

How to create, launch and submit polls in a Teams meeting

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In any Teams meeting, you can create a poll to get your participants to vote or choose options on one or more questions. You can do this before your meeting, during or even after.

It does not have to be the meeting Organiser who creates and launches a poll.

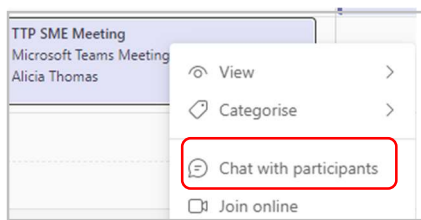
As a meeting Organiser or Presenter, you can use Microsoft Forms to create polls before your Teams meeting, then launch them during it so attendees can view and answer from any device (mobile, web, desktop).

You can even poll attendees before your meeting and collect information ahead of it if they can access the chat.

Create and launch polls before a meeting

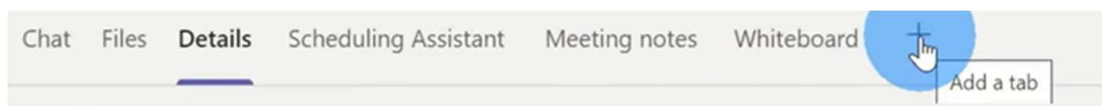
In your **Teams calendar**, find the meeting and right click on it.

Select 'chat with participants' to reach the chat space for your meeting.

