



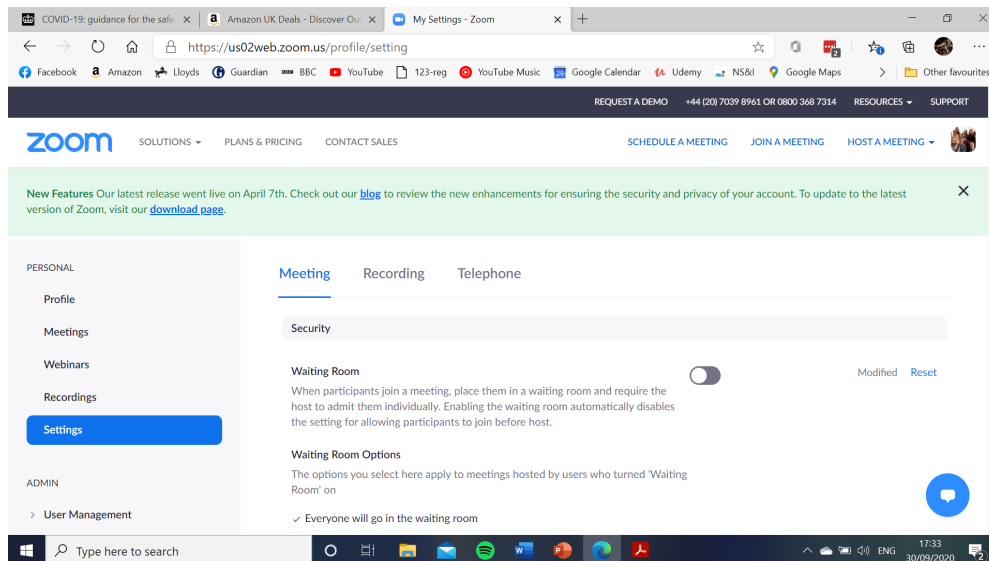
## Zoom Conferencing

### Using the Polling Facility

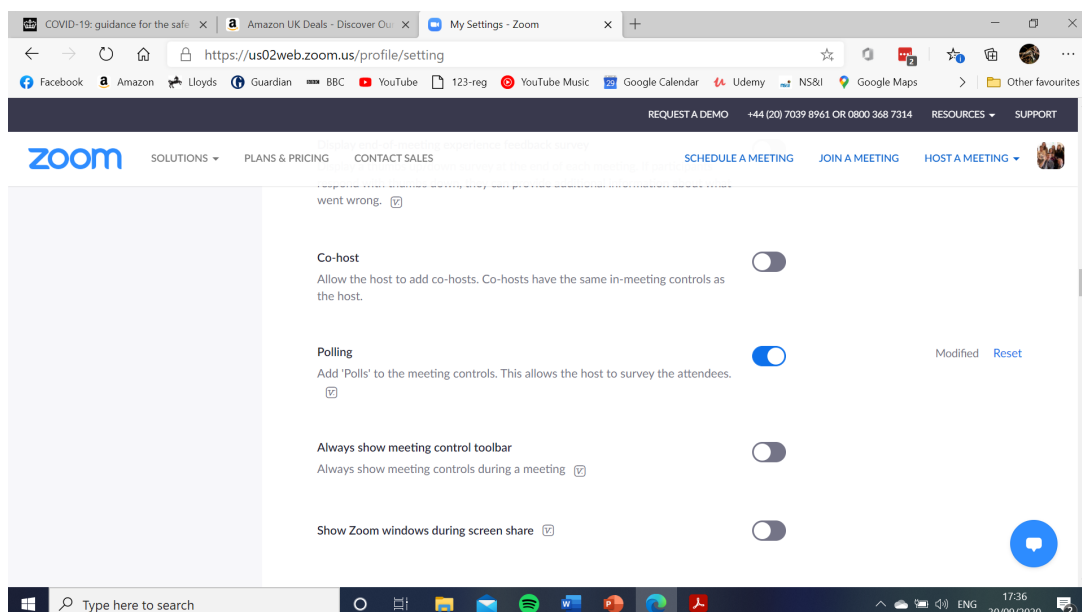
#### Setting up

Log into your account on the Zoom web site

In the left hand column select “Settings”



