

Voting Tools in Office 365

Action

If you need to create a poll or survey, there are a few options in Office 365, linked below.

Instructions

Create a Poll in an email

It's easy to create a poll directly in Microsoft Outlook by including voting buttons in an email message. When recipients respond to the poll, you can either automatically tabulate the results of the vote in Outlook or export the responses to an Excel worksheet.

For information on using this tool, visit [Create polls in email messages and review the results](#)

Microsoft Forms

With Microsoft Forms, you can create surveys, quizzes, and polls, and easily see results as they come in.

Review training for [Using Microsoft Forms](#)

Use Polly within Microsoft Teams

Create a poll in Teams and gather valuable feedback without interrupting your workflow. Native polls reliably reach your team where they are, saving time and effort so everyone can focus on what matters most.

Review [documentation for Polly for Microsoft Teams](#)

Need more help? Contact the [ITS Service Desk](#).