

How to Use Polls in MS Teams

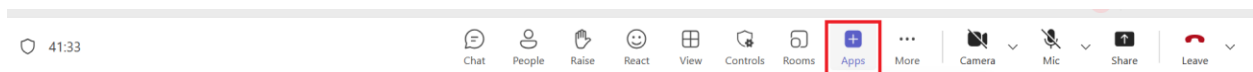
NOTE: Ensure you are logged in to Microsoft 365 account with your GBC credentials. Download the MS Teams app to get the most robust experience and access to features.

Open Your Meeting

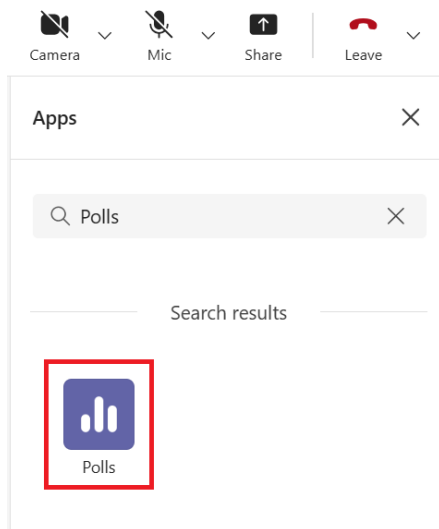
1. Join your scheduled Teams meeting for your class in Brightspace.
2. Once you're in the meeting, move your cursor to reveal the toolbar (usually at the top or bottom of the screen depending on your device).

Find the Polls App

1. Select the Apps button to find the Polls app.

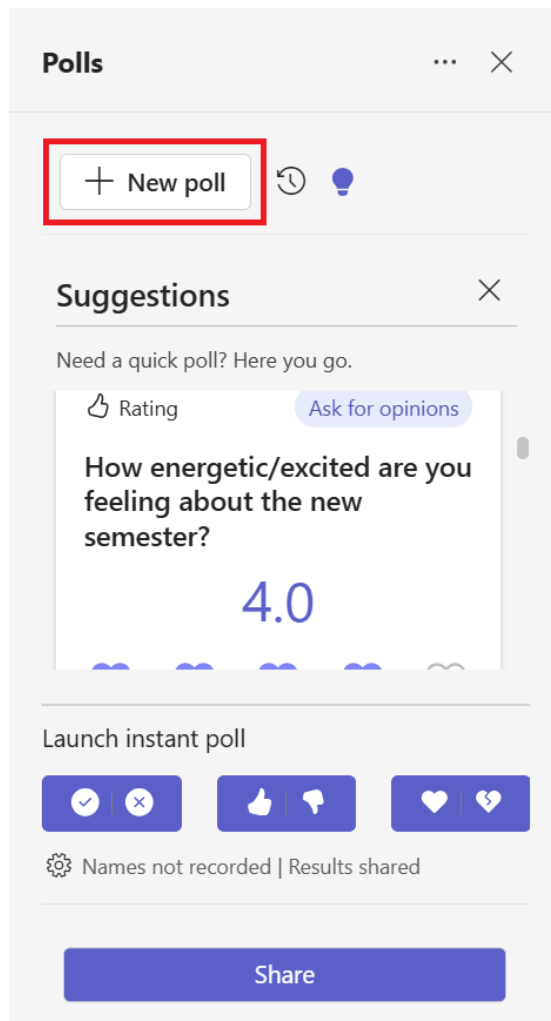


2. Search for "Polls" (powered by Microsoft Forms).
3. Select the Polls icon or use the "Add" button to include it in your meeting.



Create Your Poll

1. Once the Polls app opens, select "New Poll" or select ready-made polls under Suggestions.



2. When creating a new poll, choose your poll type:
 - Multiple Choice Poll – for quick questions.
 - Quiz – if you want to mark correct answers.
 - Word Cloud – for open-ended responses.
 - Rating or Ranking Polls – for feedback or prioritization.
3. Enter your question and answer options.
4. You can allow multiple answers, shuffle options, or keep responses anonymous.

