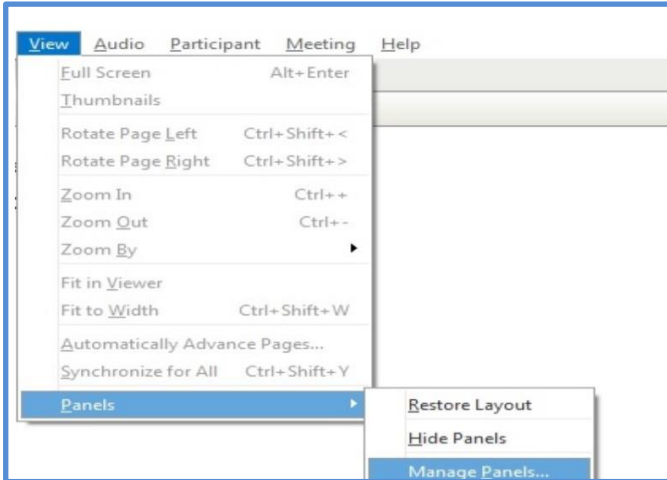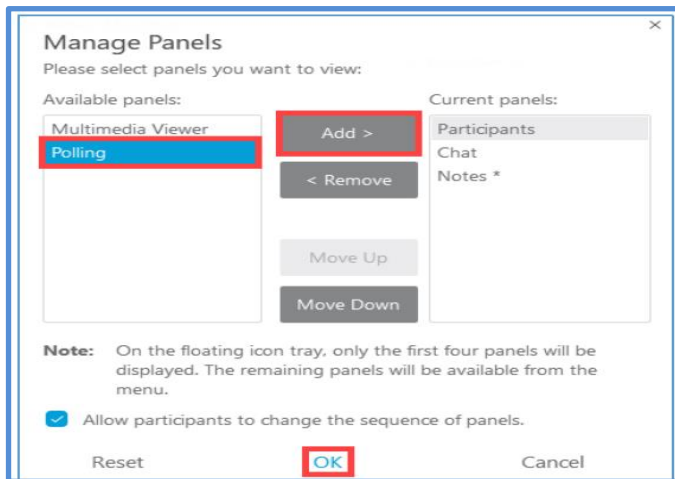## Accessing the Poll Panel

When your meeting has started, follow these steps to access and create a poll.

NOTE: Polls are created in active meetings and can saved for later use. You can use your WebEx Personal room to create the poll ahead of the official meeting.
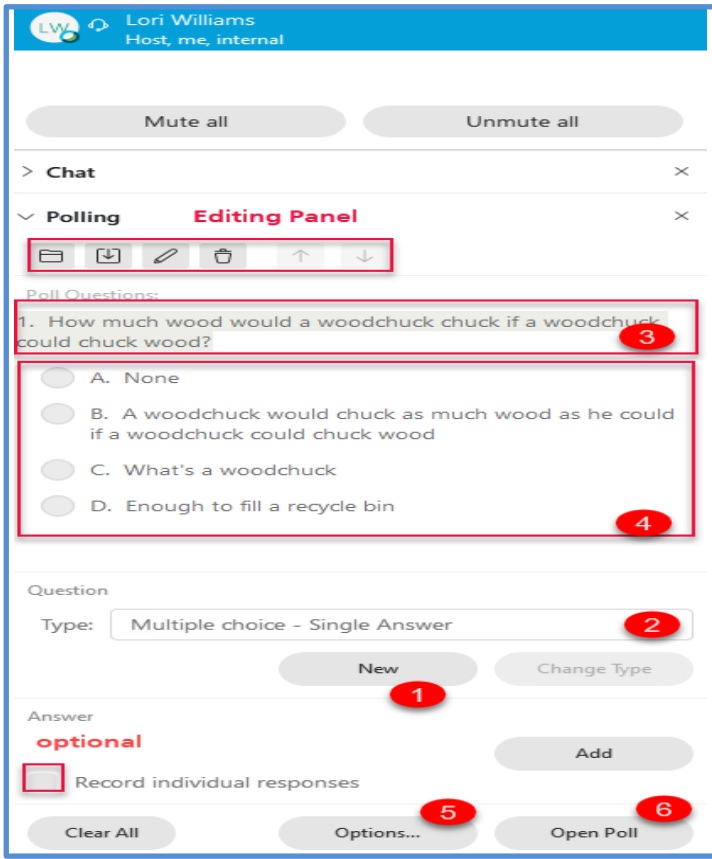

1. First enable the polling panel by selecting the **View** menu, **Panels**, click **Manage Panels**
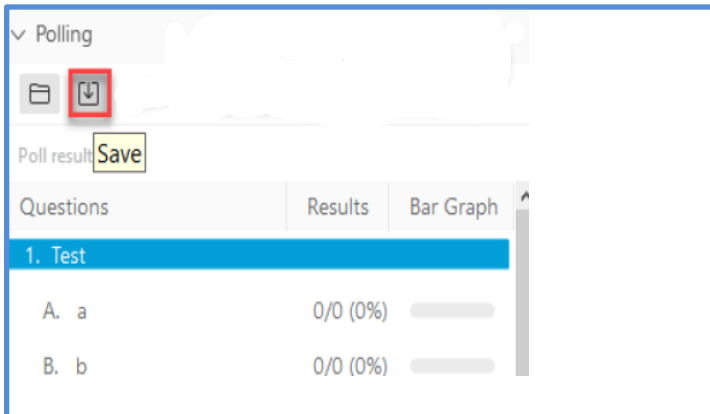

2. Select **Polling** under the Available Panels, click **Add**, then **OK**
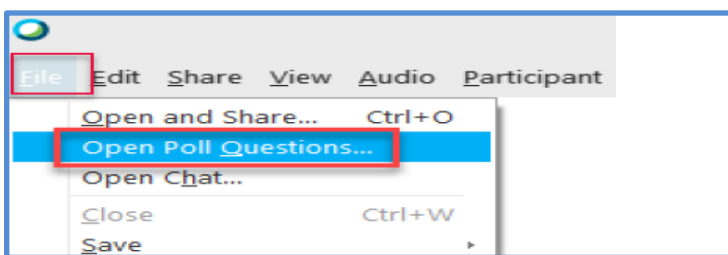
Creating the Poll

1. Click the **New** button to create a new question

2. Select the question Type from the drop-down

3. Type the question in the textbox that appears and press the **Enter** Key to list responses

4. **Type an answer** to your question and press **Enter**. (Optional) Repeat this process for as many questions and answers that you want to add.

5. Click the Options button to engage a timer and to select polling result choices

   Timer to display or not to display

   Poll results

   • Check one or both of the following check boxes

   Check the **Include no answer** check box to share the number of people who didn't respond to a question.

   • Check the **Show number of responses** checkbox to share the number of responses each answer received.

6. Click the Open Poll button

Saving Polls

You can **save** polls with or without responses.

From the Poll question panel, click the **Save** button and save the **.atp** file to your computer with its new name.

Using a Saved Poll

To use the saved poll during a meeting, go to **File** > **Open Poll Questions** > Locate the poll file > once the poll appears in the Poll panel, click **Open Poll** to conduct the poll.