Within the settings screen, scroll down to the “Polling” section and toggle button to the “On” position



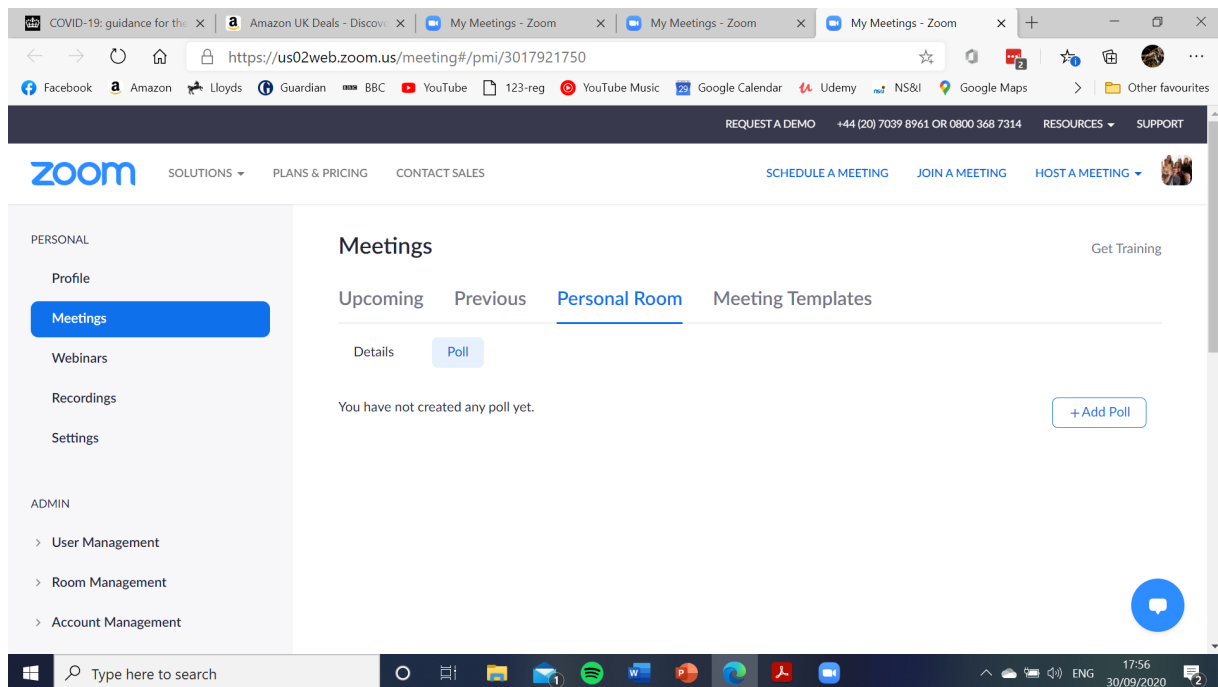


This will now allow the Host to create and initiate polling questions for the conference delegates to vote on.

## Using the Polling Facility

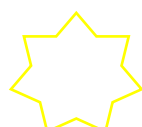
### To set your Polling Questions in advance

Log in to the main Zoom website, select the “Meetings” tab on the left hand side of the screen and then select the “Personal Room” tab followed by the “Polling” tab and then the “+Add Poll” tab