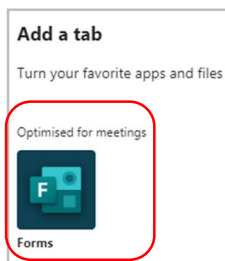


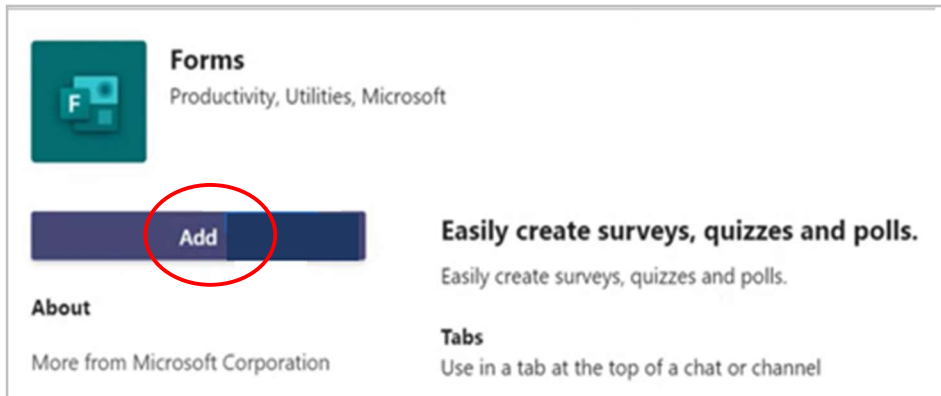
Or

Open your meeting invite

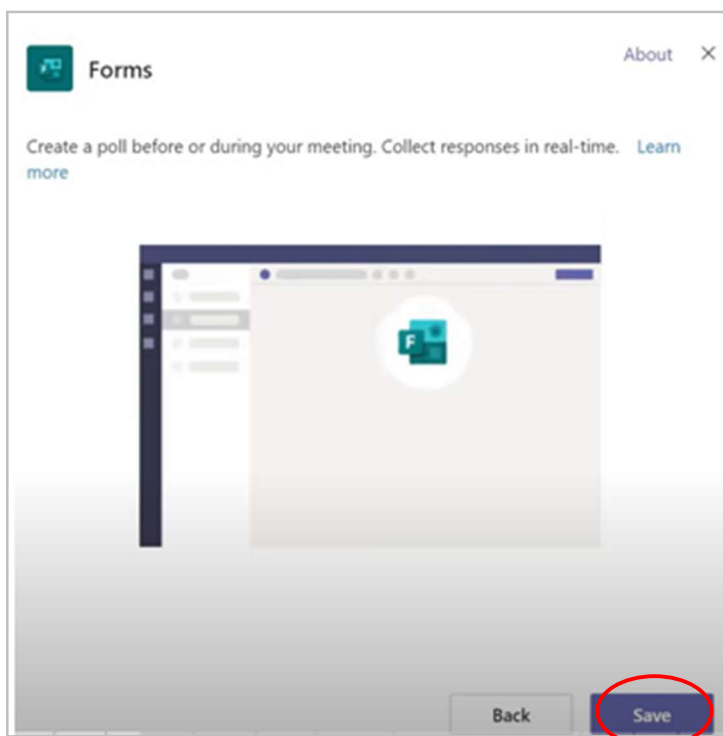


Along the top select 'add a tab', then select Forms. Use the Search bar if you cannot see it.



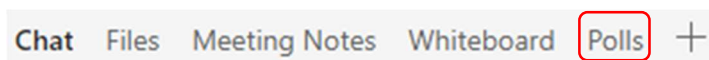


Click or tap 'Add'.



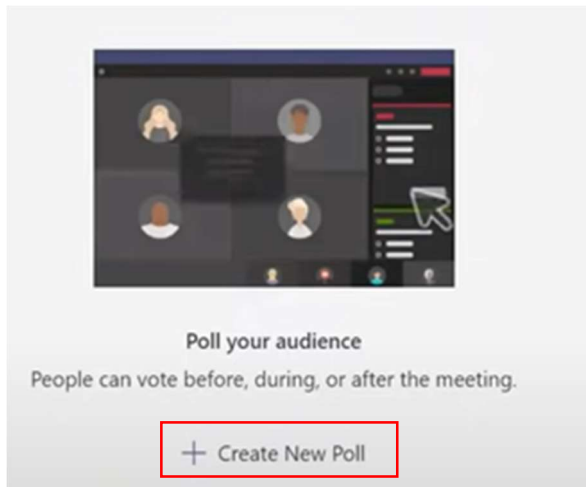
Select 'Save'.

A new Polls tab will be added to the tabs along the top of your chat.



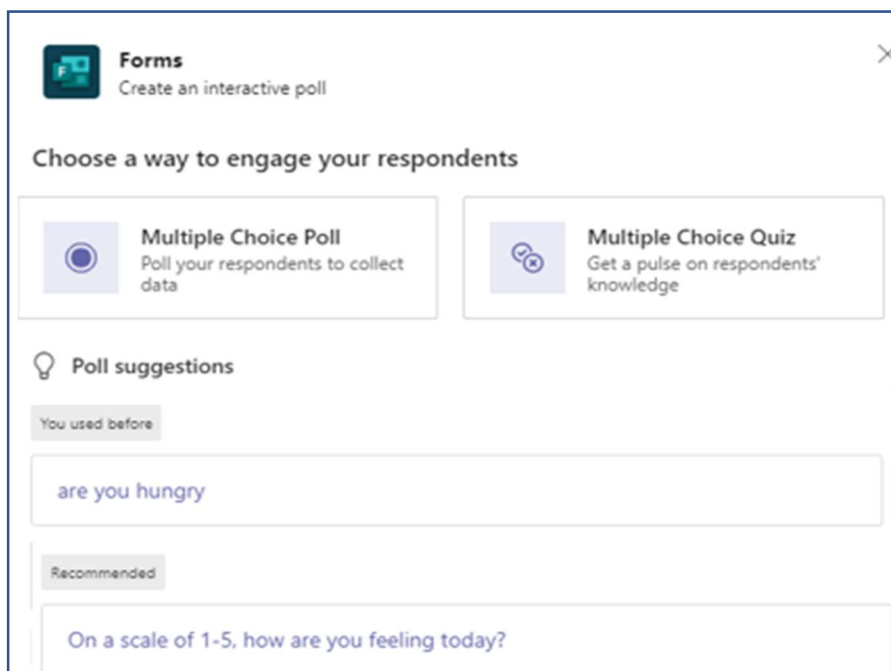
Setting up the poll

In your Polls tab, select 'Create New Poll'.



