
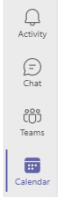

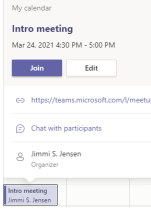
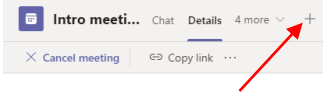
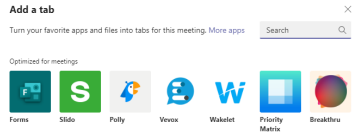
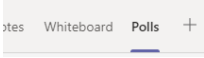
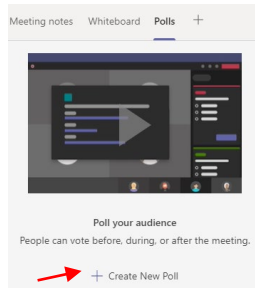
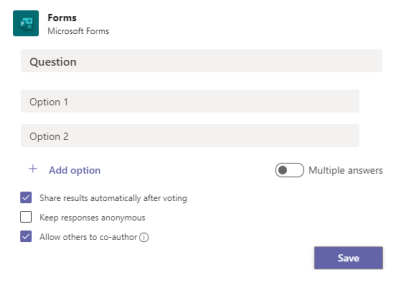

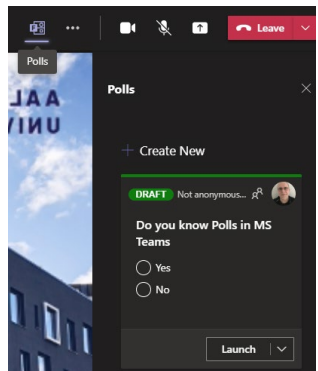




## Create a poll in a MS Teams meeting

Process	Description	Activity
	<p>You need to use the app Calendar in MS Teams. You cannot use the Outlook calendar. You can create a poll once your meeting is created and visible in your calendar in MS Teams. A guide on how to create meetings in MS teams can be found under "<b>Online meetings/Supervision</b>" at the website: <a href="https://www.en.its.aau.dk/IT+for+employees/it-for-teachers/meetings-and-exams/">https://www.en.its.aau.dk/IT+for+employees/it-for-teachers/meetings-and-exams/</a></p>	
<b>Open Microsoft Teams</b>	Find the Microsoft Teams app on your PC and open it.	
<b>Open the Calendar app</b>	When you have opened Microsoft Teams, click on the <b>Calendar</b> app in the left side.  <i>If you don't have the <b>Calendar</b> app in the left side, you can add it under Apps in the bottom left corner.</i>	 
<b>Open the meeting</b>	Click on the meeting in your calendar and click " <b>Edit</b> ".	
<b>Open "Add a tab"</b>	Click <b>+</b> to open the dialog box " <b>Add a tab</b> "	
<b>Add the app Forms</b>	Write <b>forms</b> in <b>Search</b> and then click on the app " <b>Forms</b> "	
	After clicking " <b>Save</b> ", a tab called " <b>Polls</b> " will appear.	



<b>Create a poll</b>	<p>Click on the tab <b>"Polls"</b>, and then <b>"+ Create New Poll"</b>.</p>	
	<p>Complete the formula with the questions you want to include in your poll and press <b>"Save"</b>.</p> <p>You can now see your poll under the <b>"Polls"</b> tab, and you can add multiple polls to the same meeting.</p>	
<b>Start poll</b>	<p>When the meeting has started, click the button <b>"Polls"</b>,  and your poll will appear to the right.</p> <p>When you are ready to start the poll, click <b>"Launch"</b>.</p> <p>When you have clicked on <b>"Launch"</b>, the text on the button will change to <b>"View results"</b>.</p>	
<b>End the poll</b>	<p>Click the down-facing arrow next to the button <b>"View results"</b>, and select <b>"Close poll"</b>.</p>	