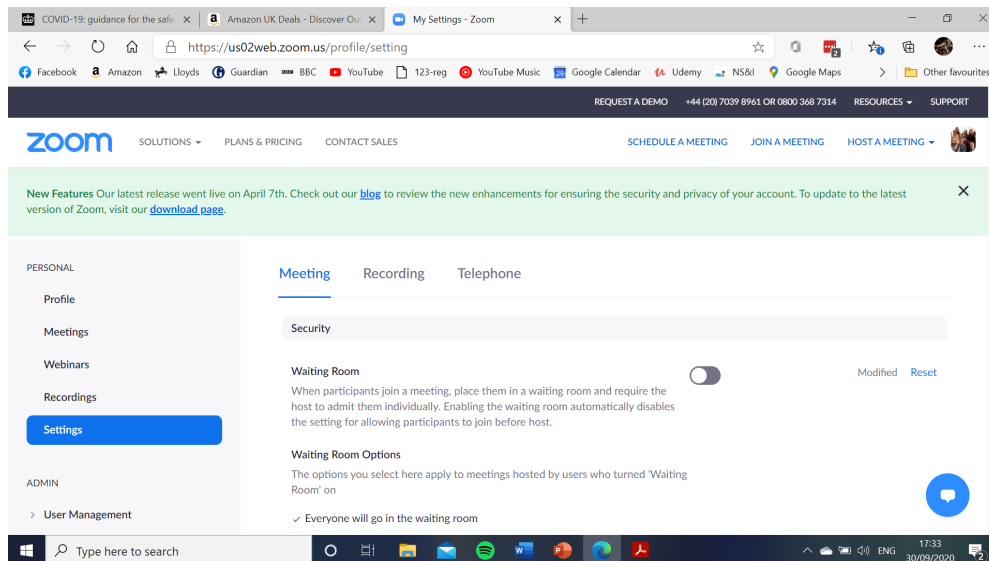# Zoom Conferencing

Using the Polling Facility

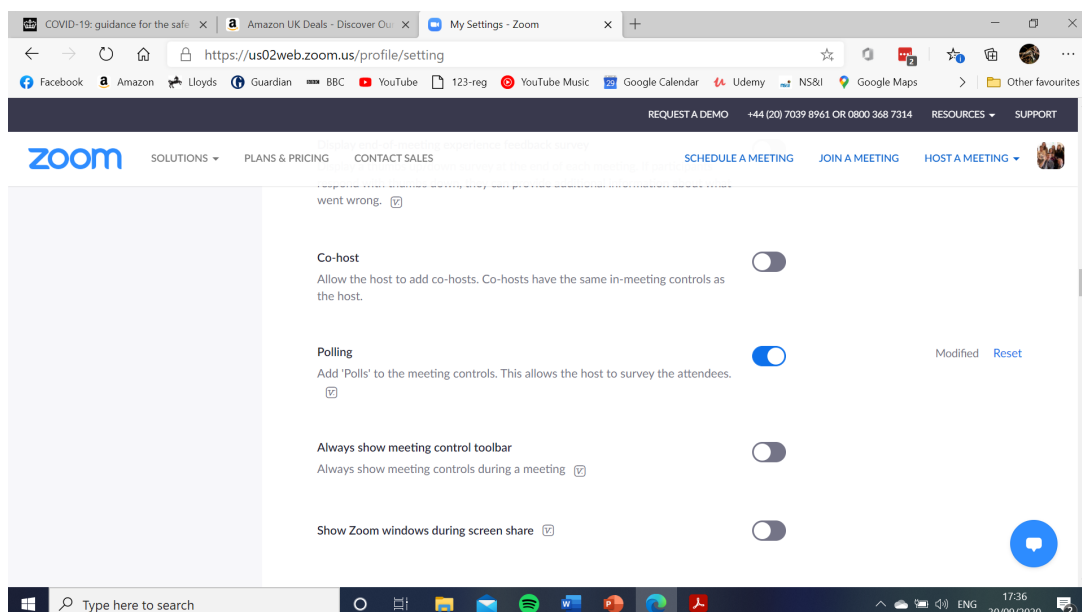## Setting up