(It will also give some poll suggestions of any you have created before which you can 'select' to re-use)

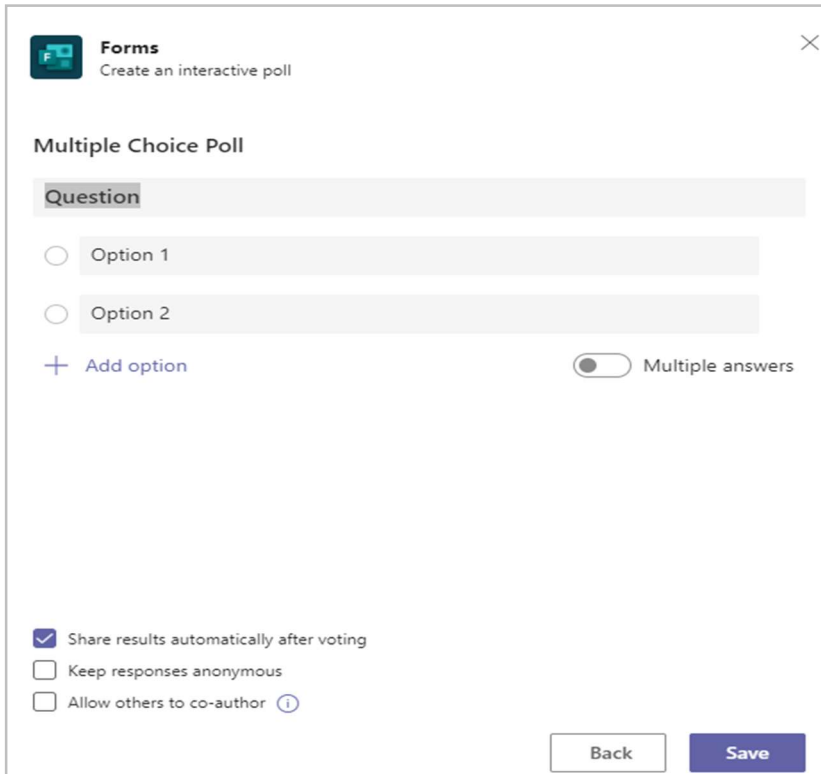
Click onto 'create new poll'.



and then choose either a multiple-choice poll or quiz:

- Multiple Choice Poll - Create your question or statement, and then provide answer options from which your audience can choose.
- Multiple Choice Quiz - Mark a correct answer for your multiple-choice quiz. You can have a single option as a correct answer, or more than one if you select multiple answers.

Multiple Choice Poll



The screenshot shows the 'Forms' application window titled 'Multiple Choice Poll'. At the top, it says 'Forms Create an interactive poll'. Below this, the title 'Multiple Choice Poll' is displayed. There is a text input field labeled 'Question'. Underneath are two radio button options: 'Option 1' and 'Option 2', each with its own text input field. A '+ Add option' link is present. To the right is a toggle switch for 'Multiple answers'. At the bottom left, there are three checkboxes: 'Share results automatically after voting' (checked), 'Keep responses anonymous' (unchecked), and 'Allow others to co-author' (unchecked) with an information icon. At the bottom right are 'Back' and 'Save' buttons.

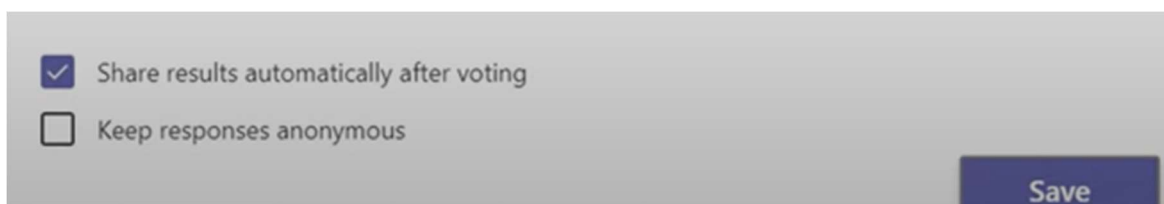
Type into Question field to set your question

Type your choices into each of the Options fields

Use 'Add options' if you need more than two options.

