

Steps to Create and Launch a Poll during a Zoom Meeting Session

This guide will show the steps to create and launch polls during a meeting session in your Zoom account. The polling feature for meetings allows you to create multiple choice polling questions for the meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees.

Part 1: Steps to sign into Zoom and enable polling

1. Go to <https://sjsu.zoom.us>. To log into your Zoom account, click on the "Sign In" button.

2. Next, log in with your SJSU Id and Password to access your Zoom account.

3. Go to your Profile, click on meeting settings in the navigation menu, and under the In Meeting (Basic) section, enable the Polling feature.

Part 2: Creating a Poll for a Meeting

1. To add a poll to a meeting, log into your Zoom account and check for a scheduled meeting in the My Meetings tab or schedule a new meeting. The option to add a poll will only be enabled once a meeting is scheduled.

Go to the meeting management page, scroll down to Poll and click Add.

2. After clicking on the Add Button, an Add a Poll dialog box will pop up. Enter your poll questions with suitable answer choices to the questions and click on the save button to add that poll to your meeting session.

3. Once the poll is added to the meeting, you can launch the poll at any time during the scheduled meeting from the toolbar by clicking on the polling button.

You can ÒShare ResultsÓ with the meeting attendees or Re-launch the same poll.

When you are sharing results with the attendees, a poll result window will be displayed on their screens and to stop sharing the Poll Results, just click on Stop sharing button.