

Inserting surveys with Poll Everywhere for Microsoft 365

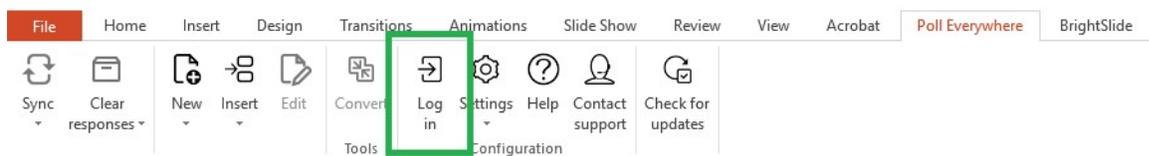
With Poll Everywhere for Microsoft 365 you can insert surveys directly into your PowerPoint presentations. Follow the steps below to get your presentation deck set up and begin surveying your audience in real-time.

[Download Poll Everywhere for PowerPoint \(Windows\)](#)

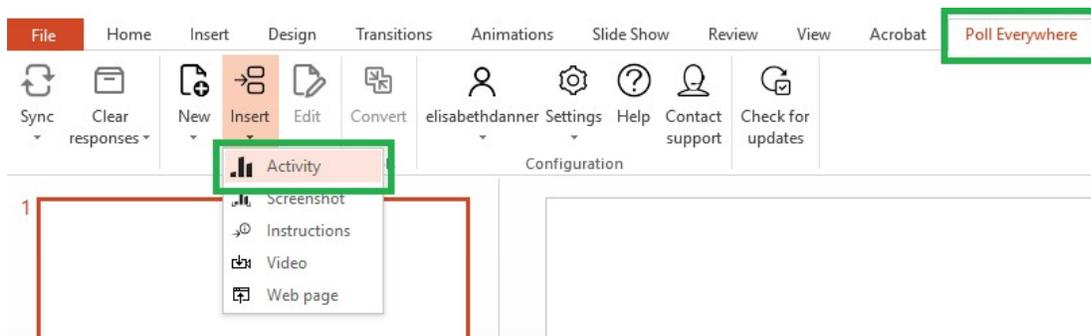
[Download Poll Everywhere for PowerPoint \(Mac\)](#)

Step 1: Open a new or existing slide PowerPoint presentation and create a blank slide.

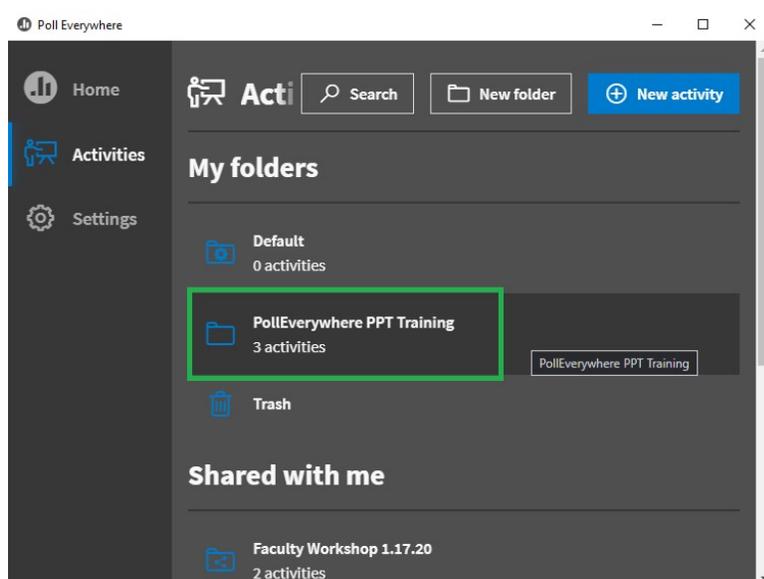
Step 2: Click the **Poll Everywhere** tab. If you are not yet logged in, sign in using your Poll Everywhere credentials by clicking **Log in**. (If you do not yet have a Poll Everywhere account, please email SON Course Support at SON-CourseSupport@jhu.edu.)



Step 3: To add an existing Activity, click **Insert** and then **Activity**.