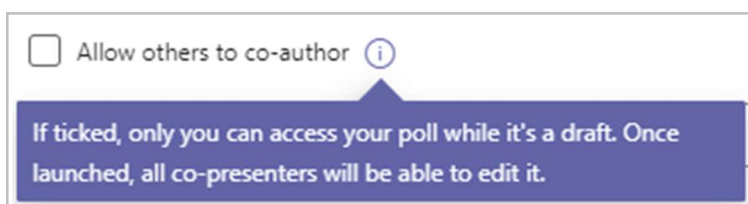
Use the Multiple answers toggle button to allow more than one choice.

As appropriate for your meeting, select Share results automatically after voting and/or Keep responses anonymous.



This close-up shows the bottom-left section of the poll configuration. It features two checkboxes: 'Share results automatically after voting' which is checked, and 'Keep responses anonymous' which is unchecked. A blue 'Save' button is visible in the bottom right corner of this section.

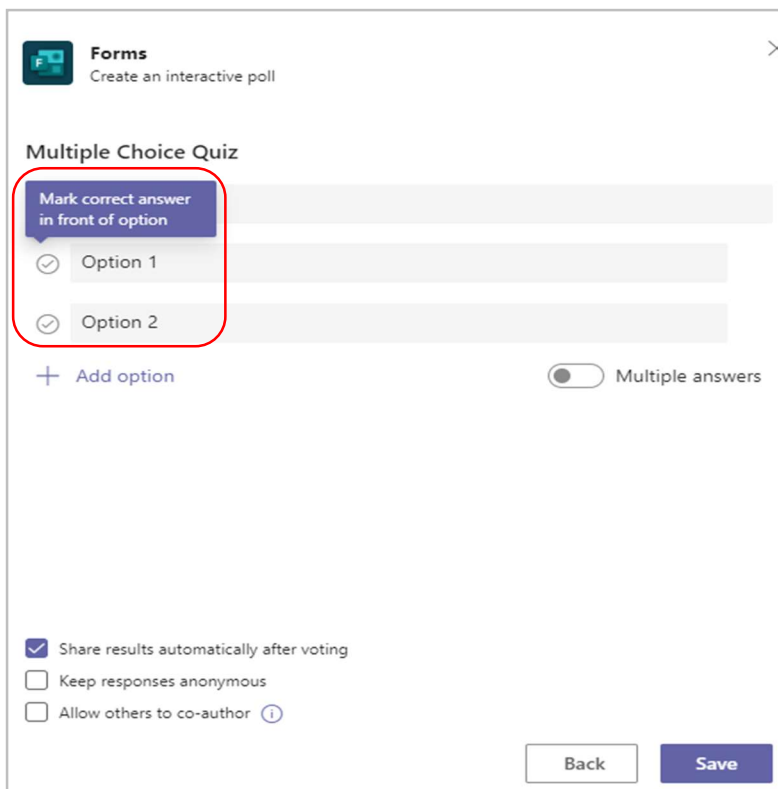
Tick the 'allow others to co-author' if you want others to be able to edit the poll.



This close-up focuses on the 'Allow others to co-author' checkbox, which is currently unchecked. An information icon (i) is next to it. A blue tooltip box points to the icon, containing the text: 'If ticked, only you can access your poll while it's a draft. Once launched, all co-presenters will be able to edit it.'

Multiple Choice Quiz

A very similar layout to the multiple-choice poll, but for this you need to make sure you tick the correct option(s).



Forms
Create an interactive poll

Multiple Choice Quiz

Mark correct answer in front of option

Option 1

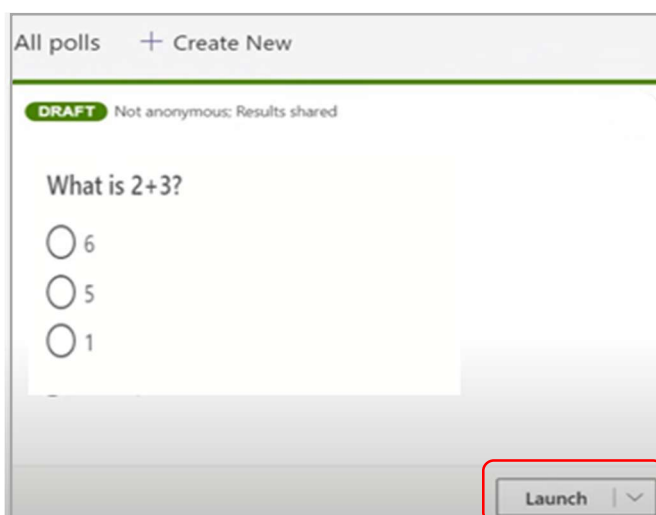
Option 2

+ Add option Multiple answers

Share results automatically after voting
 Keep responses anonymous
 Allow others to co-author ⓘ

Back Save

For both types of polls, once you have set your questions and answer, select Save. This will save your poll as a draft until you're ready to launch it during your meeting.