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
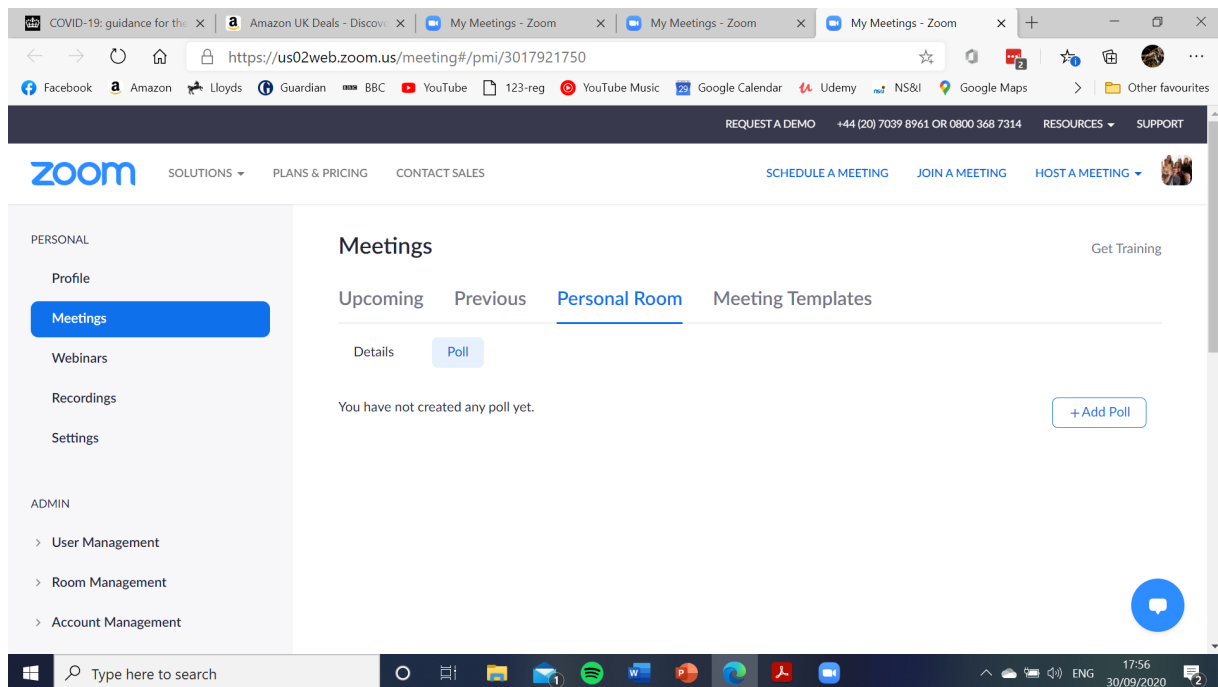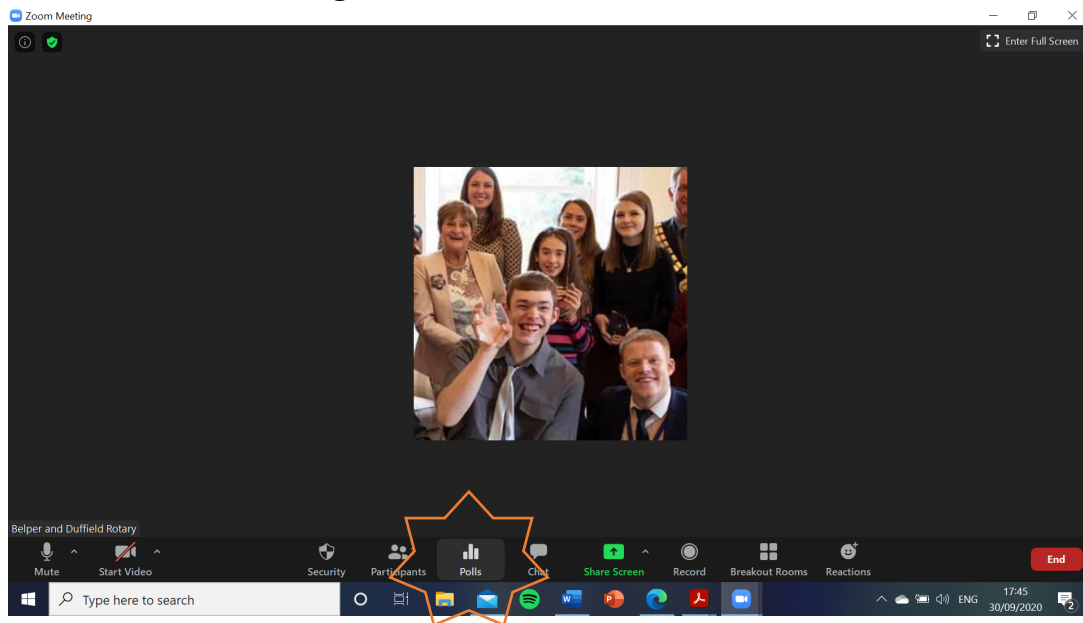