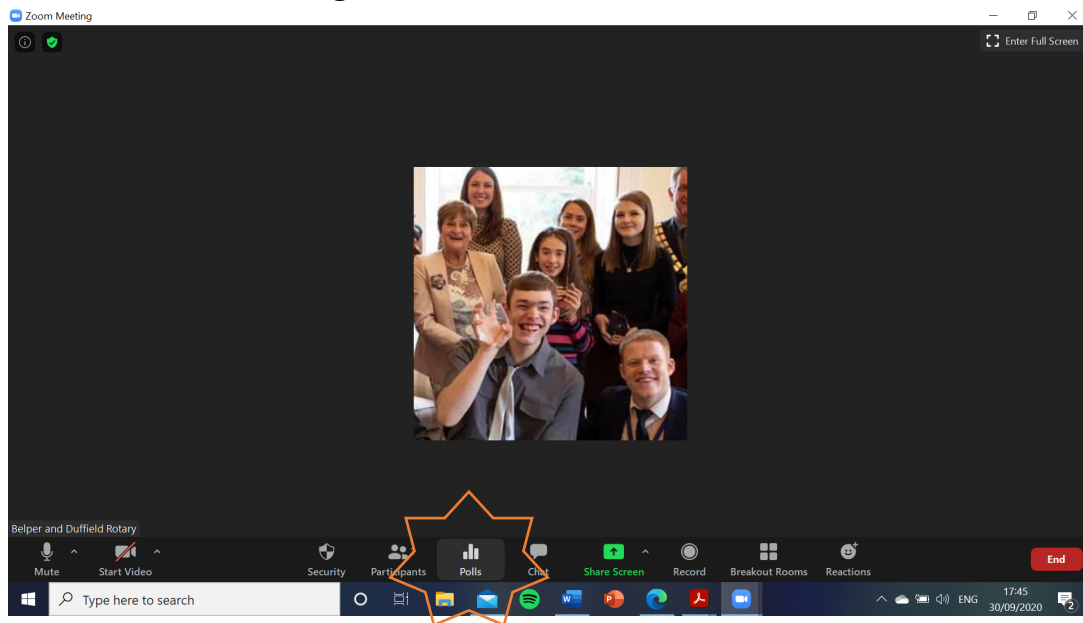
Alternative you can add your polling question whilst in your meeting.

Open the main Zoom client and launch your meeting. On the toolbar that appears on the bottom of the screen when the mouse runs over that area you

