



To create a poll:

1. In Teams, go to the group chat where you want to create the poll.
2. Tap the **plus**  button next to the **Type a message** field.
3. Tap **Polls** .
4. On the **Polls** screen, enter your question and options. You can tap **Add option** for a total of six choices.

Tip: To allow people to select more than one option, turn on the **Multiple answers** toggle.

5. Tap **Save** to see a preview of your poll.
6. Tap **Edit** if you want to make additional changes, or if your poll is ready, tap **Send**.

The group will receive a real-time summary of poll responses.

To respond to a poll:

Simply tap your choice(s) and then tap **Submit vote**.

Note: Some polls may allow you to submit multiple answers.