
- Downloading a Report of Poll Results

## Prerequisites

- Host user type must be Licensed
- Windows Desktop Client Version **3.5.63382.0829** or higher
- Mac Desktop Client Version **3.5.63439.0829** or higher
- Linux Desktop Client version **2.0.70790.1031** or higher
- The meeting must be either a scheduled meeting, or an instant meeting using your [Personal Meeting ID](#)

Participants on the iOS or Android mobile app can use polling, but hosts need to be using the desktop client to manage polling.

**Note:** Only the original meeting host can edit or add polls during a meeting. If the host or co-host role is transferred to another user, that user will only be able to launch polls already created.

## Enabling polling

### Account

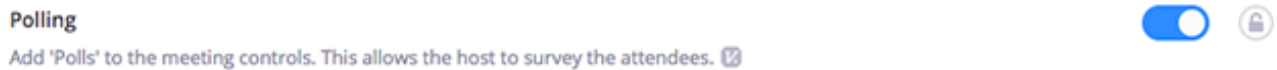
To enable the polling feature for all members of your organization:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then [Account](#)

## Settings.

3. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

## Group

To enable the **Polling** feature for all members of a specific group:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit user groups.
2. In the navigation menu, click **User Management** then [Group Management](#).
3. Click the name of the group, then click the **Settings** tab.
4. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

**Note:** If the option is grayed out, it has been locked at the Account level, and needs to be changed at that level.



5. (Optional) If you want to make this setting mandatory for all users in

this group, click the lock icon, and then click Lock to confirm the setting.

## User

To enable Polling for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Account Management** then [Account Settings](#) (if you are an account administrator) or [Settings](#) (if you are an account member).
3. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled.

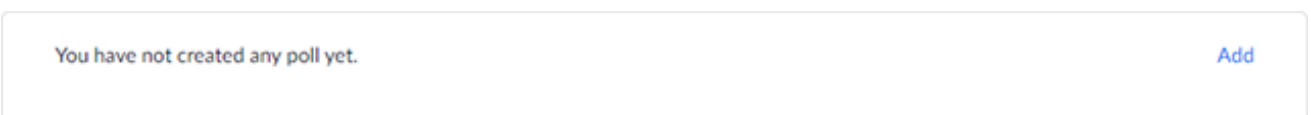
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



**Note:** If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

## Creating a poll

1. Go to the [Meetings](#) page and click on your scheduled meeting. If you do not have a scheduled meeting, [schedule a meeting](#) now.
2. From the meeting management page, scroll to the bottom to find the **Poll** option. Click **Add** to begin creating the poll.



3. Enter a title and your first question.
  - (Optional) Check the box to make the poll anonymous, which will

keep the participant's polling information anonymous in the meeting and in the reports.

- Select whether you want the question to be single choice(participants can only choose one answer) or multiple choice question(participants can choose multiple answers).
4. Type in the answers to your question and click **Save** at the bottom.
  5. If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.

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)

Delete

+ Add a Question

Save Cancel

6. You can add more polls by repeating **Step 2**.

You can also create a poll by clicking **Polling** during the meeting. This will open up your default web browser where you can add additional polls or

questions.