Alternative you can add your polling question whilst in your meeting.

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
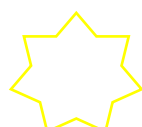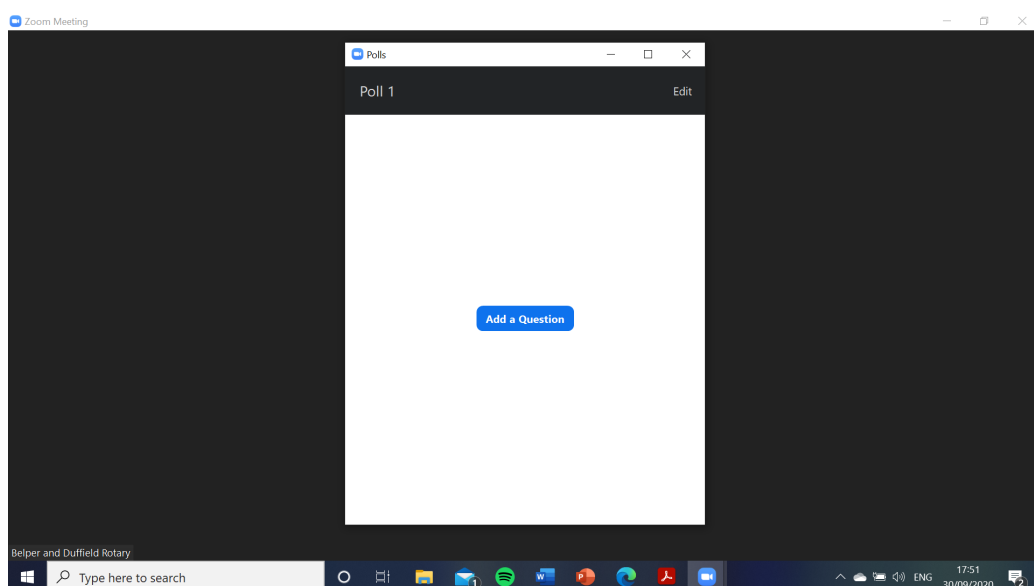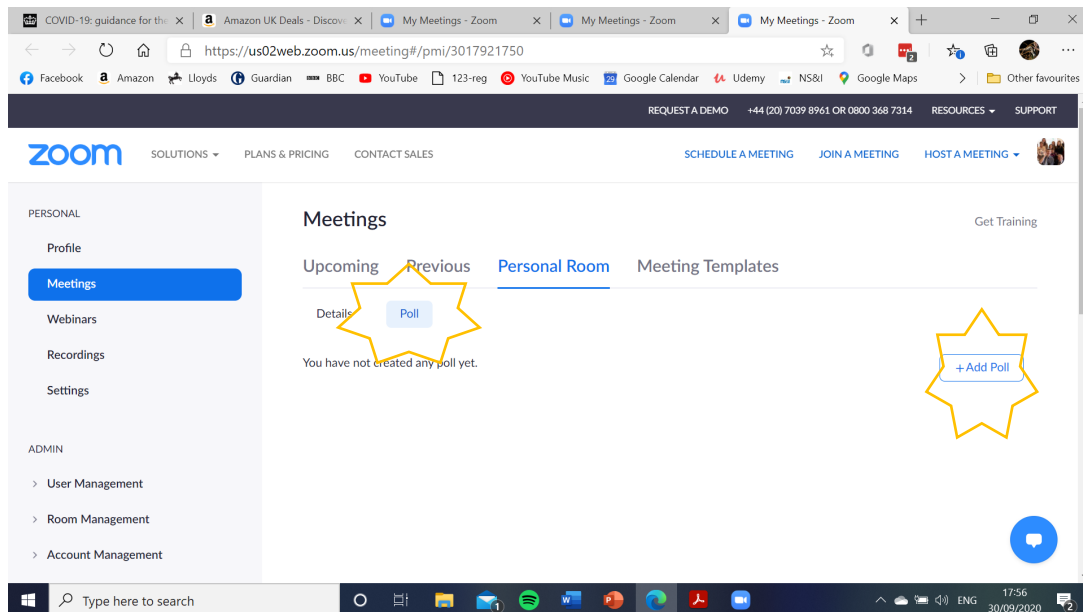
will now see a **"Polling"** icon

