

# VIRTUAL bits & tips

#09



## WZOOM Polling

Hosts can create a poll/polls before officially starting a meeting.  
Participants vote and results are easily tallied and can be shared back.

1

Polls can be set up prior to the meeting and will be saved the next time you start the meeting. To set polls up before the official meeting, simply start the meeting at any time that is convenient to you. This can be done hours or even days before the meeting. You can **start the meeting** from either **Outlook** or the **Zoom App**.

### OUTLOOK:

To start the meeting click on the **Join Zoom Meeting** link in the invitation.

Hi there,  
Melissa Marriott is inviting you to a scheduled Zoom meeting.  
[Join Zoom Meeting](#)  
Phone one-tap: Canada: +16475580588,,91029589902#

1A

1:00 PM - 1:30 PM

Meeting ID: 910-2958-9902

Host: Melissa Marriott

Start

Copy Invitation

Edit

Delete

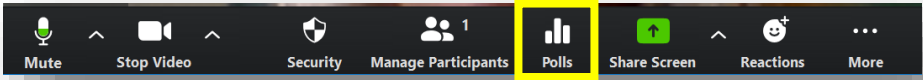
Show Meeting Invitation

### WZOOM App:

To start the meeting click **Start**

1B

2



Once the meeting has started, click **Polls** at the bottom of your screen.

Customize the **title** of the poll.

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 A screenshot of the 'Add a Poll' dialog box. At the top, there is a text input field for the title, a checkbox for 'Anonymous?', and a question input field. Below the question field are radio buttons for 'Single Choice' and 'Multiple Choice'. A list of ten answer fields follows, each labeled 'Answer 1' through 'Answer 10 (Optional)'. At the bottom right, there are 'Save' and 'Cancel' buttons. A 'Delete' link is also visible at the bottom of the answer list.

Enter a title for this poll.

Anonymous?

1. Type your question here.

Type your **question** here.

Single Choice  Multiple Choice

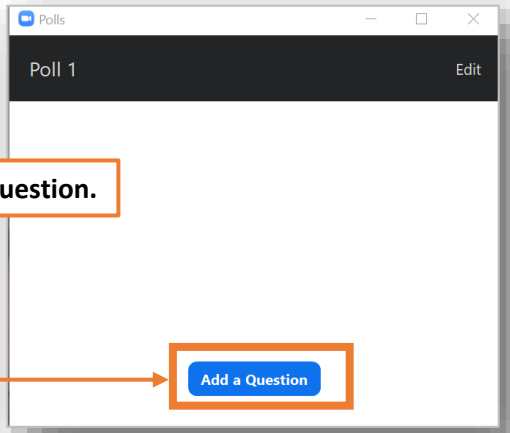
Create a **single choice** or **multiple choice** question.

Make the poll **anonymous** if needed.

Type your **answers** here

When finished click **Save**.

3



Click **Add a Question**.

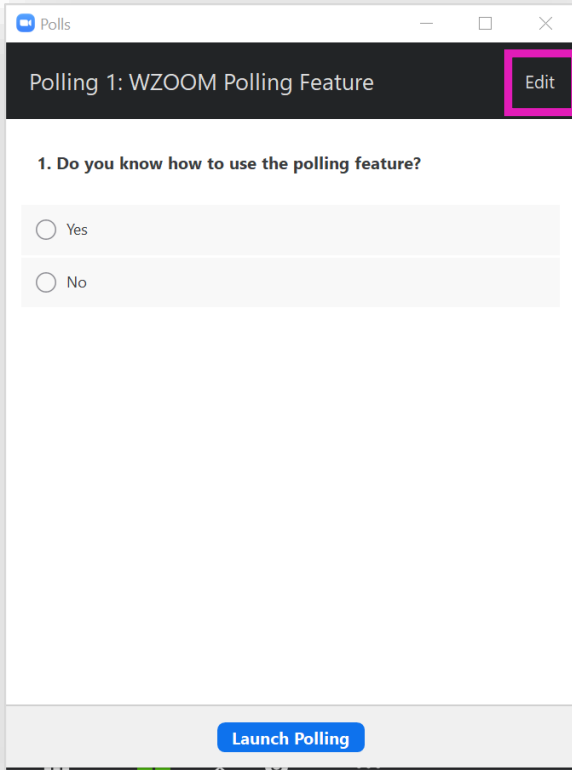
**Add another question** to the poll.