All polls + Create New

DRAFT Not anonymous: Results shared

What is 2+3?

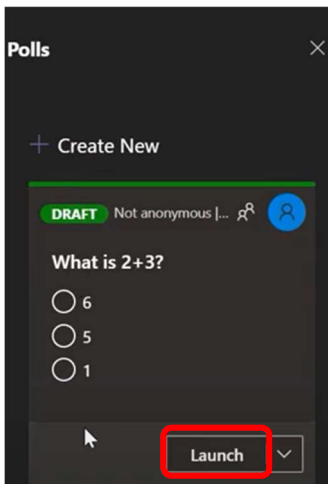
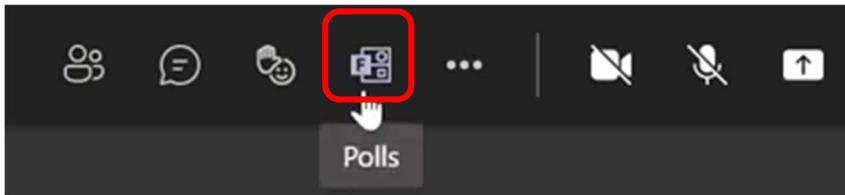
6
 5
 1

Launch ▾

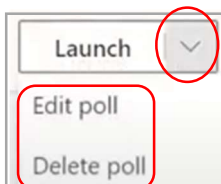
You can launch a poll using either of these methods:

- In the Polls tab, select Launch on the poll for which you want responses. You can do this before, during or after your meeting.

- Select the Polls icon in your meeting window, which will open a Polls pane for you to click on Launch.

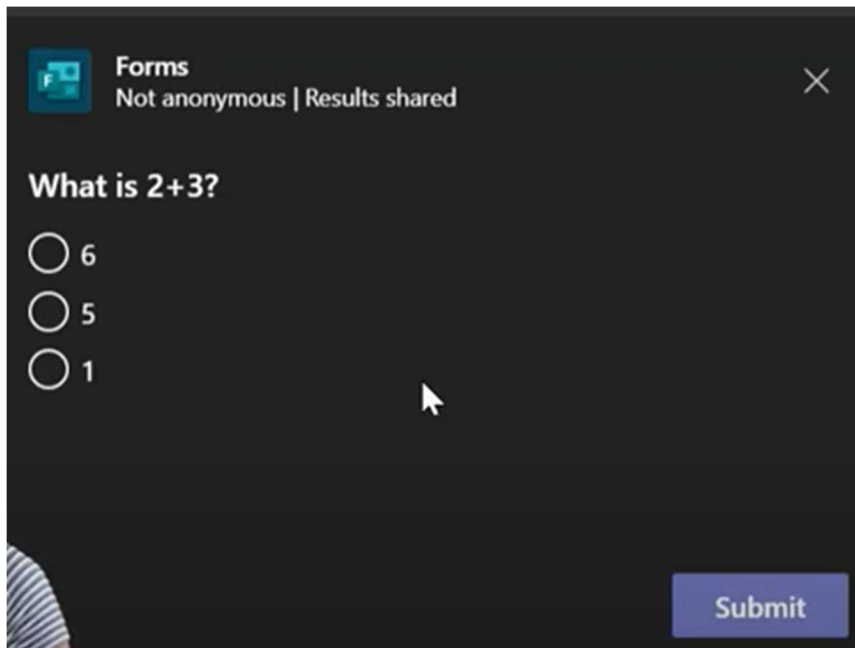


Alternatively, whilst it is still in draft form, you can click onto drop-down arrow and either delete the poll or further edit it before launch.



