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.

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

Forms Powered by Microsoft Forms How's everything going today? Everything is great! I'm feeling pretty good. Okay. Could be better. Not going well at all.		
How's everything going today? Everything is great! I'm feeling pretty good. Okay. Could be better. Not going well at all. + Add option	Forms Powered by Microsoft Forms	×
Everything is great! I'm feeling pretty good. Okay. Could be better. Not going well at all. + Add option Multiple answers	How's everything going today?	
I'm feeling pretty good. Okay. Could be better. Not going well at all. + Add option Multiple answers	Everything is great!	
Okay. Could be better. Not going well at all. + Add option Multiple answers	I'm feeling pretty good.	
Could be better. Not going well at all. + Add option Multiple answers 	Okay.	
Not going well at all. Image: Constraint of the second	Could be better.	
+ Add option Multiple answers	Not going well at all.	<u></u>
	+ Add option	Multiple answers
 Share results automatically after voting Keep responses anonymous 	 Share results automatically after voting Keep responses anonymous 	Save

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.

← Reply		
Forms 7:12 PM Updated		
Pauline Veto created a poll Anonymous; Results shared		
How's everything going today	?	
O Everything is great!		
I'm feeling pretty good.		
O Okay.		
 Could be better. 		
 Not going well at all. 		
Submit Vote		
← Reply		
← Reply Forms 7:12 PM Updated		
 ← Reply Forms 7:12 PM Updated Everything is great! 	0% (0)	
 ✓ Reply Forms 7:12 PM Updated Everything is great! I'm feeling pretty good. 	0% (0) 100% (1)	
er Reply Forms 7:12 PM Updated Everything is great! I'm feeling pretty good. Okay.	0% (0) 100% (1) 0% (0)	
Forms 7:12 PM Updated Everything is great! I'm feeling pretty good. Okay. Could be better.	0% (0) 100% (1) 0% (0) 0% (0)	
Forms 7:12 PM Updated Everything is great! I'm feeling pretty good. Okay. Could be better. Not going well at all.	0% (0) 100% (1) 0% (0) 0% (0) 0% (0)	
Forms 7:12 PM Updated Everything is great! I'm feeling pretty good. Okay. Could be better. Not going well at all. 1 response	0% (0) 100% (1) 0% (0) 0% (0) 0% (0)	
 ✓ Reply Forms 7:12 PM Updated Everything is great! I'm feeling pretty good. Okay. Could be better. Not going well at all. 1 response ✓ Reply 	0% (0) 100% (1) 0% (0) 0% (0) 0% (0)	

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