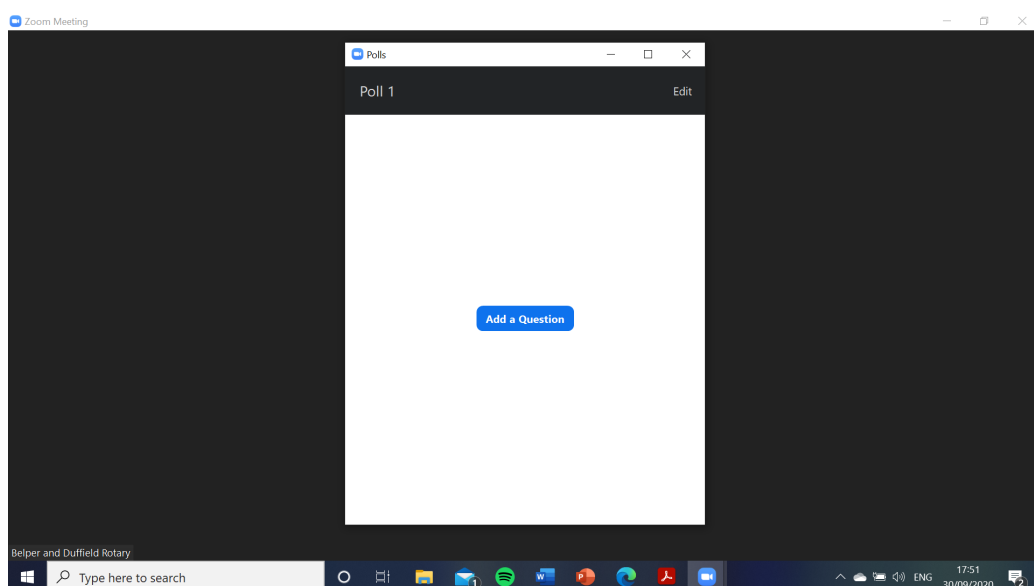




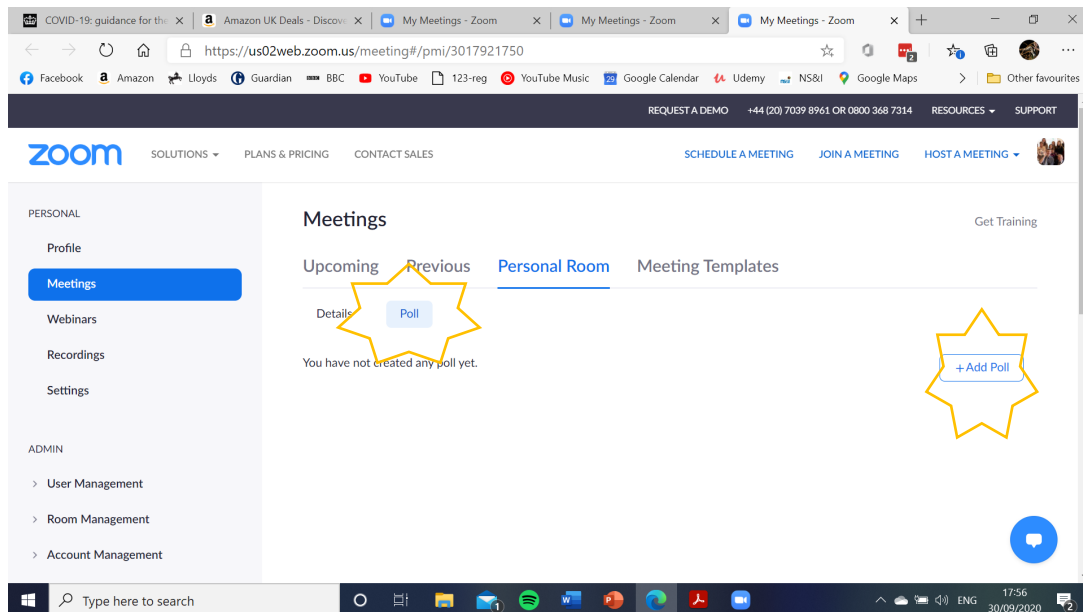
will now see a **“Polling”** icon



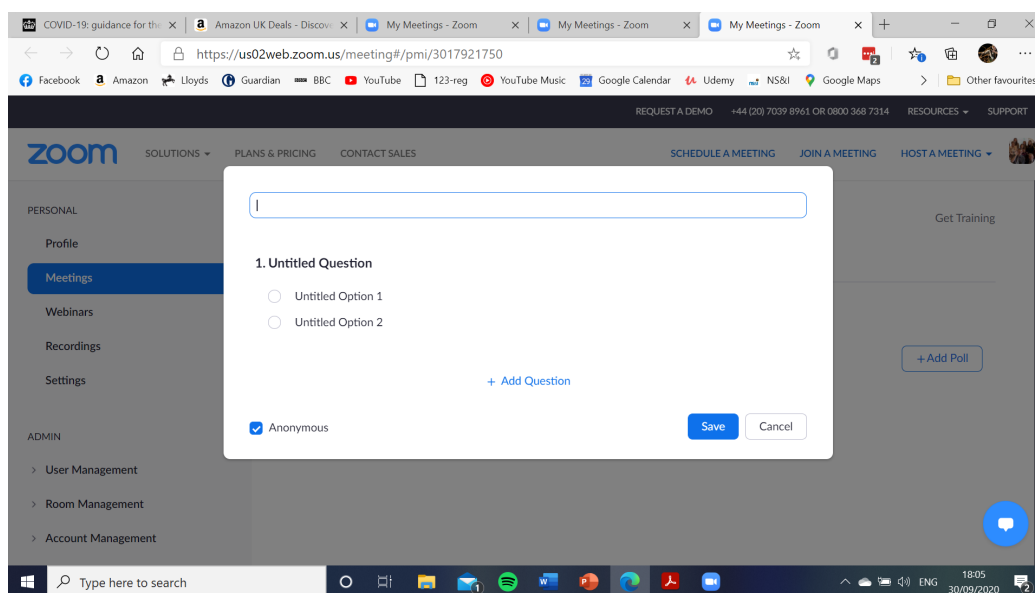
Click on the **“Polling”** icon to bring up the Polling menu