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

## Launching a poll

1. Start the scheduled Zoom meeting that has polling enabled.
2. Click **Polls** in the meeting controls.



3. Select the poll you would like to launch.
4. Click **Launch Poll**.

## Polling 1: Polling Questions Edit

**1.What is your favorite color?**

Red

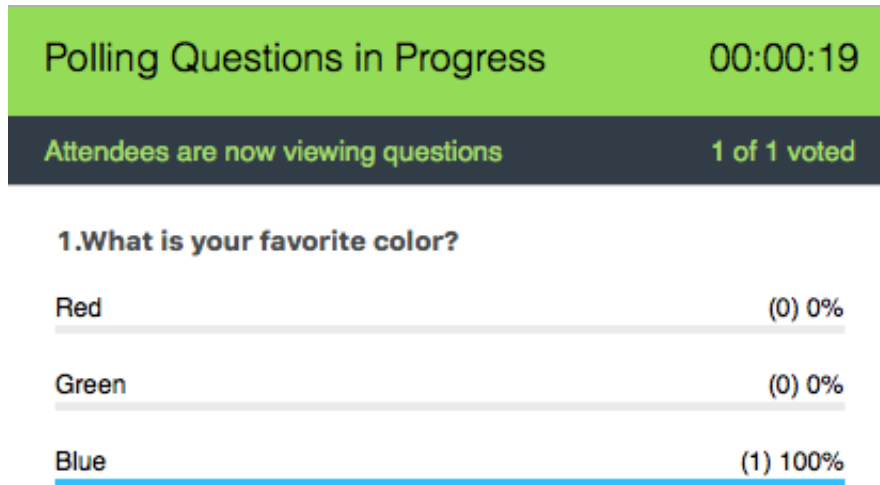
Green

Blue

**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**.

### Polling 1: Polling Questions Edit

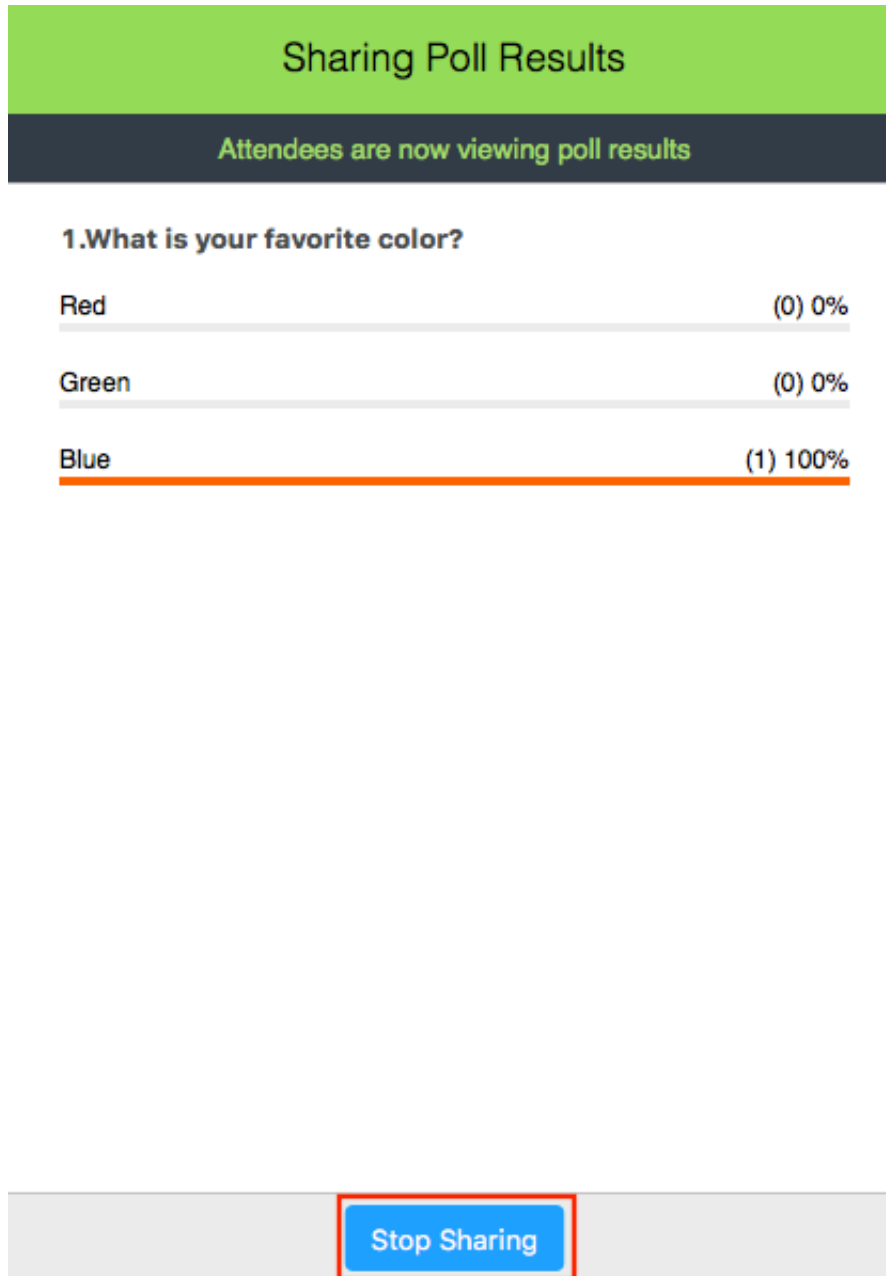
Poll closed 1 voted

**1.What is your favorite color?**

|       |          |
|-------|----------|
| Red   | (0) 0%   |
| Green | (0) 0%   |
| Blue  | (1) 100% |

[Share Results](#) [Re-Launch Polling 1](#)

Participants will then see the results of the polling questions.



## Downloading a report of poll results

You can [download a report of the poll results](#) after the meeting. When viewing a report of the poll results, take note of these things:

- 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, the polling report will show the profile names

of authenticated users in the same account.

- If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.