Using Polls in a Teams Meeting
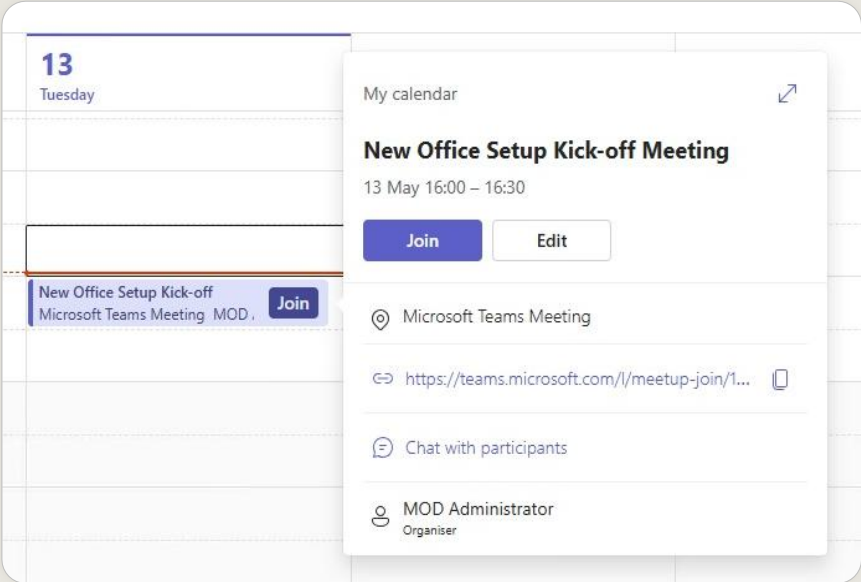
Quick Reference Guide

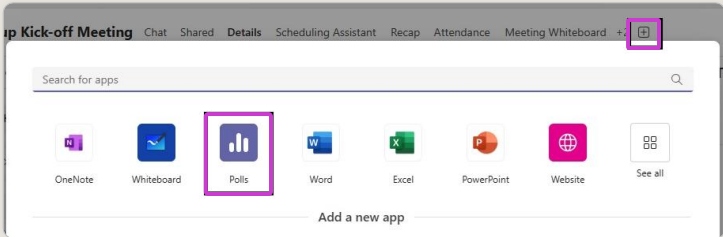# Using Polls in a Teams Meeting

Quick Reference Guide

Polls in Microsoft Teams meetings help organisers engage participants, gather instant feedback, and make quick decisions. Whether you're running a brainstorming session or a team check-in, polls make interactions seamless and efficient.
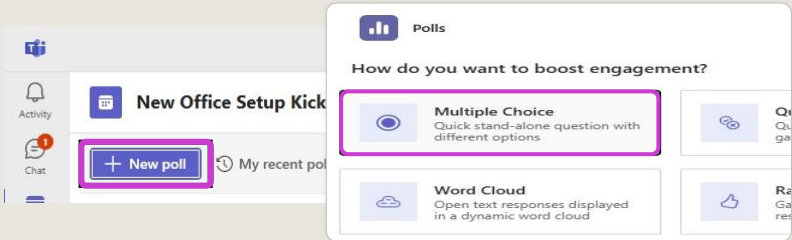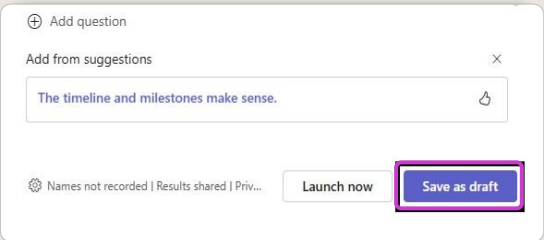

Create a Poll

Select **"New poll"**, choose the question type (Multiple Choice, Rating, etc.), and enter your question-and-answer choices.

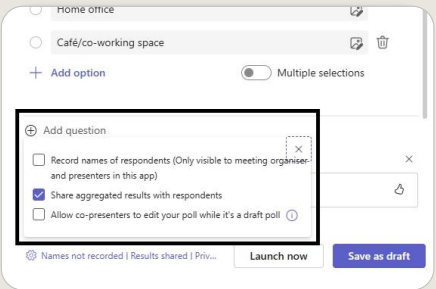### Save the Poll

Click Save as draft—your poll will be ready for launch once the meeting starts.

Access the Polls App

Click Add a tab > and search for "Polls."
Add it to the meeting.
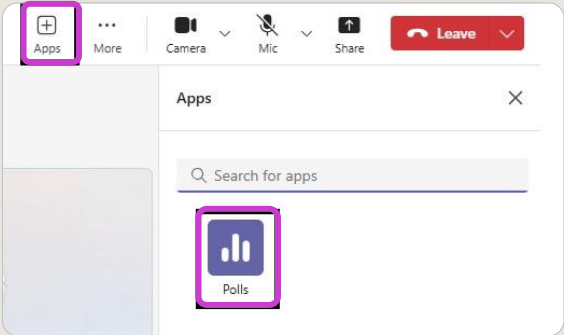

Adjust Poll Settings

Enable options like anonymous responses, share aggregated results with respondents and allow co-presenters to edit your poll while it's a draft poll.
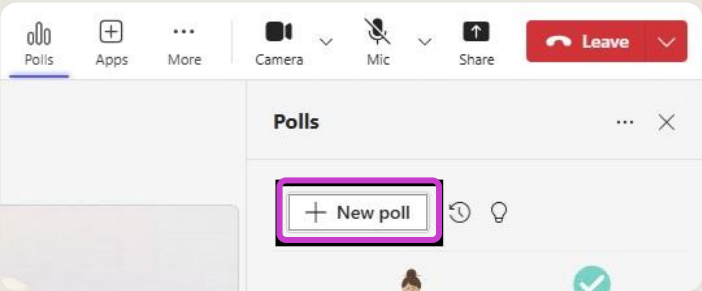
Adding an Ad Hoc Poll During the Meeting

Open the Polls App

Click **"Apps"** in the meeting toolbar, then select Polls (if not already added).
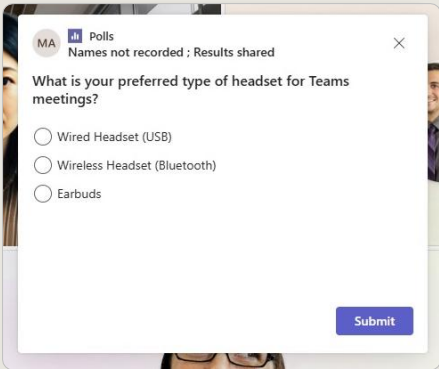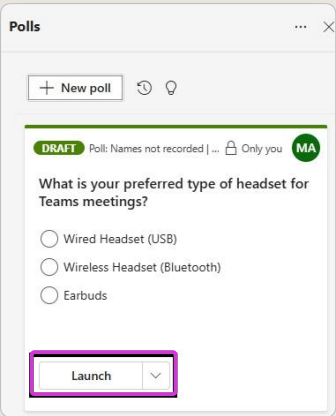

Launch the Poll

Click Save & Launch to instantly share the poll with attendees.

Create a New Poll

Click Create new poll, then enter your question-and-answer choices.

Monitor Responses

View real-time poll results in the Polls tab.