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
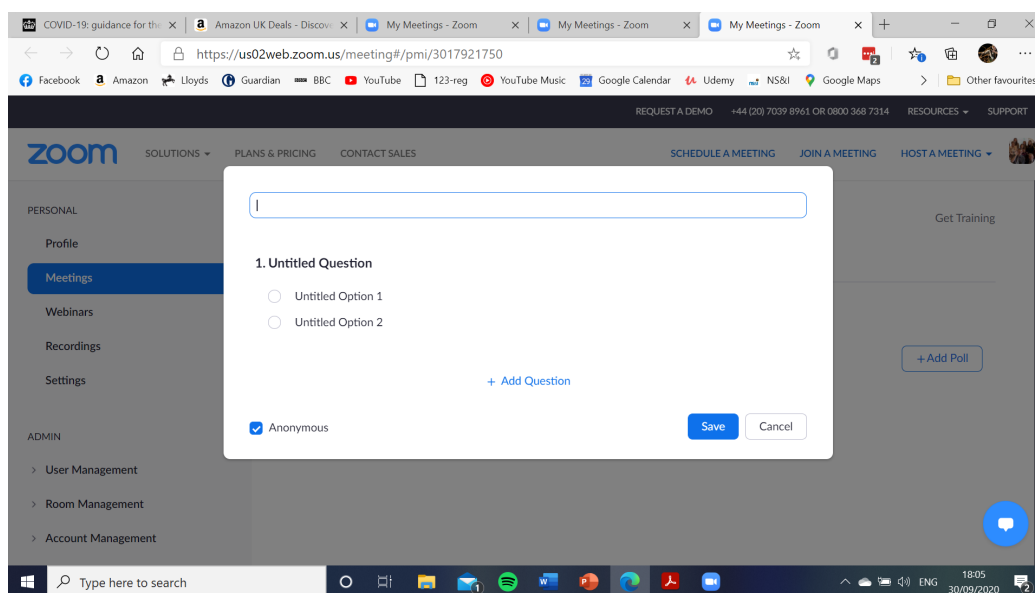
Within the question box you can set a main title, the question you wish to poll and the options for the delegates to select. Click on each option to edit the text within each box, you may need to click twice in order to highlight the default text before you can enter new text. You can also add further 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")

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.


