

Create more interactive and inclusive meetings with Slido in Webex

With Slido (pronounced Sly-doe) in Webex, it has never been easier to collect ideas, opinions, and feedback from your team or your audience. Whether you want to break the ice or check for understanding, Slido allows you to create polls in seconds and collect questions from everyone in your Webex meetings and webinars.

It's included with your paid Webex license, so once you have a Webex account, you can start creating more exciting and interactive sessions right away. This starter kit provides a comprehensive guide and an overview of all the resources you need to get started and make the most of Slido in your Webex meetings and webinars.



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Get inspired

Need inspiration on how to use Slido? Here are several use cases to start with:

- Building company culture and stronger connections
 on your team
- Training & Webinars
- Inclusive Town Hall Meetings

Essential requirements

Webex Meetings, Webex Webinars and Webex Suite meeting platform

To use Slido in Webex, you'll need to have **Webex Meetings version 41.6** or later, **Webex Webinars version 41.9** or later, or **Webex Suite meeting platform 42.10** or later.

Operating System

Host: Windows or macOS **Attendees:** Windows, macOS, iOS, Android, Webex Meetings, Webex Webinars or Webex Suite meeting platform app

For Windows users (both host and attendees) Microsoft Edge WebView2 is required.

Check the latest updates for <u>minimum requirements</u>. To learn about current limitations and known issues, see the '<u>Limitations and troubleshooting</u>' section.



Please note that <u>anyone in a Webex Meeting can launch</u> <u>Slido</u>. When we refer to host competencies in this starter kit, they also apply to a co-host and/or participant if they launch Slido before the host. In Webex Webinars, however, only the host and panelists can open Slido.

Starting with Slido in Webex

Launch Slido from Webex by clicking on the Apps button and choosing Slido. If you're using the Webex Suite Meeting Platform, navigate to the **three dots** next to chat and select Slido (polling and Q&A).



If you wish to prepare your slido in advance, go to <u>www.slido.com</u>, click *Log In > Log in with Webex*, and enter your Webex username and password.

This <u>step-by-step video guide</u> explains how to run Slido in Webex Meetings. If you prefer reading, follow our <u>help center article</u>.

Slido Polling

Polls are a great way of gathering valuable insights from your audience. You can use them to lighten the mood, facilitate decision-making, test knowledge or ask for feedback. Choose from various types of single polls, run a Quiz, or activate multiple polls at once via a Survey:

- Multiple choice poll A single poll question with several answer options for the audience to choose from. Use a multiple choice poll for yes/no questions, questions with a correct answer, or for voting and decision-making. It also works perfectly as an icebreaker.
- Word cloud A single poll question that turns your participants' most popular words or short phrase answers into a cloud of words. It even works with emojis. You can use it to check the mood of your participants, collect input, or celebrate <u>silent heroes</u>.
- Open text poll A single poll question where participants can submit longer answers. It's ideal for setting up learning objectives, asking for feedback and suggestions, or crowdsourcing highlights.
- Rating poll A single poll question where participants can give a rating between 1 and 10 stars or emojis. It works perfectly for gathering feedback and performing pulse checks. Group multiple rating polls in a Survey to let your audience rate several attributes or topics.
- Ranking poll A single poll question where participants can rank options in order of importance or preference, allowing you to understand what resonates most with your audience. Use it to prioritize discussion topics, team projects or speed up decision-making.
- Quiz A set of multiple-choice polls with correct answers. It generates a leaderboard of the most successful players based on their number of correct answers and the speed of their responses. Be sure each question includes at least two answer options, and you can mark one or more of them as correct. Test the knowledge of your audience with a quiz or simply run it for fun.
- **Survey** A set of multiple polls, even of different types, that enable your participants to answer all of them in one go. Great for running multiple polls simultaneously or as a questionnaire. Remember to allow enough time at the end of the meeting or event for participants to complete it.



As a host, you can create polls directly from Webex. Open your Slido panel by going to *Apps* > *Slido* or navigate to the *three dots* next to the chat function and select *Slido (polling and Q&A)*. Then, click the *Add* button and select your preferred **poll type**.



If you want to create polls beforehand, go to <u>www.slido.com</u>, click *Log In* > *Log in with Webex*, and enter your Webex username and password. To help you create and run your polls, <u>add a Slido co-host</u>.

While you're there, you can also play around with the colors and <u>customize the look of Slido</u> polls and Q&A.

During the meeting, both the Slido host and co-hosts can activate and manage polls. Attendees can respond to these polls in real time—directly from the Slido sidebar.