+ Add a Question

Save

Cancel

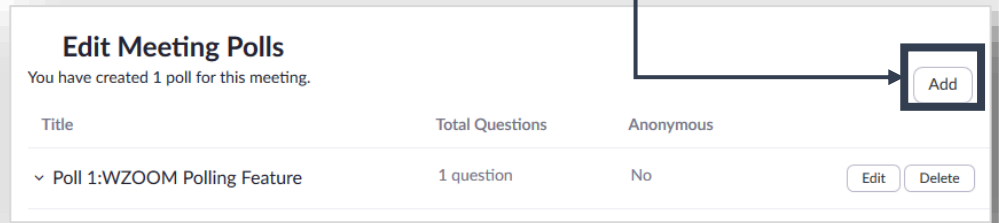
5



After clicking **save** this screen will appear. If you want to create a second poll click **Edit**.

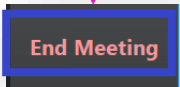
Click **Add** to create a second poll.

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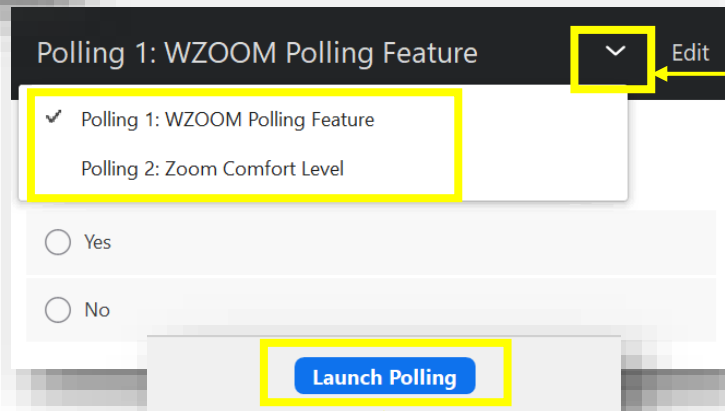


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When you are finished creating the poll/polls you want, click **end meeting**.



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When you start the meeting again, the polls you created will have been saved. Click **Polls**. The first poll will show. Click the **drop-down arrow** to see a list of your other polls. Click on the one you want to launch. Click **Launch Polling** at the bottom of the screen.

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ZOOM Features in Progress 0:37

Attendees are now viewing questions 5 of 6 (83%) voted

1. How comfortable are you using additional features in ZOOM? (Multiple choice)

Extremely Comfortable	(2/5) 40%
Comfortable	(1/5) 20%
Somewhat Comfortable	(2/5) 40%
Not at all comfortable	(0/5) 0%

End Polling

The poll will pop up on participant's screens. The host will see this screen when participants are **voting**. It shows a **total percentage** of those who have voted at the top in the black bar. Below is a percentage **breakdown by question**. When the total hits 100% click **End Polling**.

10

Share Results Re-launch Polling

Click **Share Results** to show the results to all participants. Clicking Re-Launch Polling will clear results and launch the poll again.

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Extremely Comfortable	(2/6) 33%
Comfortable	(2/6) 33%
Somewhat Comfortable	(2/6) 33%
Not at all comfortable	(0/6) 0%

Stop Share Results Re-launch Polling

When you are **sharing results**, the bars that were highlighted in blue, are now **highlighted in orange**. When you are finished click **Stop Share Results**.