Completing the poll

Meeting attendees will see your question-and-answer options in a poll notification that appears in the middle of their meeting screen.

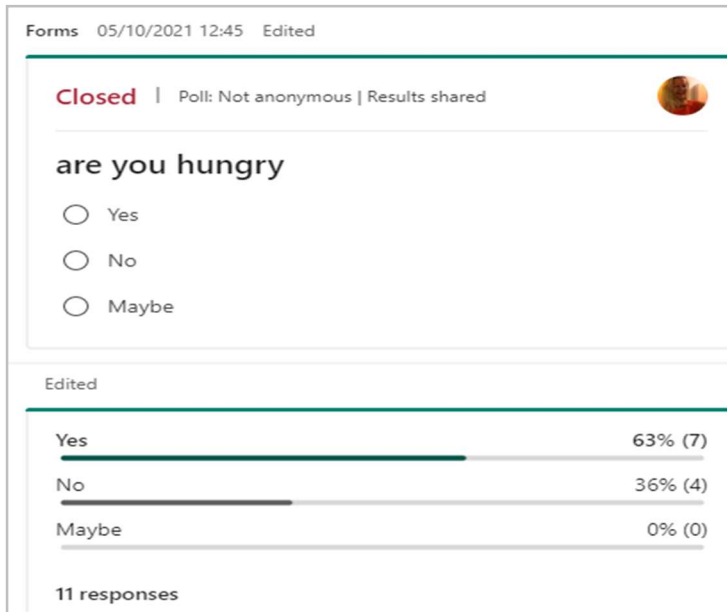


- Once attendees pick their answer, they'll select Submit and you'll be able to see their responses immediately. Meeting attendees also have the option of not participating in the poll by closing the poll notification (the X in top right) without picking an answer nor selecting Submit.
- Only the meeting Organiser and 'Presenters' can create, manage, and launch polls. Meeting 'attendees' have the ability to respond to polls but can't edit them. (By default, all internal invitees are 'presenters' unless you manually change their role yourself)
- Anyone (whether within your organisation or external) that has been forwarded your meeting invitation and is logged into Teams can vote using either the poll notification pop up during the meeting or in the chat window.

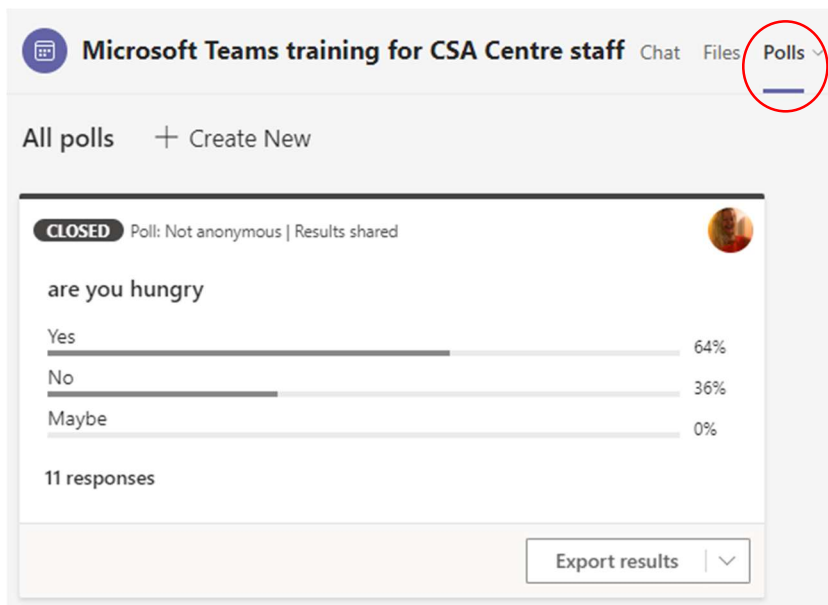
Results

Go to your Polls tab or Polls pane to see real time results of polls that are collecting responses.

