

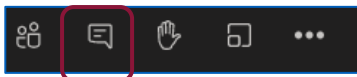
# Use Polls in a Teams Meeting

Polls can be used in Meetings to create questions or quick surveys in order to get real time feedback from participants. Until the user has migrated to Exchange, access to set up Polls is only available once the meeting chat has started. These instructions show how to start the meeting chat, before the meeting begins.

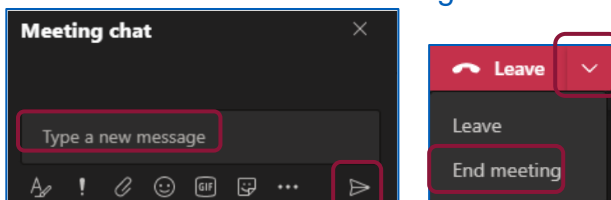
## Quick Reference Guide

### Start the Meeting Chat

- Join the meeting before it starts.
- Click [Show conversation](#).



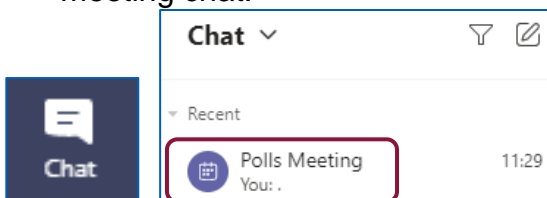
- Type and [Send](#) a message (enter a full stop) to start the chat.
- Click [Leave](#) → [End Meeting](#).



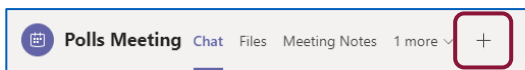
The meeting chat is now accessible from the chat icon in Teams

### Add a Forms tab to the Meeting Chat

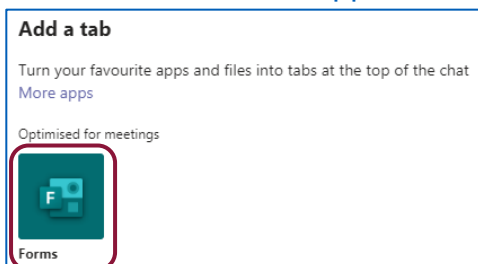
- Click [Chat](#) icon in [Teams](#) → select the meeting chat.



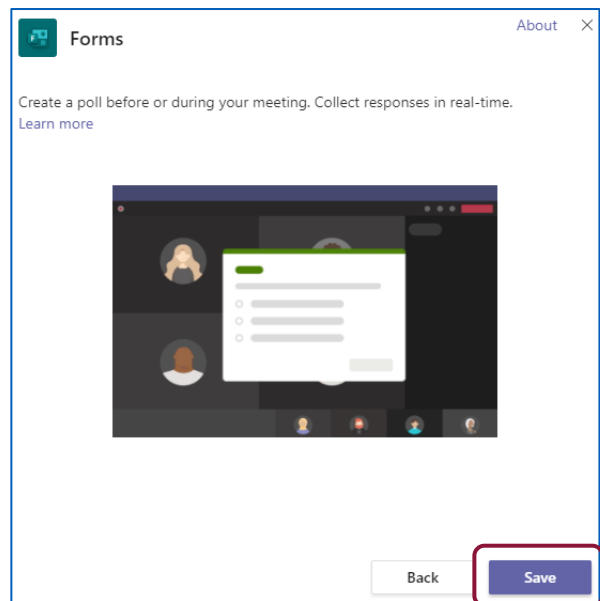
- Click [+](#) to add a new tab.



- Select the [Forms App](#) → click [Add](#).

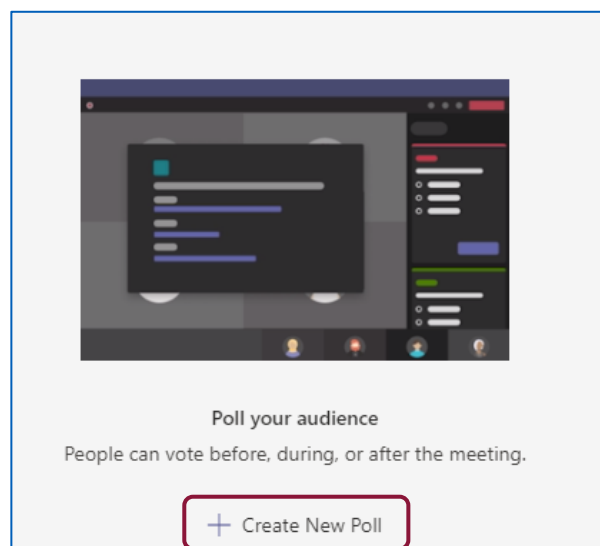


- Click [Save](#).



### Create a New Poll

- Click [Create New Poll](#).



- Enter the [Question](#) and the relevant answer [Options](#) (click [+](#) [Add option](#) for more answers).

- Tick the **Checkboxes** as required → click **Save**.

The poll is ready and can be launched before, during or after the meeting.

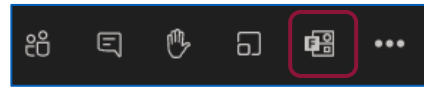
### Launch a Poll Before the Meeting

- Click **Launch**.

The **Poll** is now live in the **Meeting Chat** and participants can submit their vote. Results will be available if the box was ticked for **Share results automatically after voting**, at the previous step.

### Launch a Poll During a Meeting

- Click the **Forms** icon in the menu bar.



- Click **Launch**.

The **Poll** will appear in the meeting window for all participants to vote on.

- Click **View options** to **Close**, **Export results** or **Delete poll**.



Polls can also be created and launched after a meeting via the **Forms** tab in the **Meeting Chat**.

To book training or speak to a trainer, please get in touch via:  
e [training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)