Click on the **“Add Question”** Screen to set up your poll. This will take you to the **“Meetings”** page in the main Zoom website where you will be able to set up your polling question. (You may need to log into your account on the website, if you have not already done so.)



On the “meetings” page select the “Poll” tab then select the “+Add Poll” tab to launch the question box



Within the question box you can set a main title, the question you wish to poll and the options for the delegates to select. Click on each option to edit the text within each box, you may need to click twice in order to highlight the default text before you can enter new text. You can also add further selection options, and questions within this box. Within this box you can also select whether you wish the results to be “Anonymous” or show who selected the various options. (The default is “Anonymous”)



Using the Polling Facility

Question 1 Single Choice

1. Do you enjoy using the Polling facility?

☐ Yes

☐ No

☐ Undecided

[+ Add Option](#)

[+ Add Question](#)

☒ Anonymous

[Save](#) [Cancel](#)

When you have created your Poll click “Save”. The “Poll” question will now be set within the website “Meetings” page. You can edit or delete within this page as required.

Meetings

Upcoming Previous **Personal Room** Meeting Templates

Details Poll

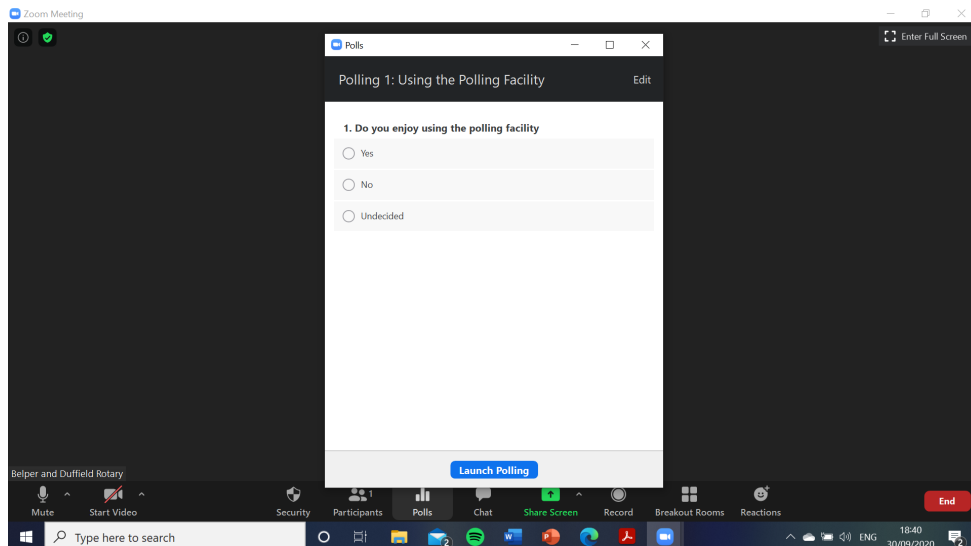
Title	Total Questions	Anonymous	
Poll 1: Using the Polling Facility	1 question	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

[+ Add Poll](#)