Creating, managing and running polls by a host

- <u>Create a poll in Slido</u>
- <u>Create a survey</u>
- Edit a poll
- Delete a poll
- <u>Activate and deactivate a poll in Slido</u>
- <u>Activate or deactivate a quiz</u>

Slido Q&A

Open Slido in Webex by going to *Apps* > *Slido* or by navigating to the *three horizontal dots* and selecting *Slido (polling and Q&A)*. Then, click the *Add* button and choose *Audience Q&A* from the list of interactions.

Once added, your participants can ask questions live and vote for their favorites, ensuring that the most popular ones get answered.

Questions can be asked and replied to anonymously or by name. If a participant submits a question anonymously, the host won't be able to identify them.

As a Slido host, you can:

- Enable moderation and review questions before they're visible to all participants. By default, all questions automatically appear live, visible to everyone.
- Turn on replies and labels
- Set up the maximum question length or turn on downvotes
- <u>Add labels to questions</u> to organize the Q&A session more effectively.
- <u>Filter and sort questions</u> to organize the Q&A session and address the most relevant questions.
- <u>Highlight questions</u> that are currently being discussed.
- <u>Reply to, archive, and restore questions</u> to keep your Q&A session organized.
- <u>Close a Q&A session</u> to stop accepting new questions, while keeping the existing questions visible to both the participants and the host.





You can <u>add a Slido co-host</u> to help you moderate questions or reply to them. To do so, go to <u>slido.com</u>, click *Log In* > *Log in with Webex*, and enter your Webex username and password.

While you're there, you can also play around with the colors and <u>customize the look</u> of your polls and Q&A.

During the meeting or webinar, co-hosts and panelists can request access to help you manage Slido.

Go to the *Participant experience* section to learn more about how Slido works for your attendees.



Settings overview

As a host in Webex, you can adjust the settings of your polls and Q&A, as well as change the slido name, passcode and Participant Privacy.

When creating or editing a poll, quiz, or survey in the Slido sidebar, your settings are located under the *gear icon*. You can enable multiple answers in a word cloud, multiple choice, or open text polls, decide on the number of stars or emojis in rating polls, or adjust the timer length in quizzes. In the Audience Q&A, you can turn on moderation, labels and replies.

To access general Slido settings such as slido name, passcode and Participant Privacy in your Webex sidebar, go to the hamburger *menu* > *Settings*.

For each slido within Webex, the system automatically generates the **name** based on the actual date, direct link, and **passcode**. You can rename your slido and change the passcode to something that's easy to remember.

Admins of Slido Webex accounts can turn the passcode on or off for all slidos and their users at <u>www.slido.com</u> under <u>Organization settings</u>. By default, meeting participants answer Slido polls and ask questions with their names, but they can switch to anonymous responses if they wish to do so. You can change the <u>Participant Privacy</u> to one of the three other options: Anonymous by default, Always stay anonymous and Always require a name.

For more options click *Advanced settings* at the bottom of the Slido panel. In the settings pop-up, you can also customize your slido colors.

Here's what you can find in the advanced Slido settings:

- Audience Q&A Turn the feature on or off, enable downvotes, or change the maximum question length
- **Polls** Turn the feature on or off, enable the fixed order of poll options in multiple choice polls, disable the vote counter, or display poll results as a number of votes instead of a percentage
- **Branding** upload your company or event logo and partner logos, customize your Slido colors and background, or choose from the predefined templates.

Don't forget to hit **Save** once you're done with your changes.





Displaying Slido Present mode

To share joining instructions for participants who can't interact with Slido directly in Webex, open Slido **Present mode** from <u>www.slido.com</u>. Click *Log In* > *Log in with Webex*, and select your slido. Then, click the green '**Present' button** in the upper right corner.

This will open the Slido Present mode in your browser. You can then share it in Webex to display live polls or Q&A with your attendees in a larger format.

If you're presenting during your meeting or event, easily integrate Slido with your PowerPoint or Google Slides presentation. When you reach the interaction slide, the Present mode will display automatically.

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Using Slido with a presentation

Add **the same slido** to both your **presentation** and **Webex** to launch polls and display Q&A automatically for your audience as you progress through your slides.

You can link your existing slido directly in **PowerPoint** or **Google Slides**, or create your polls from scratch and add Q&A as you build your presentation deck.

Before integrating Slido into your slides, make sure to:

- <u>Add Slido for Google Slides</u> to your browser. If you're using Chrome, we also recommend adding the <u>Slido extension for Chrome</u>.
- <u>Download Slido for PowerPoint</u> on Windows or macOS.

In your presentation tool, open Slido from the upper menu. In the Slido sidebar, click *Log in* > *Create a new slido* or select an existing one. Add your polls and Q&A via the +*Add button*.

See our help center articles for a step-by-step tutorial:

- How to use Slido in PowerPoint
- How to use Slido in Google Slides

During your Webex meeting or event, **open the same slido** you linked to your presentation deck.