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.
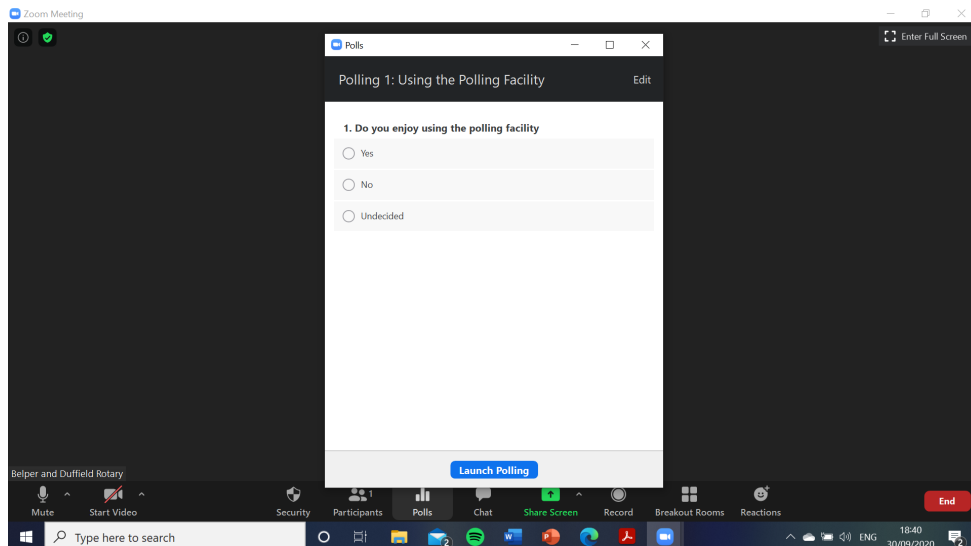
When the "Poll" is launched it will show the responses from the delegates within the meeting. The host can end the polling at any time by clicking the "End Polling "tab
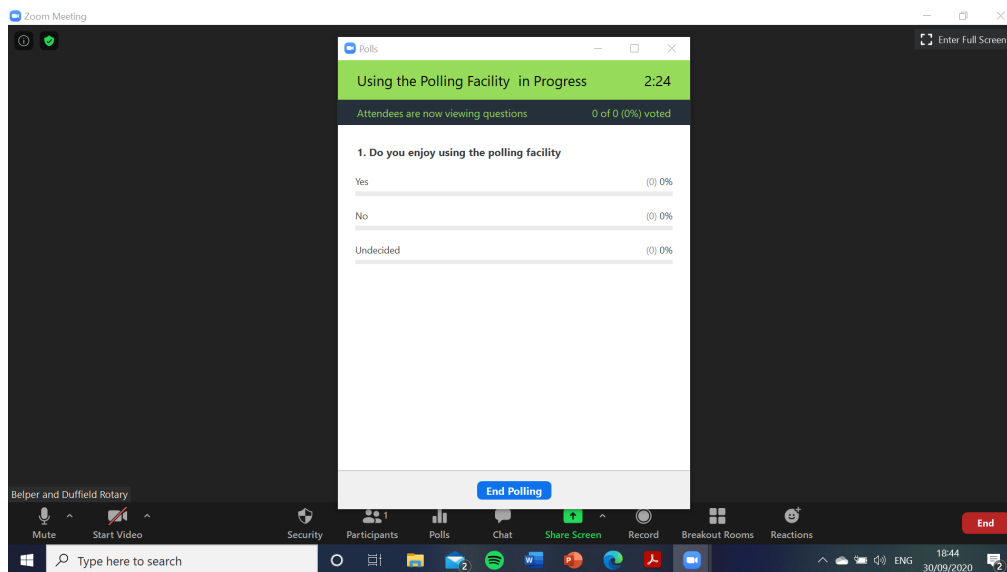
The host can then choose to share the results if required by selecting the "Share Results" tab
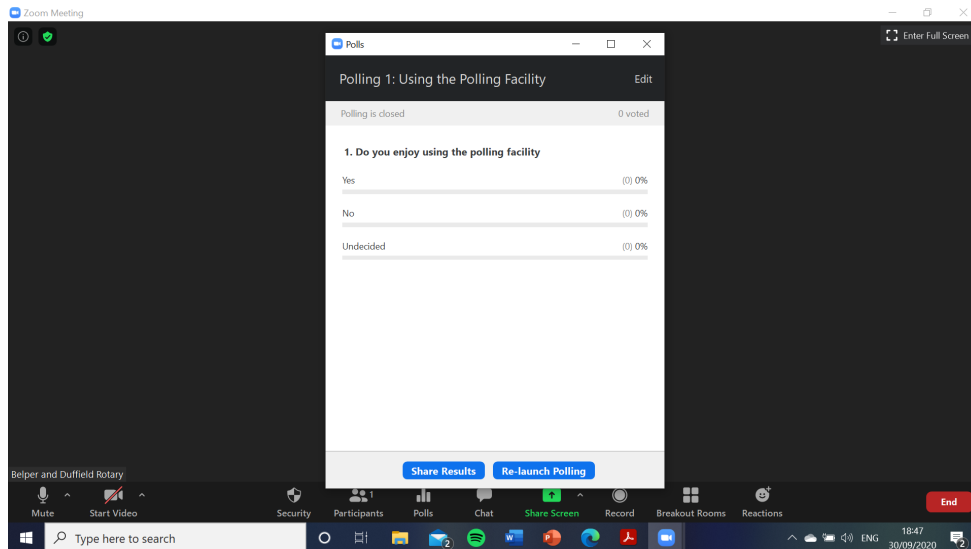
The host can end the sharing of the results by clicking the "Stop Share Results" tab