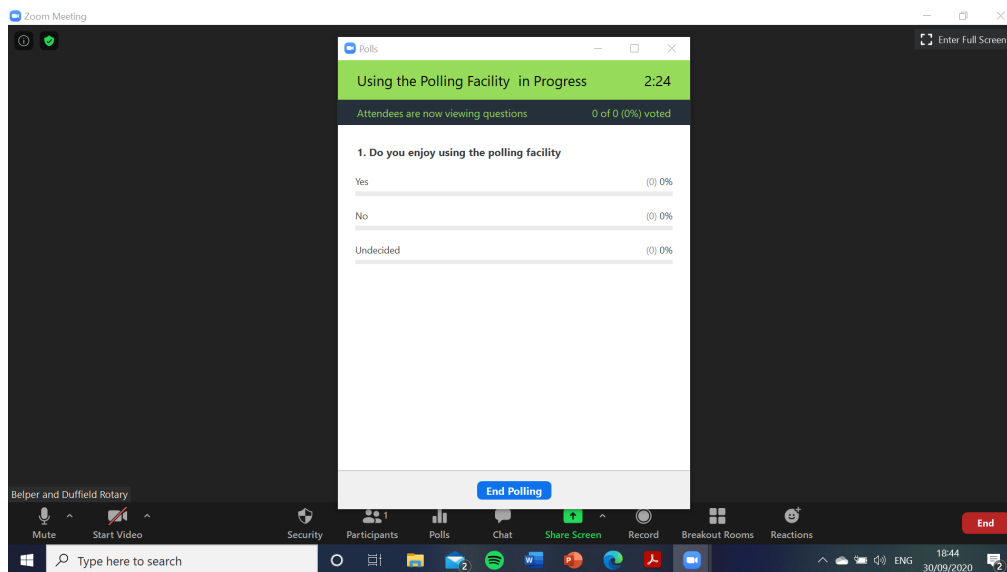
You can then return to the main Zoom application and your meeting.

### **Launching the Poll during your meeting**

To launch the Poll during the meeting, as “Host” press the “Poll” icon on the bottom of the screen. This will then display the pre-set polling question. Pressing the “Launch Poll” will display the polling questions to all the delegates and allow them to select their response.

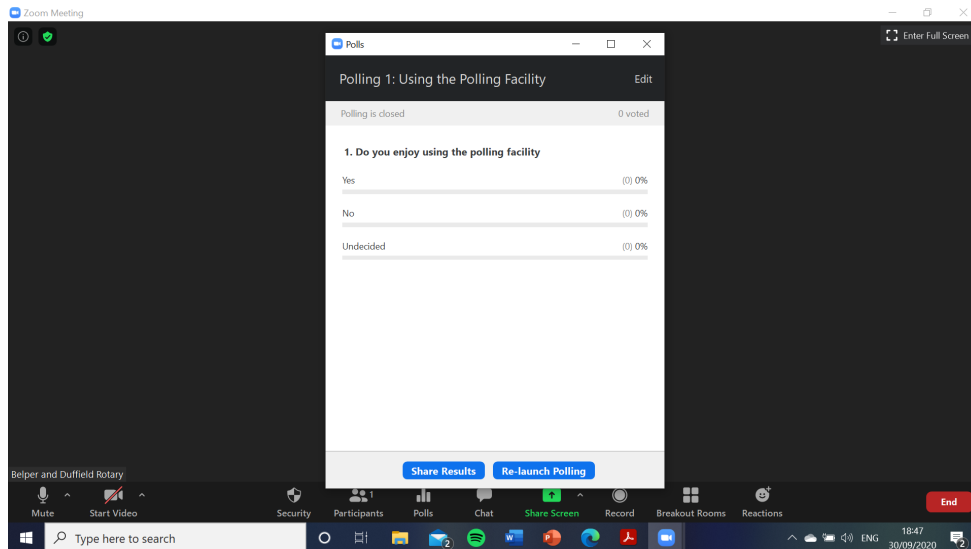


When the “Poll” is launched it will show the responses from the delegates within the meeting. The host can end the polling at any time by clicking the “End Polling” tab

