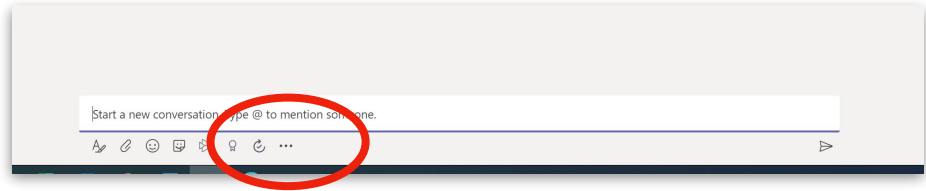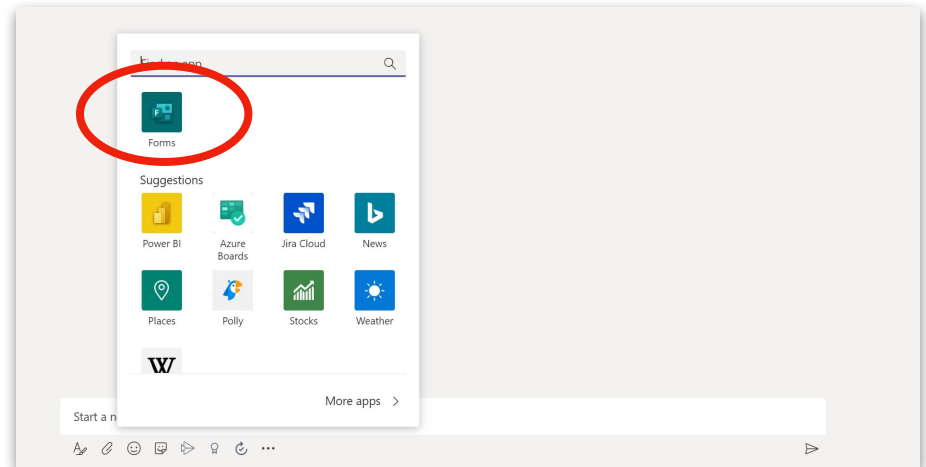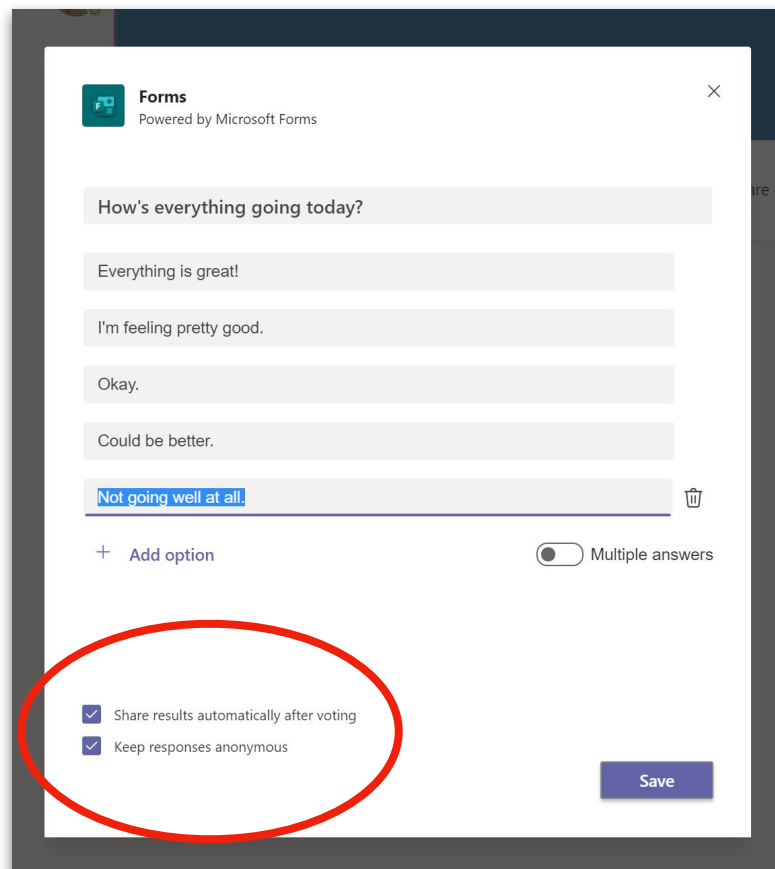## Creating a Microsoft Forms Poll

1.  Open the team channel or chat where you would to post the poll. This example is shows creating poll in the posts of a channel. The steps are the same for putting a poll into a chat.



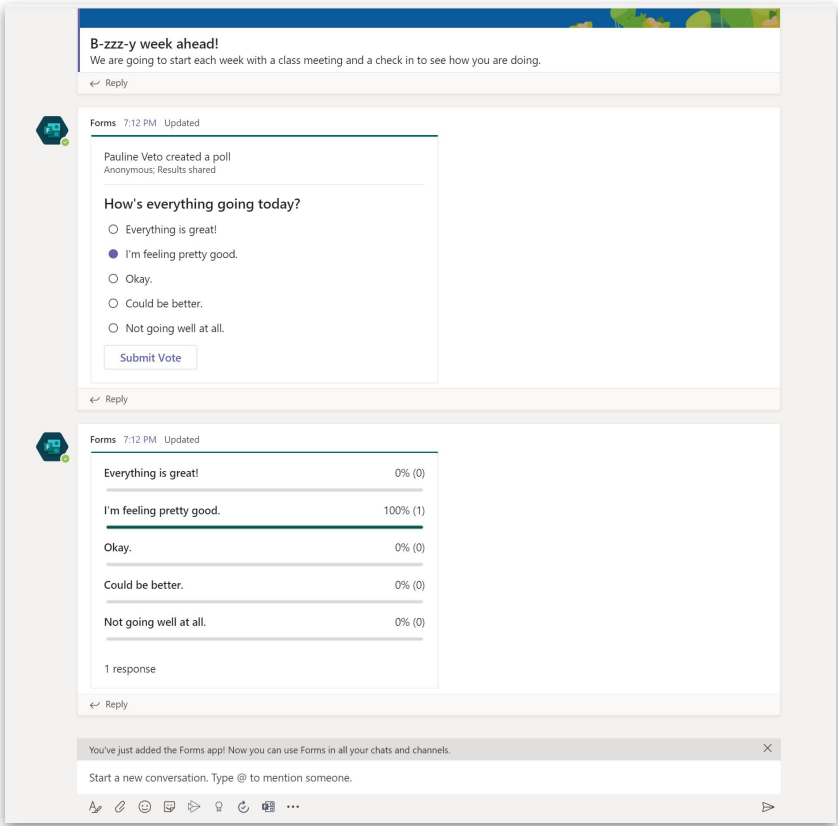2.  Click on the ellipsis.  Choose Forms from the menu of apps.



3. Click on Forms and a blank poll form will open.  Enter your poll questions.

Choose whether to share responses, and whether responses will be anonymous.

Click save and the poll will appear in the channel or chat.

4. In this example, the "show results" option was chosen, and the results update as more responses are entered.



5. The Forms app will pin to the channel post or to the chat options.