

# Poll Everywhere for PowerPoint on Windows Guide

## Objectives

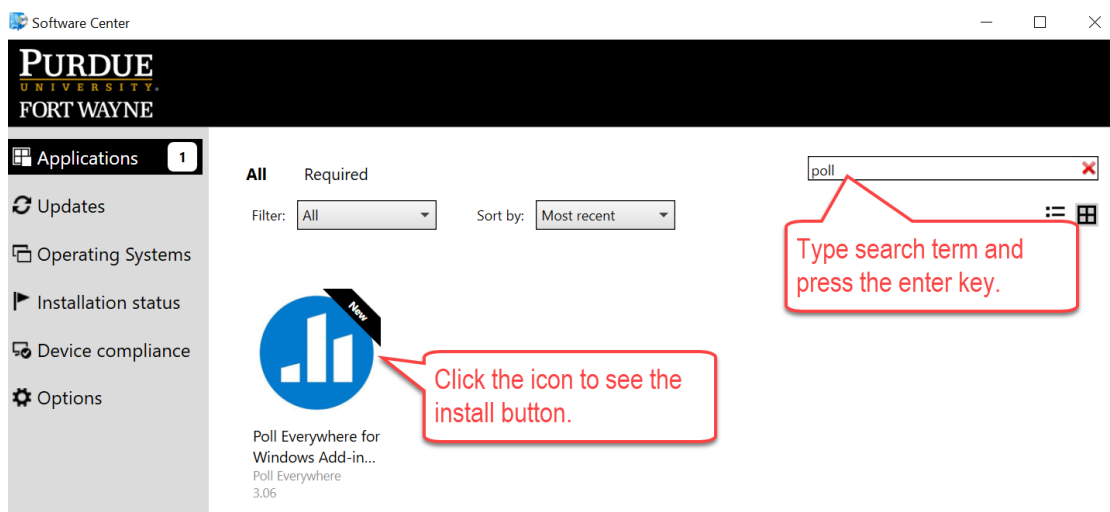
By following the guide, you will be able to:

- Part 1: Install Poll Everywhere for Windows PowerPoint
- Part 2: Login to Poll Everywhere for Windows PowerPoint
- Part 3: Inserting instructions slides
- Part 4: Insert existing Poll Everywhere activities into your PowerPoint
- Part 5: Create new Poll Everywhere activities within your PowerPoint
- Part 6: Present activity and clear activity responses

## Part 1: Install Poll Everywhere for Windows PowerPoint

### *For university-owned computers:*

1. Go to the software center and search Poll Everywhere.
2. Click the “Poll Everywhere for Windows Add-in” icon.



3. Click the **install** button.

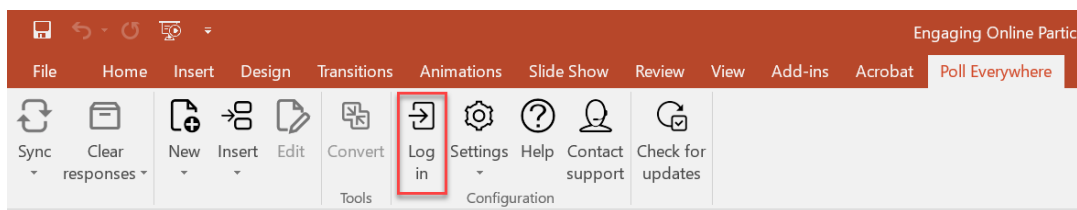
### *For personal windows computers*

1. Go to <https://www.polleverywhere.com/app>
2. Click the “**Learn more**” button for Poll Everywhere for PowerPoint (Windows).
3. Click the “**Download for Windows**” button.
4. Follow the prompts to install the app.

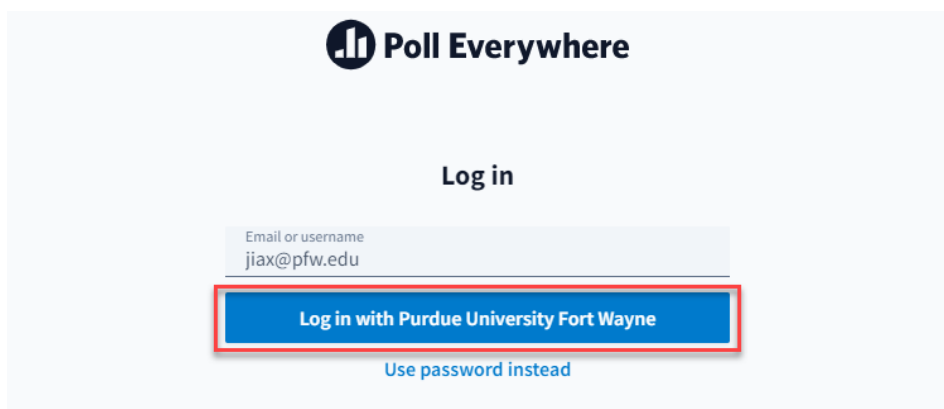
## Part 2: Login to Poll Everywhere for Windows PowerPoint

