

Zoom: Creating and Launching Polls

This page has instructions for enabling, creating, and launching polls in Zoom and how to download polling results after your meeting has ended.

Prerequisite

You must have a licensed Zoom account such as your UTexas Zoom account.

The meeting must be in progress or scheduled.

How to Enable Polls:

Polls are enabled by default for UTexas licensed Zoom accounts

1. Sign in to the Zoom web portal: <https://utexas.zoom.us/>
2. Go to **Settings** on the left side. (If you're an account administrator, choose **Account Management > Account Settings**)
3. Navigate to the **Polling** option on the **Meeting** tab and verify that the setting is enabled.
 - a. [blocked URL](#)

How to Create a Poll before the Meeting:

1. Sign in to the Zoom web portal: <https://utexas.zoom.us/>
2. Go to the **Meetings** page and click on your scheduled meeting title to open the meeting management page.
3. Scroll to the bottom to find the **Poll** option. Click **Add** to begin creating the poll.
 - a. [blocked URL](#)
4. Enter a title and your first question.
 - a. **Anonymous?** (Optional) Check this box to keep the participant's polling information anonymous during the meeting and in reports.
 - b. 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).
5. Type in the answers to your question and click **Save** at the bottom.
6. If you would like to add a new question, click Add a Question to create a new question for that particular poll.
 - a. [blocked URL](#)
7. You can add more polls by repeating **Step 6**.

Note: You can create a max of 25 polls per meeting.

How to Create a Poll during the Meeting:

1. Begin your Zoom meeting.
2. Click **Polling** next to Screen Sharing.
3. Click **Edit** will open up your default web browser where you can add additional polls or questions.
 - a. *Note:* If your web browser opens to the meeting management page but it's greyed out, make sure you aren't signed into Zoom in another browser tab. If you are, close all Zoom browser tabs and try creating the poll again.

Note: You can create a max of 25 polls per meeting.

How to Launch a Poll:

1. Start the scheduled Zoom meeting that has polling enabled.
2. Select the **Polling** option in the menu bar.
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3. Select the Poll you would like to launch.
4. Click **Launch Poll**.
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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.
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6. Once you would like to stop the poll, click **End Poll**.
7. Option: If you would like to share the results to the participants in the meeting, click **Share Results**.
 - a. [blocked URL](#)

Downloading Poll Results after the Meeting:

1. Sign in to the Zoom web portal: <https://utexas.zoom.us/>

2. Choose **Reports** on the left navigation pane.
3. Choose your report type (Registration or Poll) and time range then click **Search**.
4. Select the available reports individually by clicking their check box, or select the checkbox in the header row to select all search results.
5. Click Generate.
6. You'll be taken to your Report Queue. Click **Download** next to each report to download it as a CSV.

FAQs

The meeting must be either a scheduled meeting, or an instant meeting using your Personal Meeting ID.

Polls can be created and edited in your web browser, but polls can only be launched from the desktop Zoom app for Windows, Mac, or Linux. These are the minimum app versions that support polling:

- Windows Desktop Client Version 3.5.63382.0829 or higher
- Mac Desktop Client Version 3.5.63439.0829 or higher
- Linux Desktop Client version 2.0.70790.1031 or higher

Creating polls is only available for licensed accounts. Basic (free) Zoom accounts can't create polls but they can participate in polls during meetings.

If you've confirmed you're signed into your licensed UT Zoom account, make sure polling has been enabled in your account (see the instructions above). If you still don't see the polling option, contact CNS IT using our ticket form: <https://cns.utexas.edu/help>

Questions? Contact CNS IT by giving us a call at 512-232-1077, send an email to help@cns.utexas.edu, or create a ticket using our form <https://cns.utexas.edu/help>

- [Zoom: Where to Store Recordings](#)
- [Zoom: Webinar vs Large Meeting License](#)
- [Zoom: Creating and Launching Polls](#)