Creating a Poll

1. Select **Pods** from the top menu bar.
2. Select **Poll**.
3. Choose **Add New Poll**.

4. Choose the type of poll question (**Multiple Choices**, **Multiple Answers** or **Short Answers**).
5. Within the **Question field**, type the poll question.
6. In the **Answer(s) field**, type each possible answer by placing each one on a separate line if using Multiple Choice or Multiple Answers.
Using the Polling Pod

Opening a Poll

1. Select **Open**.
2. Select **View Votes** to see individual results.
3. To edit a poll, select **Edit**.
4. Select **Broadcast Result** to share responses with everyone.

5. To open an existing poll, select **Pods**.
6. Choose the name of the desired poll.

Close/Hide a Poll

1. Select **End Poll** to stop accepting response.
2. Select the pod menu and **Hide** to close polling pod.