HIGH POINT UNIVERSITY
Office of Information Technology

Insert Poll Everywhere Polls to PowerPoint (Mac)

Created by the Computing Training Services (CTS) team

Engage your audience by including live polls in your PowerPoint presentations. With live polling via text message or the web, you can ask the audience anything, they can ask you anything, or you can all interact together. Responses will update instantly on the slide within your presentation.

Before we begin, make sure that you have gone to my.highpoint.edu and logged in using your HPU username & password. Click on your HPU role (faculty/staff/student) in the top right hand corner and select Poll Everywhere from the My Applications menu.

To insert your polls in PowerPoint you need access to the Poll Everywhere PowerPoint App on the computer that you will be using to present your presentation. By default, the add-in has been installed on all HPU computers (faculty, staff, instructor stations, and virtual machines).

TIP: If you do not see the add-in on your HPU computer please submit a Helpdesk ticket through the ticketing system, helpdesk.highpoint.edu.

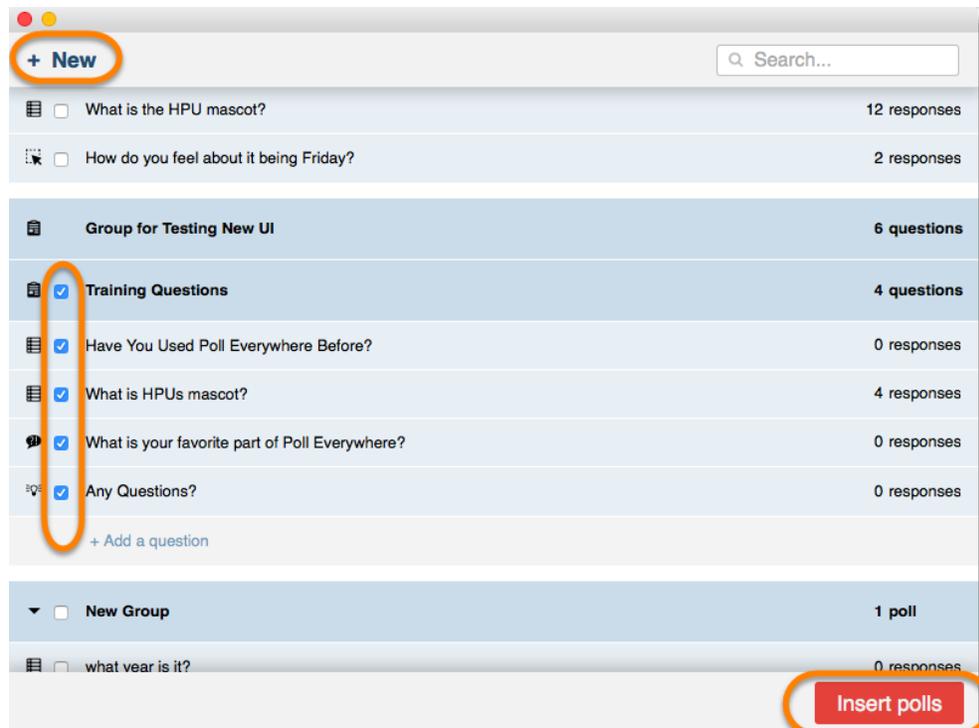**Poll Everywhere in PowerPoint**

From PowerPoint you can create new polls and insert polls, surveys, and screenshots directly into your presentations.

1. Locate and open Microsoft PowerPoint on your computer.

2. Open the Launchpad and click on the **Poll Everywhere** app.

3. Enter your HPU email address, click on the HPU single sign-on, and enter you HPU username and password.

4. Once logged in to Poll Everywhere, you can use the Poll Everywhere app to create a new poll or insert an existing poll into your presentation.

The poll(s) will appear in your PowerPoint. However, depending upon the design of your presentation, the formatting of the slides may be altered. You can alter the poll as you would any content within your PowerPoint presentation, including resizing it and customizing the slide background.

TIP: In order for the poll to be active, you must be in slideshow mode, you must have the Poll Everywhere app open, and the computer displaying the presentation must be connected to the internet.

If you would like to use the add-in to present a poll in PowerPoint from a personal computer, you will need to manually download the add-in from Poll Everywhere polleverywhere.highpoint.edu.

Download the App

The Poll Everywhere app can be accessed from within Poll Everywhere and should be manually installed on any non-HPU computer that you will be using to present a Poll Everywhere poll in your PowerPoint presentations.

1. From the My Polls page, click **PowerPoint** from the left hand menu, under the Download the app section.

2. Once installation has begun, you may have to open your downloads folder and start the installation, depending on your browser.

3. When prompted, install the Poll Everywhere Presenter app in your applications folder.

Once complete, you will be able to create new polls or insert polls, surveys, and screenshots from Poll Everywhere within your PowerPoint presentation.

Use the Poll Everywhere Add-in to insert polls into your PowerPoint presentation and create an engaging opportunity for you to gather information in real-time. Poll Everywhere is fast and easy to use, and can be accessed through your phone, the web, and twitter. Through HPU you have access to a paid version of Poll Everywhere that allows up to 4,500 responses for a single poll question.

If you have any questions or are in need of assistance from the Computing Training Services (CTS) team about using Poll Everywhere, please submit a Helpdesk ticket through the ticketing system, helpdesk.highpoint.edu.