NOTE: Once the app has finished installing, open PowerPoint. You will now see a “Poll Everywhere” tab. Follow the steps to sign into your Poll Everywhere account.

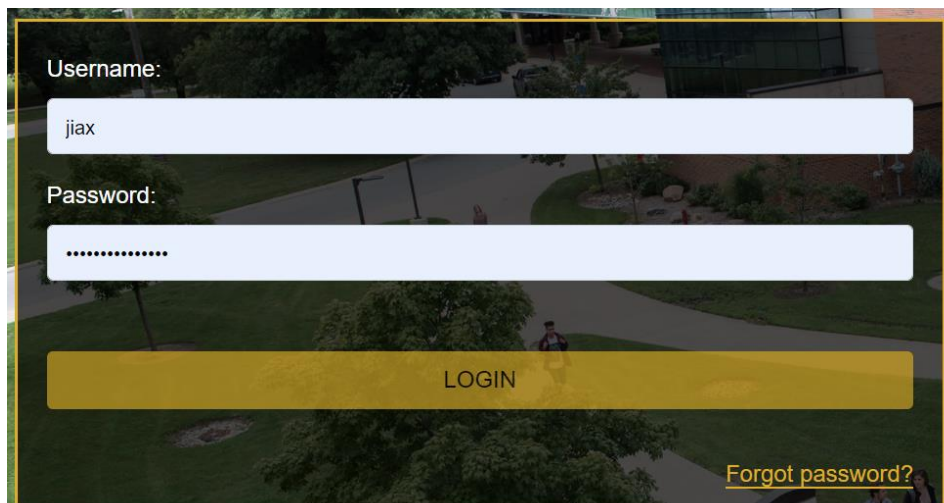
1. Click the “Poll Everywhere” tab; and select the “Log in” icon.



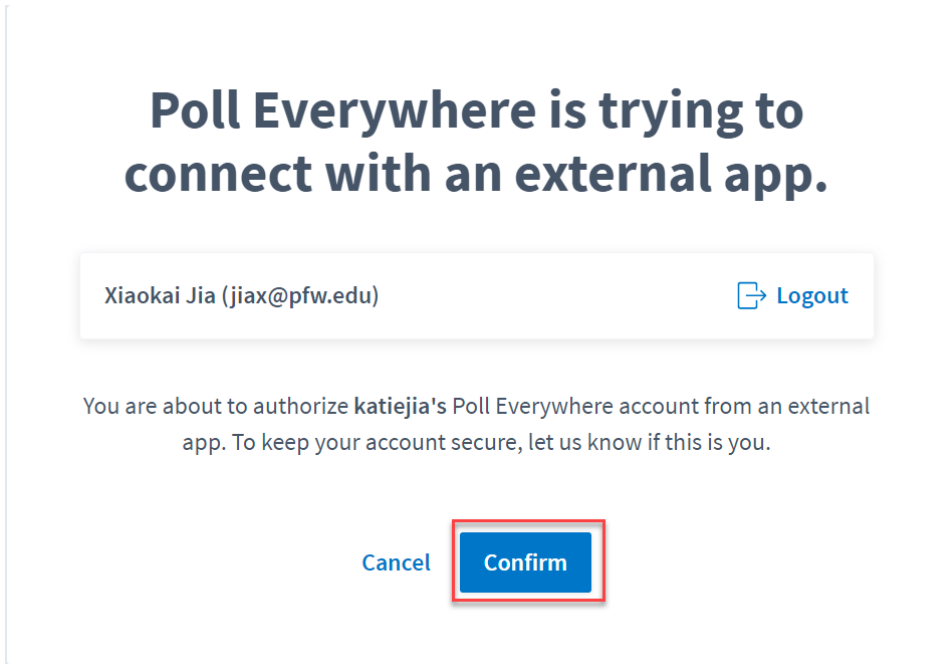
2. In the Poll Everywhere pop-up window, add your “pfw.edu” email address.
3. Click the **Next** button.
4. Click the “Log in with Purdue University Fort Wayne” button.



