

GSD. MS Teams - How to Create a Poll in Microsoft Teams

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General Information:

Possible symptoms/errors:

How to Create a Poll in Microsoft Teams.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

By using Microsoft Forms, user can conduct or create a quick poll in Microsoft Teams. This article provides a guide on how to do this in Teams.

Details:

1. Advise the user to go to their Teams channel where they want to create an install poll.
2. In the conversation box at the bottom, ask the user to click More options.
3. Then, to select Forms.

Note: If the next window after selecting Forms states that your account is not enabled for Microsoft Forms, user needs to request for Microsoft Forms via IT Service Portal.

3. Advise the user to add their question and options, and then to click Next.
4. The Forms window will show a preview of what user's poll will look like. Advise the user to click Edit if they want to make changes or to click Send if they are ready to post it.
5. The poll will appear in the user's Teams channel. Anyone can vote by selecting an option and then clicking Submit Vote.
6. The collected real time responses are displayed underneath the created poll.

Assignment Group:

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

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A