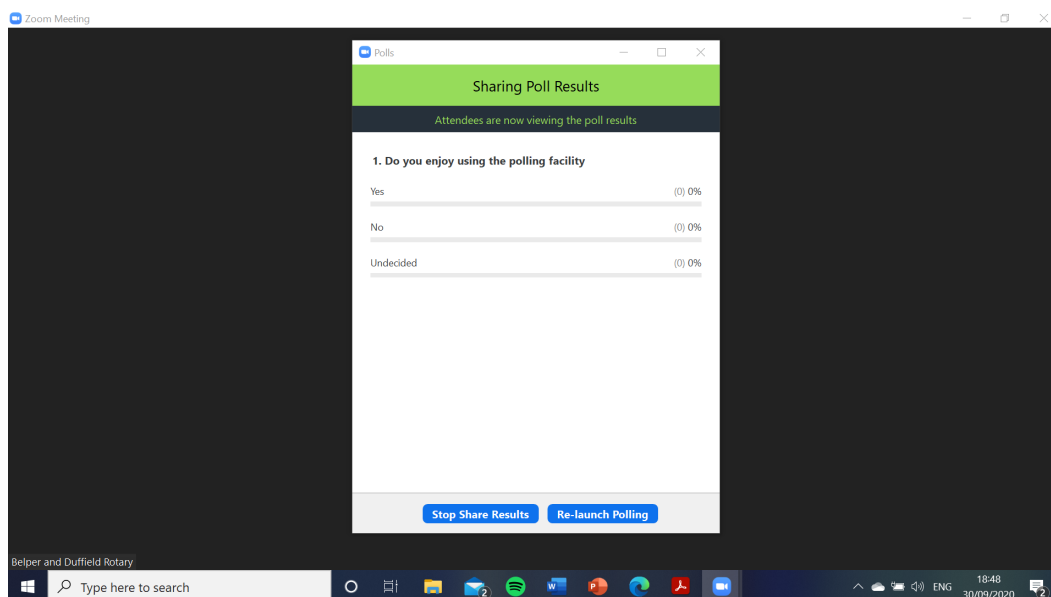




The host can then choose to share the results if required by selecting the “Share Results” tab



The host can end the sharing of the results by clicking the “Stop Share Results” tab



To return to the meeting screen and exit the results box click the X at the top right hand corner of the results box.

## **Poll Reports**

After the Poll has ended, you can obtain a poll report for subsequent analysis. Log into your account on the Zoom website



PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

□ User Management

□ Room Management

□ Account Management

Account Profile

Account Settings

Billing

Recording Management

IM Management

Reports

Usage Reports

User Activity Reports

Daily

Show daily number of new users, meetings, participants and meeting minutes in a month.

Active Hosts

View meetings, participants and meeting minutes within a specified time range.

Inactive Hosts

Show the users who are not active during a period.

Upcoming Events

View upcoming meetings and webinars.

Meeting

View registration reports and poll reports for meetings.

Cloud Recording

View detailed information about cloud storage usage by host.

Remote Support

View in-meeting support sessions during a certain period.

If a participant requests removal of their personal information from your account, please go to [Delete Participant's Personal Data](#)

Click on the Meeting row, toggle Poll Report and Search for your reports using appropriate dates...



PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

Reports > Usage Reports > Meeting

Document

Meeting Report

Report Queue

Report Type

☐ Registration Report

☒ Poll Report

Search by time range ▾

From: 2021-01-11

To: 2021-01-12

Search

Maximum report duration: 1 Month

The report displays poll information for meeting that ended at least 5 minutes ago.

☐

Scheduled Time

Topic

Meeting ID

Generate the appropriate report...



PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

□ User Management

□ Room Management

□ Account Management

Reports > Usage Reports > Meeting

Document

Meeting Report

Report Queue

Report Type

☐ Registration Report

☒ Poll Report

Search by time range ▾

From: 2021-01-11

To: 2021-01-12

Maximum report duration: 1 Month

Search

☐

Scheduled Time

Start Time

Topic

Meeting ID

Attendees

☐

2020-04-28 18:24:49 2021-01-11 19:56:33 [REDACTED] Personal Meeting Room

[REDACTED]

7

Generate

☐

2020-04-28 18:24:49 2021-01-11 12:29:01 [REDACTED] Personal Meeting Room

[REDACTED]

33

Generate

☐

2020-04-28 18:24:49 2021-01-11 10:28:35 [REDACTED] Personal Meeting Room

[REDACTED]

9

Generate

which will then appear in your Report Queue, from where it may be downloaded...





PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

Reports > Usage Reports > Meeting

Document

Meeting Report [Report Queue](#)

☒ Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time
Poll Report	Apr 28, 2020 18:24:49	Jan 11, 2021 12:29:01	[REDACTED] Personal Meeting Room	[REDACTED]	Jan 12, 2021 17:00:13 <a href="#">Download</a>

You should find a csv file in your Downloads folder which you should then import into Excel...

AutoSave OFF 7786524456\_PollReport

Home Insert Draw Page Layout Formulas Data Review View Tell me

Paste Calibri (Body) 12 A<sup>+</sup> A<sup>-</sup> B I U Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Formulas

⚠ Possible Data Loss Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.

G13 fx I attend Zoom Meetings...

	A	B	C	D	E	F	G	H
13	7	Anonymous	Anonymous	Jan 11, 2021 14:46:53	I attend Zoom meetings as a	Host;Participant	I attend Zoom Meetings...	more than once a week
14	8	Anonymous	Anonymous	Jan 11, 2021 14:46:54	I attend Zoom meetings as a	Co-host;Participant	I attend Zoom Meetings...	more than once a week
15	9	Anonymous	Anonymous	Jan 11, 2021 14:46:40	I attend Zoom meetings as a	Participant	I attend Zoom Meetings...	more than once a week
16	10	Anonymous	Anonymous	Jan 11, 2021 14:46:36	I attend Zoom meetings as a	Participant	I attend Zoom Meetings...	more than once a week
17	11	Anonymous	Anonymous	Jan 11, 2021 14:46:26	I attend Zoom meetings as a	Host;Participant	I attend Zoom Meetings...	more than once a week
18	12	Anonymous	Anonymous	Jan 11, 2021 14:46:34	I attend Zoom meetings as a	Host	I attend Zoom Meetings...	more than once a week
19	13	Anonymous	Anonymous	Jan 11, 2021 14:47:11	I attend Zoom meetings as a	Participant	I attend Zoom Meetings...	once a week
20	14	Anonymous	Anonymous	Jan 11, 2021 14:47:06	I attend Zoom meetings as a	Participant	I attend Zoom Meetings...	once a week
21	15	Anonymous	Anonymous	Jan 11, 2021 14:46:32	I attend Zoom meetings as a	Co-host;Participant	I attend Zoom Meetings...	more than once a week
22	16	Anonymous	Anonymous	Jan 11, 2021 14:47:00	I attend Zoom meetings as a	Participant	I attend Zoom Meetings...	once a week
23	17	Anonymous	Anonymous	Jan 11, 2021 14:46:39	I attend Zoom meetings as a	Host;Participant	I attend Zoom Meetings...	more than once a week
24	18	Anonymous	Anonymous	Jan 11, 2021 14:46:23	I attend Zoom meetings as a	Participant	I attend Zoom Meetings...	more than once a week
25	19	Anonymous	Anonymous	Jan 11, 2021 14:46:38	I attend Zoom meetings as a	Host;Participant	I attend Zoom Meetings...	more than once a week
26	20	Anonymous	Anonymous	Jan 11, 2021 14:46:57	I attend Zoom meetings as a	Participant	I attend Zoom Meetings...	once a week
27	21	Anonymous	Anonymous	Jan 11, 2021 14:46:33	I attend Zoom meetings as a	Participant	I attend Zoom Meetings...	more than once a week

This data may be used to generate graphs and reports within Excel, as required.