

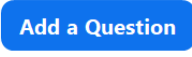






Setting up a poll in AAU ZOOM

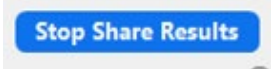
As a host, you can set up a poll both before and during a meeting. This can be done directly in the portal, but also through the app in the meeting. In both cases, the set up takes place in the portal.

Process	Description	Activity
Enable "Polling"	Click "Sign in" on aauk.zoom.us and find "Polling" under "Settings" Click the slide-button so it turns blue.	
Start preparing	Click "Polls" in the menu bar under the meeting	
Add questions	Click "Add a Question"	
Name your poll	Enter the title in the box "Enter a title for this poll"	
Determine respondents' anonymity	Mark this box if you want the answers to be anonymous	<input checked="" type="checkbox"/> Anonymous? 
Ask a question	Enter your question in "Type your question here"	1. <input type="text" value="Type your question here."/>
Determine how to answer	Mark Single or Multiple Choice	<input checked="" type="radio"/> Single Choice <input type="radio"/> Multiple Choice
Determine answers	Enter the options in "Answer"	<input type="text" value="Answer 1"/>



Add more questions	Click "+ Add a Question"	
End your poll	Click "Save"	
View the poll	Click "Polls" in the menu bar under the meeting	
Launch the poll	Click "Launch Polling"	
Submit your vote	This screen display is only visible to participants. Note that the Host/meeting organizer cannot vote.	
Send your vote	Click "Submit" when you are done voting.	
Finish your poll	Only the Host/Meeting organizer Click "End Polling"	
Show the result	Click "Share Results"	
Repeat the poll	Click "Re-launch Polling"	



Stop sharing poll result	Click "Stop Share Results"	
Export a report	Click "Sign in" on aaudk.zoom.us Klik "Reports"	