5. Login using your university credentials in the university's central authentication system.



6. Confirm that you authorize Poll Everywhere account for an external app in the new pop-up window.

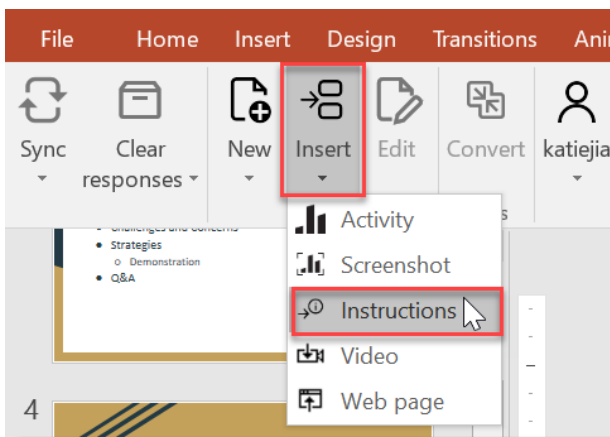


7. A Success message will show in the pop-up window. If you encounter any issues, please [contact the helpdesk](#).

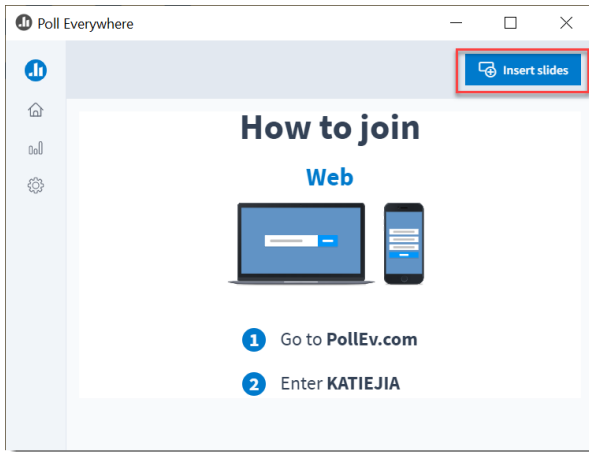
### Part 3: Inserting instructions slides

With the Poll Everywhere for Windows app, you can insert an instruction slide into your deck which shows your audience how to join your presentation. The instruction slide is handy to show students how to join.

1. Open a new or existing PowerPoint presentation.
2. Navigate to **“Poll Everywhere”** tab; click **“Insert;”** then select **“Instructions.”**



3. Click the **“Insert slides”** button in the bottom right corner of the app. [Note: The Poll Everywhere app shows you what the instruction slide will look like. The specific instructions depend on your activity response settings.]