Screen share your presentation in Webex and start the slideshow. While navigating through your slides, your polls will be automatically activated for your audience and Q&A will be displayed once you reach the respective Slido interaction slide.

Each interaction slide contains a QR code, event code and passcode so that your participants outside of Webex or in a hybrid setup can also join Slido.



If you have someone helping you with your slides and Slido interactions, they'll also need to have the same slido added to PowerPoint or Google Slides, and open in Webex.

For detailed guides on using Slido in Webex along with your slides, see the links below:

- PowerPoint guide
- Google Slides guide
- <u>For macOS users (both PowerPoint and Google</u> <u>Slides guides included)</u>
- Using For Windows users (both PowerPoint and Google Slides guides included



Participant experience

Whether participants are in the room or joining remotely via Webex Meetings, Webex Webinars, the Webex Suite Meeting Platform or a live stream, they can send their questions or vote in polls.

- Answer a poll in Slido
- <u>Ask a question in a Q&A session in Slido</u>
- Reply to or vote for a question in Q&A session





Analytics and Data

It's easy to view, analyze, and export the Slido data you collect as a host during your meeting or event. You can see the sentiment of the submitted questions and review the voting results.

To <u>view and export your data</u> during your meeting or webinar, click the menu icon in your Slido panel and select **Download results**.



Alternatively, you can access and download your Slido data anytime by going to <u>www.slido.com</u>, click *Log in* > *Log in with Webex* and choose your slido. Then, click the *Analytics* tab.

You can export the following data:

- Event summary report
- Joined participants
- Poll results
- Poll results per user
- Quiz leaderboards
- Questions
- Replies to Questions

Learn more about Analytics and exports.



Pre-meeting and post-meeting experience

You can use Slido for crowdsourcing the most popular questions or collecting poll votes in advance. This allows you to plan and build your content around what the audience wants to hear.

To <u>prepare your slido</u> beforehand, go to <u>www.slido.com</u>, click *Log In* > *Log in with Webex*, and enter your Webex username and password. Once you're ready, <u>share the joining link</u> along with a passcode in your meeting invitation to let the attendees interact in Slido.

To make sure everybody has a chance to send their feedback after the meeting is over, you can <u>share the</u> <u>link to the survey</u>.

Tips to get you off to a great start

1. Let everyone know Slido will be used

Share the link to your slido and the passcode with your participants to collect questions and poll responses in advance. If this is your first time running an event or meeting with Slido, make sure to test how it works with a couple of colleagues.

2. Set up a tone for your meeting

Start your meeting with an interactive icebreaker. You'll get your teammates excited and engaged from the very beginning.

3. Embrace awkward silence

Give your audience time to process the information. Use those pauses to encourage the less vocal participants to speak up and join the discussion.

4. Spark relevant discussion

Encourage your participants to upvote the questions that resonate with them most and allocate time to answer a portion of them.

Discover more tips for running better remote meetings.

Limitations and Troubleshooting

Minimum requirements

- Webex Meetings version 41.6 and later
- Webex Webinars version 41.9
- Webex Suite meeting platform 42.1

To find which version you're using, see <u>Find your Webex Meetings version number</u>.

Current limitations

- Slido hosts must use the Webex desktop app on Windows or macOS.
- If you're using Windows, you need to have Microsoft Edge WebView2 installed.
- We have a limit of 10,000 attendees in Webex Webinars. Quizzes are currently available for up to 5,000 users.
- For Webex Webinars with over 10,000 attendees, only Slido Q&A, multiple choice, and rating polls are available.
- English is currently the only language available for Slido hosts in Webex meetings. Attendees see Slido in the language they use for Webex Meetings.
- Polls and Q&A are included in meeting recordings only when the host shares the meeting window.
- Slido isn't supported if you use the Meetings web app in Internet Explorer 11.

Learn more about <u>Requirements and Known issues and</u> <u>limitations for polls and Q&A in Slido</u>



Have more questions? Browse <u>Slido FAQ's</u> to get your answer.

Help us improve Slido

We would love to hear your feedback on how we can make using Slido easier and more useful for your company. Please, share your thoughts via email at <u>experience@slido.com</u>.

If you are looking to get help or want to report a technical issue, go to <u>help.webex.com/contact</u>.

Resources overview

- Webex Help Center
- Webex User Community
- Slido Community & Help Center
- Use cases, videos, gifs and slides
- Slido FAQ's
- <u>Slido blog</u>

Additional resources::

- How to use Slido in PowerPoint
- How to use Slido in Google Slides
- Using Slido with Webex and a PowerPoint
 presentation
- Using Slido with Webex and a Google Slides
 presentation
- Using Slido with Webex and a presentation
 on macOS
- Using Slido with Webex and a presentation
 on Window