Polls ×

Multiple Choice ▼

What is your favourite movie genre? 📎

Action 📎

Comedy 📎

Drama 📎

Horror 📎 🗑️

+ Add option Multiple selections

+ Add question

⚙️ Names not recorded | Results shared | Priv... Save as draft Launch now

Launch the Poll

1. Select “Launch now” to send the poll to participants.
2. It will appear in the meeting chat and as a pop-up on the screen.
3. Watch responses come in live.
4. Select Share to share the results with your students. This will share your screen.

01:38:00
Chat People Raise React View Controls Rooms Polls Apps More Camera Mic Share Leave

NP Polls
Names not recorded ; Results shared

What is your favourite movie genre?

Action

Comedy

Drama

Horror

Submit

waiting for others to join...

Polls ... ×

+ New poll 🕒 💡

LIVE Poll: Names not recorded | Re... NP

What is your favourite movie genre?

Action

Comedy

Drama

Horror

Launch instant poll

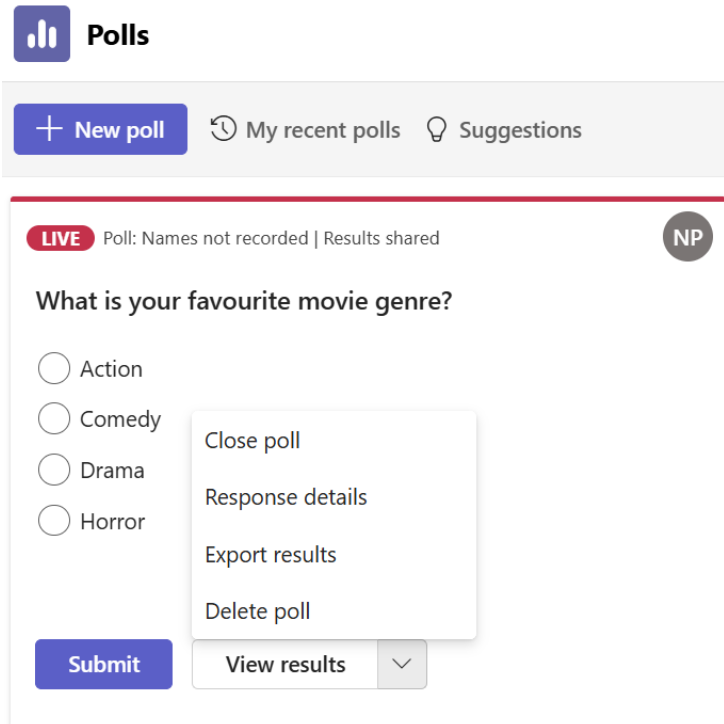
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⚙️ Names not recorded | Results shared

Share

View Results and Close Poll

1. Select View results to show responses.
2. Select the dropdown menu arrow beside the View results button to close the poll, provide response details, export results, and delete poll.



The screenshot shows a poll interface with the following elements:

- Header:** A blue icon with three vertical bars and the word "Polls" in bold.
- Navigation:** A grey bar containing a blue button with a plus sign and "New poll", a clock icon with "My recent polls", and a lightbulb icon with "Suggestions".
- Poll Card:**
 - Status:** A red pill with "LIVE" and text "Poll: Names not recorded | Results shared".
 - Profile:** A grey circle with "NP".
 - Question:** "What is your favourite movie genre?"
 - Options:** Four radio buttons labeled "Action", "Comedy", "Drama", and "Horror".
 - Buttons:** A blue "Submit" button and a grey "View results" button with a dropdown arrow.
 - Dropdown Menu:** A white menu with a grey border containing four options: "Close poll", "Response details", "Export results", and "Delete poll".

3. Stop screen sharing.