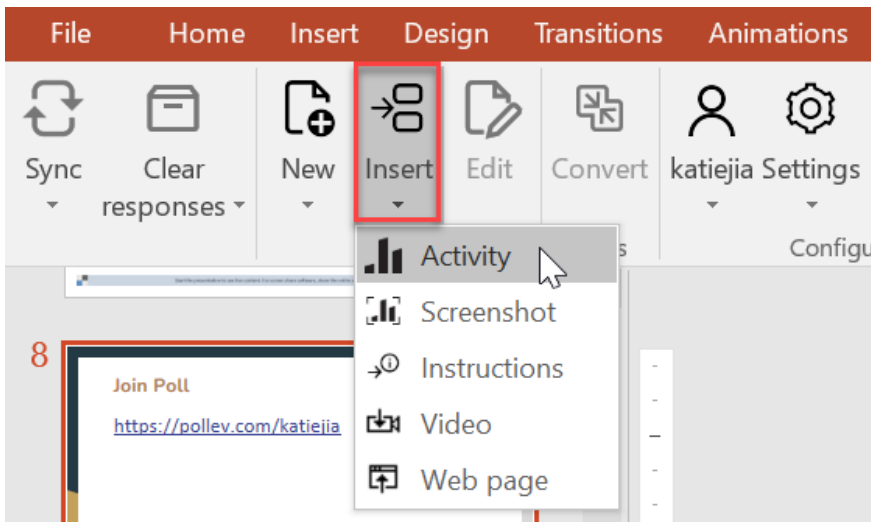


4. A placeholder slide is inserted into the presentation slide deck.

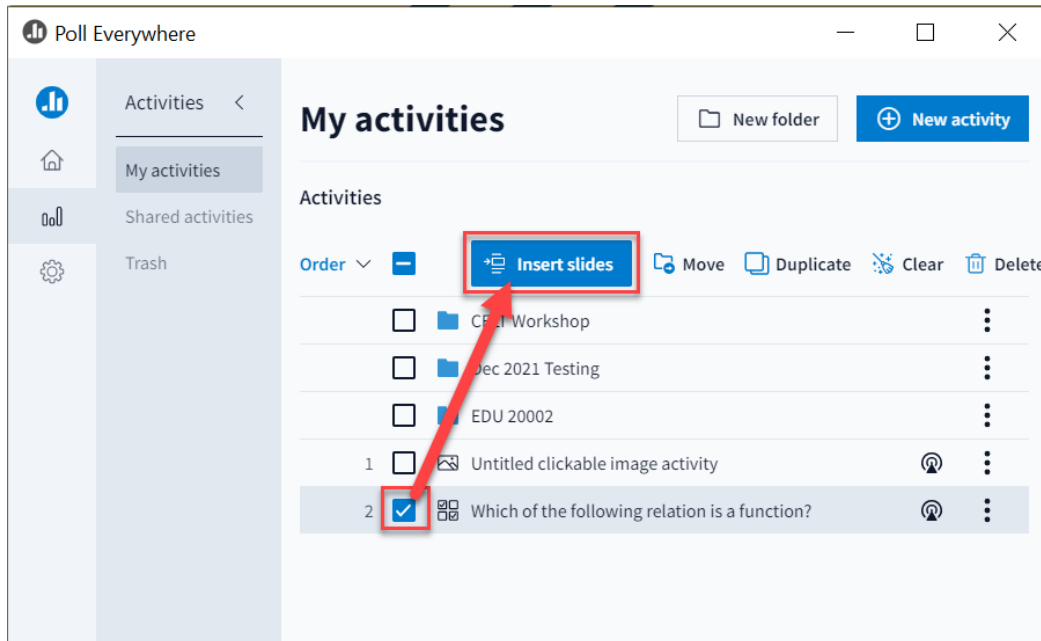
**Note:** If you plan to share the presentation file with your students, you can manually add your own instructions with clickable links.

#### Part 4: Insert existing Poll Everywhere activities into your PowerPoint

1. Open a new or existing PowerPoint presentation.
2. Click the **“Poll Everywhere”** tab. [If you are not yet logged in, click the Log in button to login with your PFW credentials. Refer to Part 2.]
3. Click on **“Insert”** and then select **“Activity”** from the dropdown list.



4. Select the activities you want to insert by clicking the checkboxes then tap the Insert button in the bottom right.



5. If your activities are organized by folders, click the folder name to view and select activities in the folder.

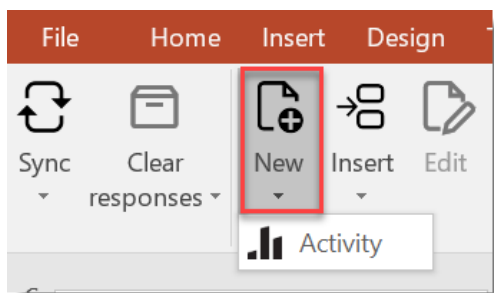
After all the activities you selected have been inserted, slides with mockups of your activities appear on the deck. Each activity has its own slide. Blue placeholder marks in the corners of the slide tell the system where to display your activity. (Note: The Survey placeholder looks a bit different.)



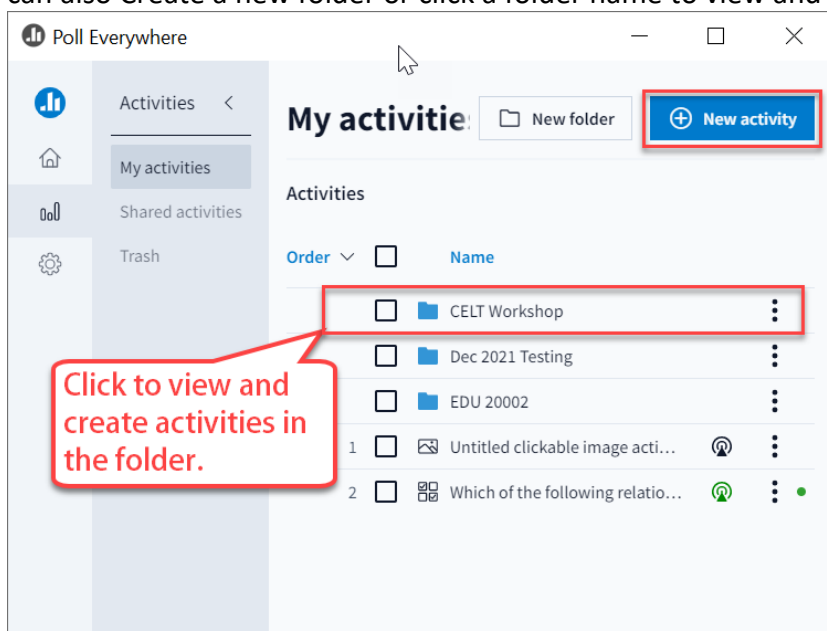
**Note:** The placeholder image is a screenshot of your activity that you insert into the presentation.

