Objectives

These instructions are for Mac users. By following them, you will be able to:

- Part 1: download and install the Poll Everywhere plugin for Macs
- Part 2: log in to Poll Everywhere
- Part 3: create new polls/activities
- Part 4: import existing polls/activities into your PowerPoint

Part 1: Download the Poll Everywhere plugin

- Go to the <u>Poll Everywhere applications</u> website
- Download the "Poll Everywhere for PowerPoint (Mac)" plugin



• After downloading the plugin, follow the prompts to install the plugin on your computer.

Part 2: Log in to Poll Everywhere

- Open the Poll Everywhere application
- Type your PFW email (1) and click on "log in with Purdue University Fort Wayne"



• Log in to PFW Central Authentication Service (CAS)



• Click on "Confirm" to confirm your email.



• If the connection is successful, you will get a confirmation pop-up box on your screen.

Success!				
You have logged in to your Poll Everywhere account. You can now close this window or continue to your Activities page.				
Go to activities				

Part 3: Create new polls

- Open your PowerPoint First.
- Open the Poll Everywhere app on your Mac.
- Click on "Activities" (1), "My activities" (2), and select "New activities"

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Part 4: Import/show existing polls into your PowerPoint

- Open your PowerPoint First. Powerpoint must be running for Poll Everywhere to insert slides into your presentation deck.
- Select the questions/activities you want to add to your PowerPoint (1).
- Click on "Insert Slides" (2)
- The questions will be added to your PowerPoint

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