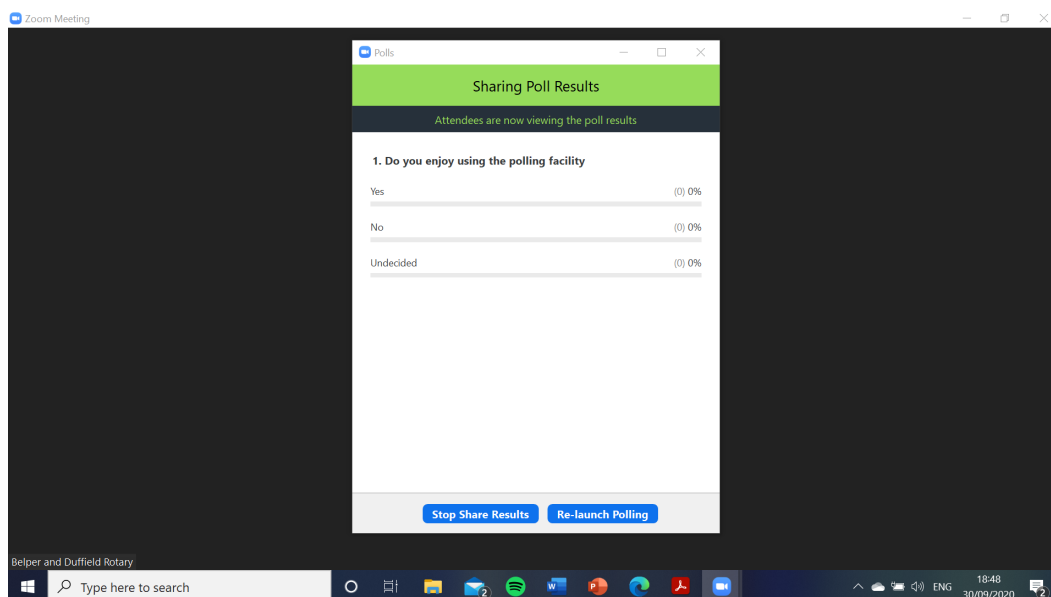
To return to the meeting screen and exit the results box click the X at the top right hand corner of the results box.

Poll Reports

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

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

Generate the appropriate report…

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

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

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