## Part 5: Create new Poll Everywhere activities within your PowerPoint

1. Open a new or existing PowerPoint presentation.
2. Click the “**Poll Everywhere**” tab. [If you are not yet logged in, click the Log in button to login with your PFW credentials. Refer to Part 2.]
3. Click on “**Insert**” and then select “**Activity**” from the dropdown list.

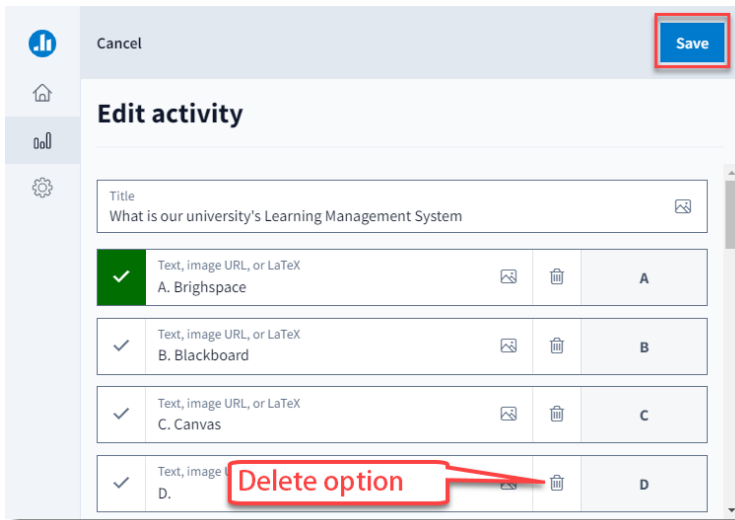


4. In the “**Poll Everywhere**” pop-up window, click the “**New Activity**” button. [Note: You can also Create a new folder or click a folder name to view and create activities in it.]

