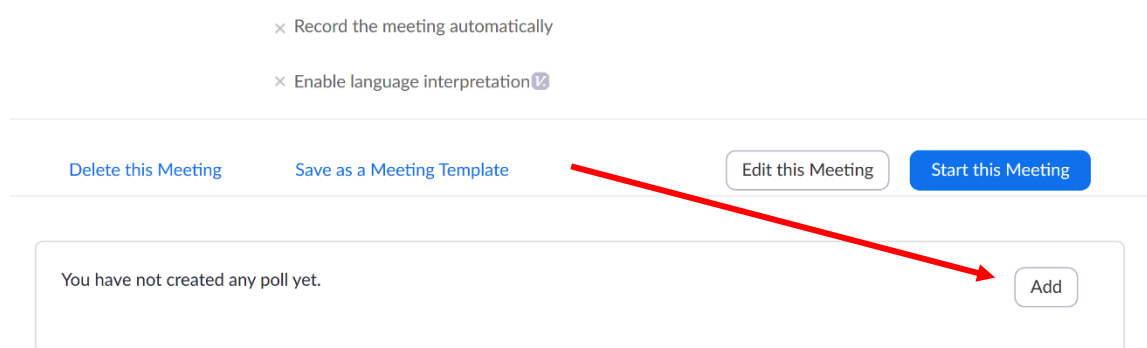


TO ACTIVATE THE POLLING FEATURE IN YOUR ACCOUNT:

1. Sign into your account.
2. Go to **Account Management**
3. Click on **Account Settings**
4. Scroll down to the section called **In Meeting (Basic)** and look for polling, then slide the button to make this an active feature.

TO CREATE A POLL FOR A SCHEDULED MEETING

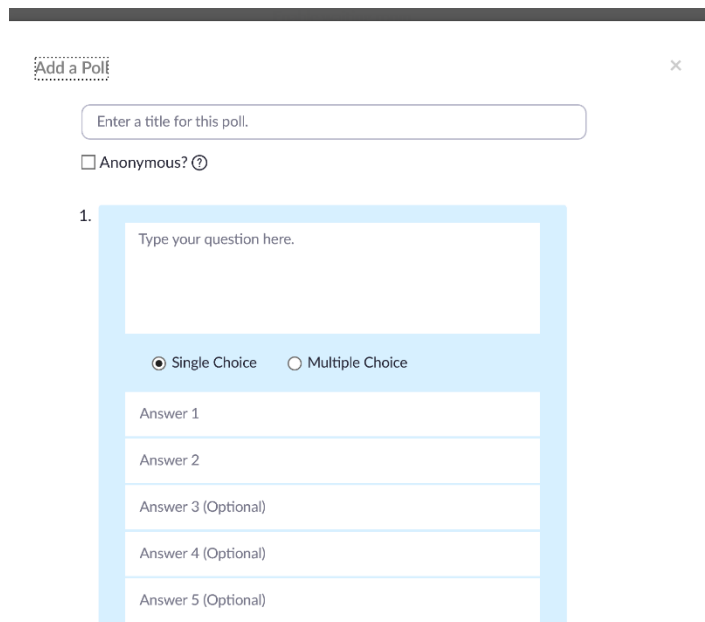
1. In your account, select the meeting that you have already scheduled to go to the meeting management page.
2. Scroll to the bottom where it will say “You have not created any poll yet” then click on the button that says “Add”



3. This will open a window that allows you to create the poll with question and response answers.


At the bottom of this window you have the option to add another question.

When you have finished, click “Save.”





Launching the Poll During the Meeting

1. When you are ready to send the participants the poll, click the polls icon  in the meeting controls tool bar.
2. Select the poll you want to launch and click **Launch Poll**
3. The participants will see a window open on their screen showing the poll and they can make their selections. The polling process does not interrupt the meeting's audio or visual.
4. When you are ready to close the poll click **End Poll** at the bottom and you will immediately have the results.
5. If you would like to share the results with the participants, click the **Share Results** button at the bottom.
6. Participants will then see the results of the polling question.

