

Zoom Guide for Facilitators Using Poll Everywhere

Use this guide if you want to run Poll Everywhere polls in your Zoom meetings. You'll first want to have a solid foundation in using the Poll Everywhere and Zoom tools before launching both at the same time. Zoom has a built-in **Polling** tool, but it only allows single-answer and multiple-choice questions and requires that you set up the polls in advance. Poll Everywhere offers a robust variety of question types and more options for displaying live poll results.

1. Review TEE's Zoom guides if needed (<https://meded.ucsf.edu/ZOOM>) to learn how to facilitate Zoom meetings.
2. Once you are comfortable facilitating Zoom meetings, review TEE's Poll Everywhere guide (<https://meded.ucsf.edu/tee/poll-everywhere>) to learn how to run Poll Everywhere polls using PowerPoint, Keynote, Google Slides, or the Poll Everywhere Web site.
3. If you need more Poll Everywhere learning resources, visit the Poll Everywhere support site (<https://www.polleverywhere.com/support>).
4. Once you are comfortable running Poll Everywhere polls, run a few practice Zoom meetings with several participants if possible. In the practice Zoom meetings:
 1. Present your Poll Everywhere polls using PowerPoint, Keynote, Google Slides, or the Poll Everywhere Web site (if you have a Mac, remember to run the Poll Everywhere app).
 2. Make sure your Zoom meeting has started and click **Share Screen**  on the bottom. In the window that appears, select **Desktop**, then click the blue **Share** button on the bottom-right.
 3. The participants should now see your Poll Everywhere polls in your Zoom meeting (**Activate** the polls if needed). Ask participants to complete the polls and select **Show responses** in Poll Everywhere when you're ready to show responses.
 4. If you are running your Poll Everywhere polls in PowerPoint but the participants cannot see them, consider running the polls directly from the Poll Everywhere Web site (<https://www.polleverywhere.com/>).
 5. To stop sharing Poll Everywhere polls, click the red **Stop Share**  button near the top-middle.
5. Once you are comfortable running Poll Everywhere polls in Zoom practice meetings, you will be ready to run polls in all of your Zoom meetings. To make the experience smoother for participants, you may want to have a welcome slide with information on how to join your Poll Everywhere polls shared at the start of the Zoom meeting. Happy polling in Zoom!