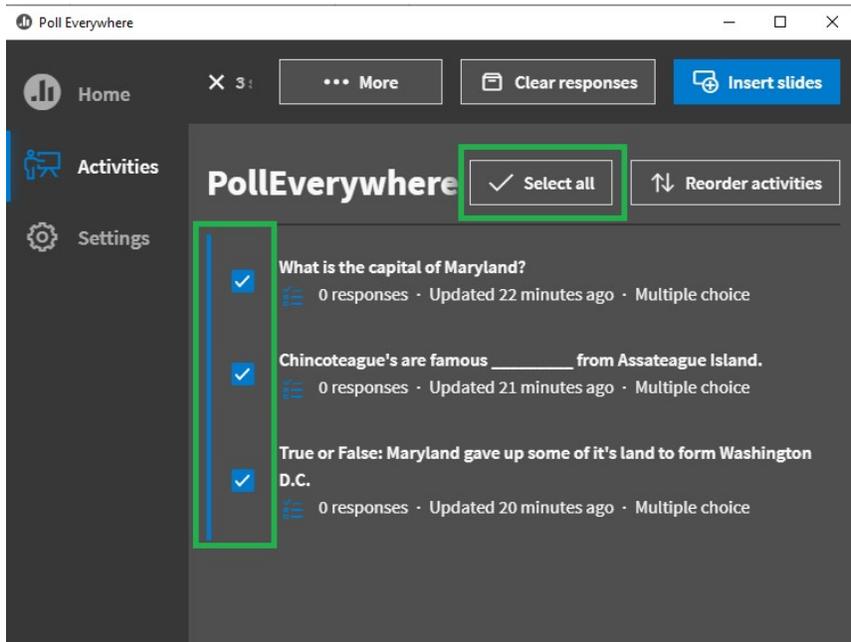


Step 4: Select the Activity you would like to use from the list.



Every poll in the Activity will appear. Select the poll(s) you would like to add.

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Step 5: Once you've selected your poll questions, select **Insert Slides**.

Step 6: Click the Play Slide Show command at the bottom of the PowerPoint window to launch your slides. Your poll questions will automatically activate.

The survey slide will provide the response URL to your audience where they can complete the survey.

Respond at PollEv.com/elisabethdanner
Text **ELISABETHDANNER** to **22333** once to join, then **A, B, or C**

What is the capital of Maryland?

Baltimore **A**

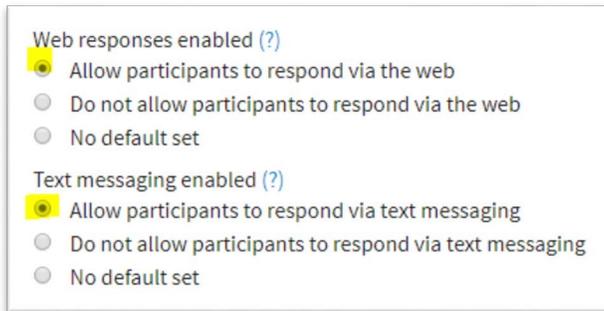
Ocean City **B**

Annapolis **C**

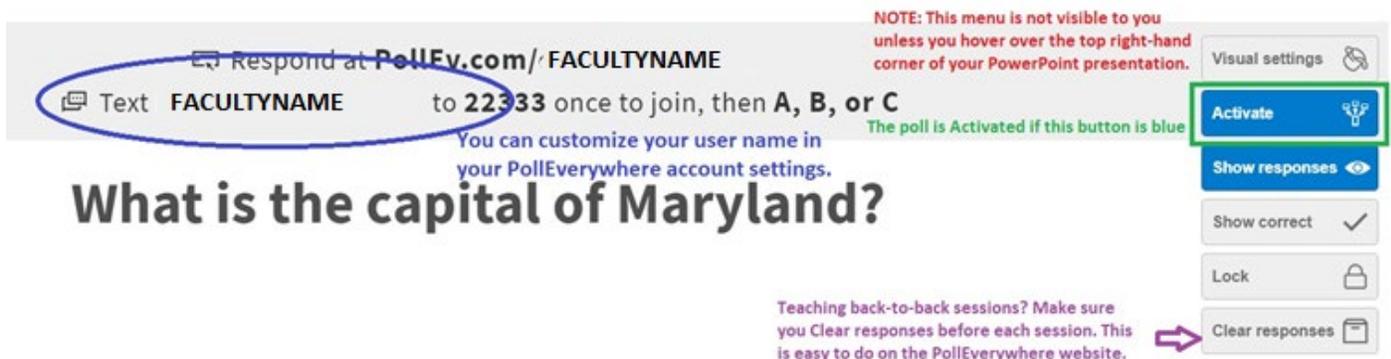
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Helpful Tips

1. Before you begin your live PPT presentation, confirm that you are signed in to your PollEverywhere account in PowerPoint. It may also be helpful to have your PollEverywhere account open in a web browser just in case.
2. Make sure both web and text responses are enabled in your PollEverywhere account settings. Go to https://www.poll everywhere.com/profile/activity_settings/edit



3. You can create polls within the PowerPoint/PollEverywhere plug-in, or on your PollEverywhere account on your web browser. It may be easier to create the questions ahead of time on your web browser to ensure they are in the same Group.
4. Once you activate the first poll in your presentation, the rest of the polls should automatically activate when you go to the next slide with a poll in presentation mode. You can ensure your poll is activated by checking the settings at the top right of the PPT slide.



5. Take some time to build and test out different types of poll questions in a blank PPT in order to familiarize yourself with the platform.