Once closed, you can see the results on the chat space of your meeting

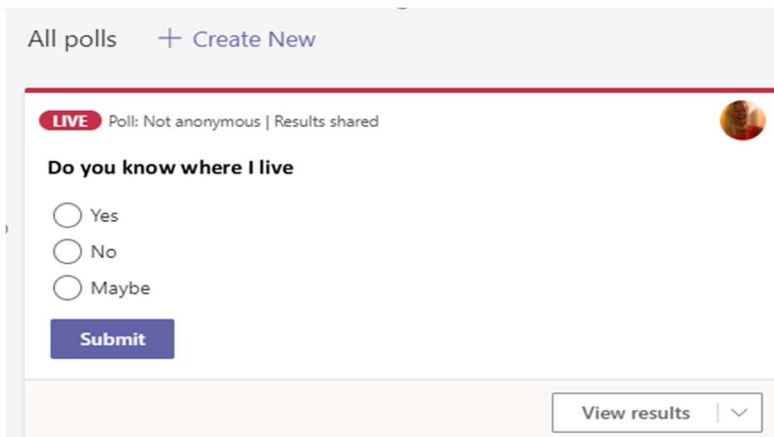


Or go into the Polls tab along the top of your meeting chat.

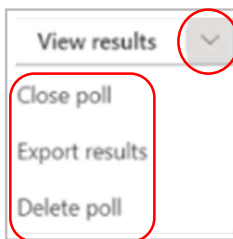


Tips:

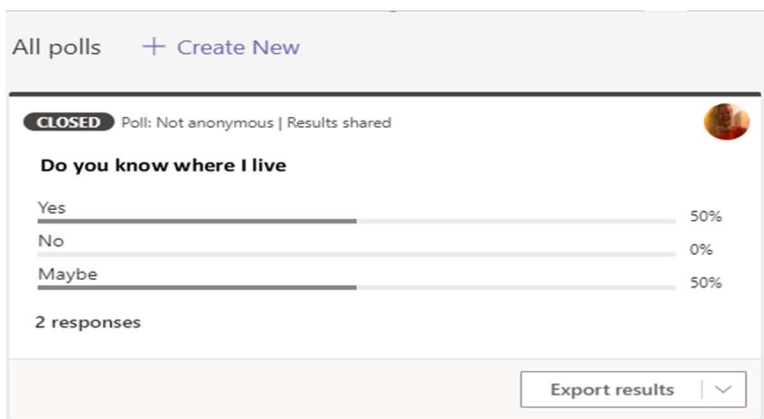
- Polls that have been launched and are accepting responses will be marked in red with LIVE in the upper left corner of the poll.



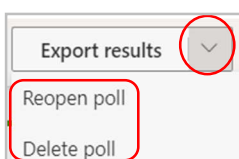
- If you want to close a poll, export poll results or delete a poll, select the drop-down list next to View results and select Close poll, Export results, or Delete poll.



- Polls that have been closed and are no longer accepting responses will be marked in dark grey with CLOSED in the upper left corner of the poll.



- If you want to reopen the poll, select the drop-down list next to Export results and choose Reopen poll.



Exporting your poll

Exported polls will appear in your Downloads folder in File Explorer and will be an Excel spreadsheet with the results (names, times, responses)

There are automatically filter boxes on each column for you to sort the responses how you want.

ID	Start time	Completion time	Email	Name	are you hungry
1	10/5/21 11:45:39	10/5/21 11:45:43	fab	Fab	Yes
2	10/5/21 11:45:40	10/5/21 11:45:43	kirs	Kir	Yes
3	10/5/21 11:45:39	10/5/21 11:45:45	anr	An	Yes
4	10/5/21 11:45:47	10/5/21 11:45:47	Cor	Cor	Yes
5	10/5/21 11:45:41	10/5/21 11:45:51	lou	Lou	Yes
6	10/5/21 11:45:39	10/5/21 11:45:55	Mic	Mic	No
7	10/5/21 11:45:40	10/5/21 11:46:03	lam	Lan	No
8	10/5/21 11:46:31	10/5/21 11:46:31	29:	she	Yes
9	10/5/21 11:45:52	10/5/21 11:48:13	pau	Pa	No
10	10/5/21 11:48:36	10/5/21 11:48:36	29:	Pat	Yes
11	10/5/21 11:45:40	10/5/21 11:50:49	cer	Cer	No