

## Lesson 13: Polls

**Insert a poll in an Outlook Email Message** - a great way to pick a future meeting date/time

**Supporting video:** <https://www.youtube.com/watch?v=RTFagfwxSiA>

Recipients will see the poll in the body of their email (if they use Outlook) or get a link in email that will direct them to vote in a browser. Email polls consist of one question and you're limited to 330 characters.

1. Open Outlook and create a new email.
2. Click **Insert** and choose **Poll**. (Log in if requested.) The **Poll** pane opens and is ready for you to type your first question and two options.
3. click **+ Add option** to add more options to the poll
4. Toggle **Multiple answers** on (green) to selection of more than one response
5. Click **Next** to add the poll to your email. (When you send the email, you'll get a copy in your inbox.)

**View responses** by clicking the link in the email or by visiting [forms.microsoft.com](https://forms.microsoft.com).

**Insert a poll in a chat or post.**



**Supporting video:** <https://www.youtube.com/watch?v=IE8mHXgOu98>

- A. Create a chat or post in Microsoft Teams and click the **Forms** button in the tool bar.
- B. Follow steps 3-4 from above.
- C. Check **Share results automatically after voting** and/or **Keep responses anonymous** if desired.
- D. Click **Save** to add the poll to your chat or post.

**View responses** as people in your group take the poll, responses will appear in the chat/post.

**Using a poll in a meeting** (available in scheduled meetings **not** "Meet Now" meetings)

**Supporting video:** [https://www.youtube.com/watch?v=bYARs\\_ERB70](https://www.youtube.com/watch?v=bYARs_ERB70)

**Create your poll before the meeting** (If the meeting is already in session minimize it and follow steps B-H below. The forms button will appear in your live meeting after a short delay.)

- A. Schedule your meeting, invite people and click **Send**.
- B. Open **Teams** and double click the meeting on the Teams calendar. (Not in Outlook)
- C. Click the **+** (plus) at the top of the meeting near the Join button to add a tab.
- D. Choose **Forms** and then click **Add** on the description panel.
- E. Click **Save** on the message panel
- F. Click **+ Create a new poll** and follow steps 2-4 from above.
- G. Check the following options **Share results automatically after voting**, **Keep responses anonymous** or **Allow co-authors to edit**. (Only co-presenters can co-author a poll.)
- H. Click **Save** to add the poll to the meeting in draft mode.

**Launch your poll or add new polls**



- A. During your meeting, click the **Forms** button at the top of the meeting.
  - **Launch your poll:** click the **Launch** button below your form in the Forms panel
  - **Create new poll:** Click **Create New** at the top of the Forms panel
  - **Edit or Delete a poll:** click the downward pointing arrow on the **Launch** button.

**View responses** by clicking the Forms button at the top of the meeting and choosing View Results. If the meeting has ended, rejoin the meeting to see results.

**Delete, Close or Export poll:** Select the drop-down list next to **View results** and select **Close poll**, **Export results**, or **Delete poll**. Closed polls can be re-opened