

# Zoom - Polling for meetings

[Original online tutorial](#) (includes larger images)

[Video tutorial](#)

## Overview

The polling feature for meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.

This article covers:

- [Enabling polling](#)
- [Creating a Poll](#)
- [Launching a Poll](#)
- [Downloading a Report of Poll Results](#)

**Note:** Only the original meeting host can edit or add polls during a meeting. If the host or co-host role is transferred to another user, that user will only be able to launch polls already created.

## Enabling polling

1. Sign in to the Zoom web portal.
2. In the navigation menu, click [Settings](#).
3. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. ⓘ



Modified [Reset](#)

**Note:** If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

## Creating a poll

1. Go to the **Meetings** page and click on your scheduled meeting. If you do not have a scheduled meeting, [schedule a meeting](#) now.

2. From the meeting management page, scroll to the bottom to find the **Poll** option.

Click **Add** to begin creating the poll.

You have not created any poll yet.

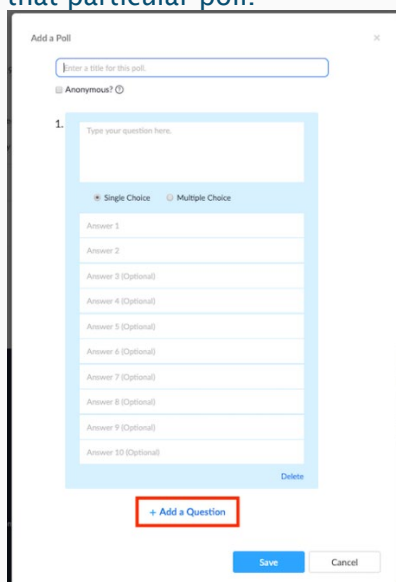
Add

3. Enter a title and your first question.

- (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
- Select whether you want the question to be single choice (participants can only choose one answer) or multiple choice question (participants can choose multiple answers).

4. Type in the answers to your question and click **Save** at the bottom.

5. If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.




The screenshot shows the 'Add a Poll' form. At the top, there is a text input field for the poll title with the placeholder 'Enter a title for this poll.' Below the title field is a checkbox labeled 'Anonymous?' which is currently unchecked. The main section of the form is titled '1.' and contains a large text area for the question with the placeholder 'Type your question here.' Below the question text area are two radio buttons: 'Single Choice' (which is selected) and 'Multiple Choice'. Underneath these are ten input fields for answers, labeled 'Answer 1' through 'Answer 10 (Optional)'. A 'Delete' button is located at the bottom right of the answer list. At the bottom of the form, there is a red-bordered button labeled '+ Add a Question', a blue 'Save' button, and a gray 'Cancel' button.

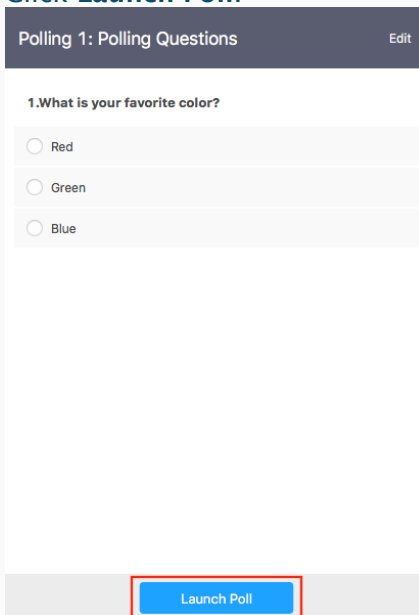
6. You can add more polls by repeating **Step 2**.

You can also create a poll by clicking **Polling** during the meeting. This will open up your default web browser where you can add additional polls or questions.

**Note:** You can only create a max of 25 polls for a single meeting.

## Launching a poll

1. Start the scheduled Zoom meeting that has polling enabled.
2. Click **Polls** in the meeting controls.  

3. Select the poll you would like to launch.
4. Click **Launch Poll**.



The screenshot shows the Zoom Polling interface. At the top, there is a dark header bar with the text "Polling 1: Polling Questions" on the left and "Edit" on the right. Below the header, the question "1. What is your favorite color?" is displayed. There are three radio button options: "Red", "Green", and "Blue". At the bottom of the interface, there is a blue button labeled "Launch Poll" which is highlighted with a red rectangular border.

5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.

Polling Questions in Progress 00:00:19

Attendees are now viewing questions 1 of 1 voted

1. What is your favorite color?

Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

End Poll

6. Once you would like to stop the poll, click **End Poll**.
7. If you would like to share the results to the participants in the meeting, click **Share**

### Results.

Polling 1: Polling Questions Edit

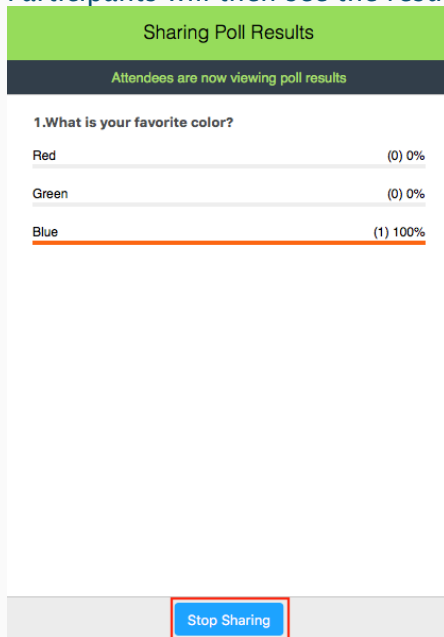
Poll closed 1 voted

1. What is your favorite color?

Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

Share Results Re-Launch Polling 1

Participants will then see the results of the polling questions.



## Downloading a report of poll results

You can download a report of the poll results after the meeting. It will show the results, but list the participants as "Guest". If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses. [Learn more.](#)