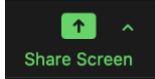# Zoom Guide for Facilitators Using Poll Everywhere

Use this guide if you want to run Poll Everywhere polls in your Zoom meetings. You'll first want to gain experience using Poll Everywhere and Zoom separately before using them together. Zoom has a built-in **Polling** tool, but it only allows **Single Choice** and **Multiple Choice** polls. Poll Everywhere offers a variety of poll types and more options for displaying poll results.

1. Review TEE's Zoom guides (https://meded.ucsf.edu/ZOOM) to learn how to facilitate Zoom meetings.
2. Once you are comfortable facilitating Zoom meetings, review the Library's Poll Everywhere site to learn how to run Poll Everywhere polls using PowerPoint, Keynote, Google Slides, or the Poll Everywhere Web site.
3. Install Poll Everywhere on your computer (for PowerPoint or Keynote) or browser (for Google Slides).
   NOTE: For more Poll Everywhere learning resources, visit the Poll Everywhere support site
4. Once you are comfortable running Zoom and Poll Everywhere separately, run a few practice Zoom meetings with several participants, if possible.
5. If you have a Mac and want to run Poll Everywhere polls in PowerPoint or Keynote, run the Poll Everywhere app in the background and log in.
   NOTE: PC users don't have a Poll Everywhere app—it's built into a PowerPoint ribbon.
6. Present your Poll Everywhere polls in **full screen** using PowerPoint, Keynote, Google Slides, or the Poll Everywhere Web site.

   NOTE: To make the experience smoother for participants, consider sharing a welcome slide at the start of your presentation with information on how to access and respond to your Poll Everywhere polls.

7. Start your Zoom meeting, then click **Share Screen** at the bottom. In the window that appears, select an *entire desktop* to share, then click the blue **Share** button on the bottom-right.
   NOTE: Share your entire screen, not just the PowerPoint, Keynote, or Google Slides app—otherwise, you'll see the polls but your participants might not.
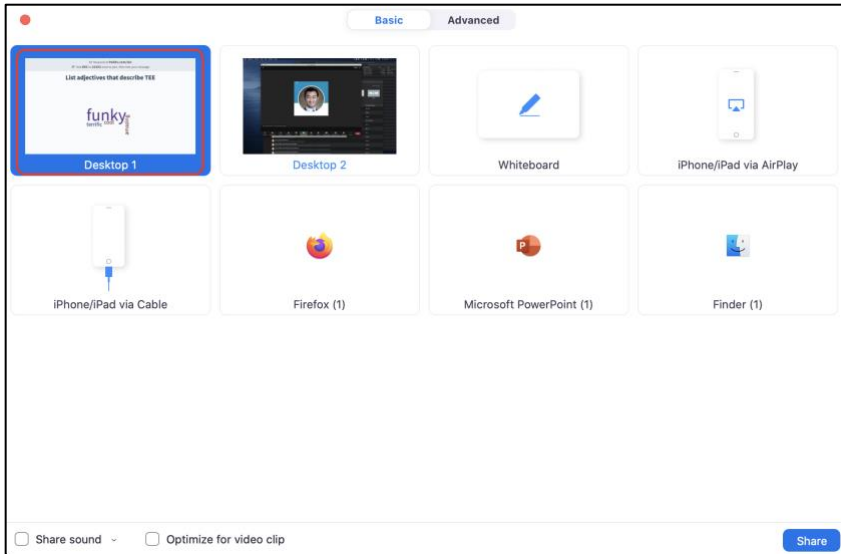
8. If needed, place your cursor in the upper-right area of your polls to reveal the Poll Everywhere poll menu, then click **Activate**, and make sure that participants can respond.

   NOTE: If participants cannot see your polls, click the placeholder poll slide to run the poll directly from the Poll Everywhere Web site (or go to **UCSF MyAccess**, then click **Poll Everywhere** in the list of apps, or use a Zoom tool like **Reactions**, **Chat**, **Polling**, or **Annotation** to simulate polling).
9. After participants respond to a poll, click **Show responses** and/or **Lock** in the poll menu.

10. To stop sharing your desktop, click **Stop Share** in Zoom.
    Happy Poll Everywhere polling in Zoom!