

# GSD. MS Teams – How to Add a Poll to a Teams channel or chat

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General Information:

Possible symptoms/errors:

How to Add a Poll to a Teams channel or chat.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

In Microsoft Teams, user can add Forms as a tab in a Teams channel which their entire team can edit. It would also be very useful to have Forms directly integrated into the Teams channel conversation and into the chat feature to start a quick poll in a private, meeting, or a group chat.

This article shows a guide on how to create an instant, real-time poll in seconds within a Microsoft Teams channel and chat.

Note: To use Microsoft Forms user needs to order it via a ServiceNow request. The use of this service is free of charge.

Details:

1. In a chat conversation window or Teams channel, advise the user to select the Forms icon under the box where they type in their message.

Teams channel

Teams chat

If user does not see the Forms icon, ask them to click Messaging extensions button, and then to select Forms or search for Forms in the search bar.

Note: When creating Forms into a new group or chat, user has to write down and sent a message first to prevent getting this type of error message.

2. Forms window appears, so user can add their question and options.

3. If user wants to allow multiple answers, they need to click the toggle next to Multiple answers.

4. Advise the user to select whether they want to Share results automatically after voting and/or Keep responses anonymous.

5. Once done, ask the user to click Save.

6. Now, user can preview their poll, and then click Edit if they want to make changes, or click Send if they are ready to post it.

7. As people in the group take the poll, user will see real time results in their group conversation.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A