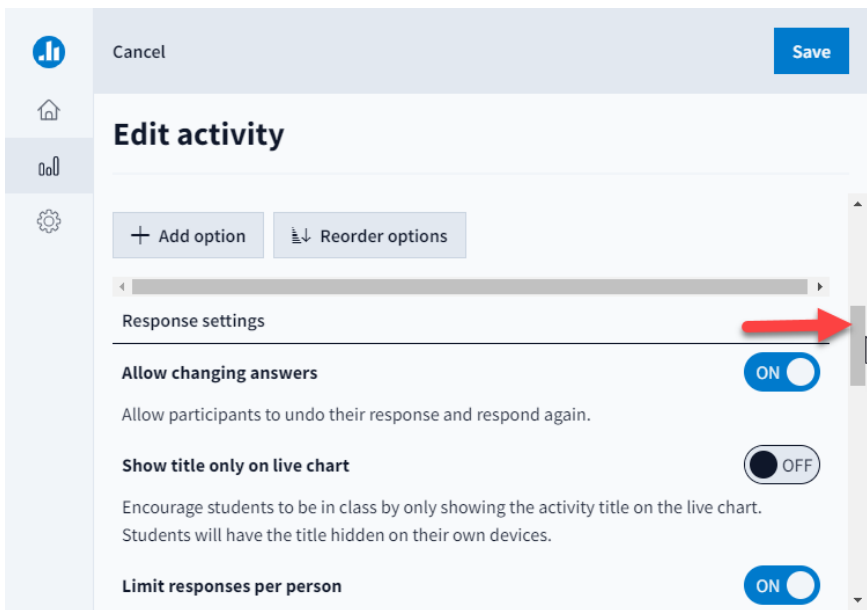


5. Follow the prompts to create an activity. This example shows the multiple-choice question with a correct answer.

6. After the question is created, click the **“Save”** button on top right corner.

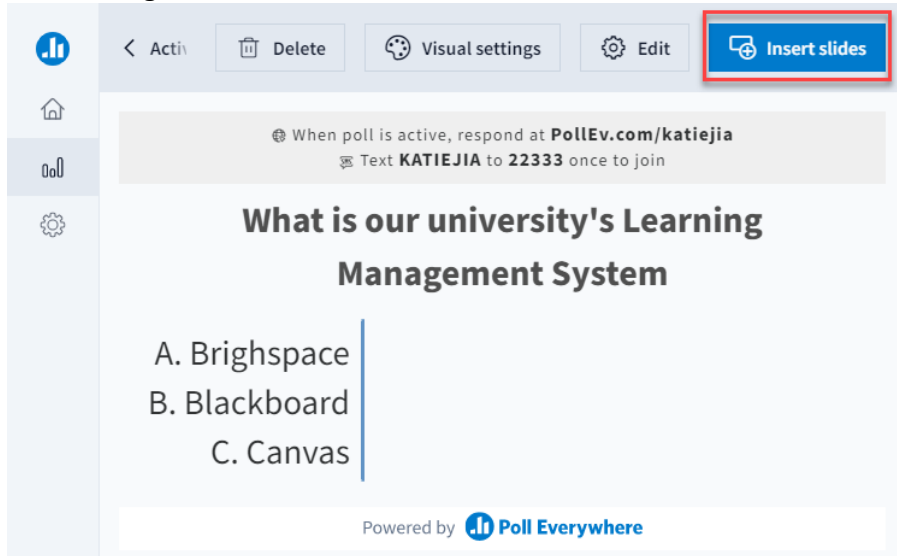


7. Scroll down to customize your activity settings as needed.



8. Preview the activity. You can make more changes by using the buttons on top.

9. After changes are made, click the “Insert slides” button.



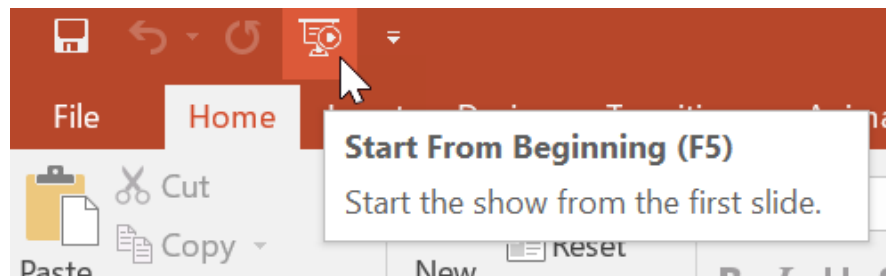
10. Choose the **Activity flow** to finish. [Note: The default flow is recommended for simplicity.]

## Part 6: Present activity and clear activity responses

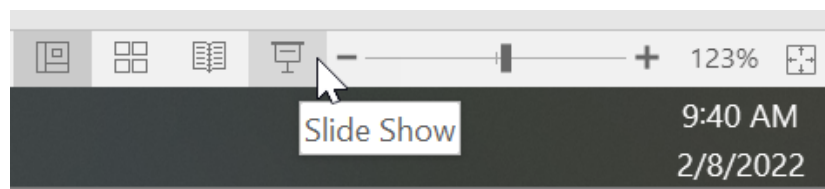
1. Open the PowerPoint file.
2. Switch to “Slide Show/Presentation” mode to collect live responses.

You can do this in three ways.

- Press the F5 Key.
- Click the “Start From Beginning” button on the top right corner.



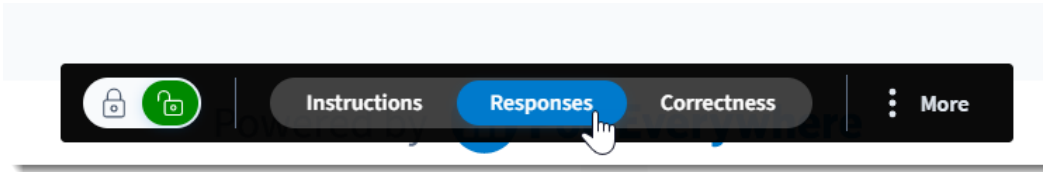
- Click the “Slide Show” button at the bottom right corner.



Note: If you edit your activity, you can update the image. On the Poll Everywhere tab click the “Sync” button. The placeholder image you are focused on will be updated.



3. In the Slide Show or Presentation mode, move your mouse to the bottom of the screen to show instructions, responses, and the correct answers.



4. [Use as needed] You can also clear the responses by clicking the “More” option with three horizontal dots. [NOTE: The existing responses will be deleted from the presentation and Poll Everywhere site.]

