

OUR CULTURE COMMITMENTS



Excellence Word Cloud Exercise

Here is an easy way to do an Excellence Word Cloud Exercise with your team using Microsoft Teams.

- You must be the owner of the meeting to add a poll prior to your meeting
- In Teams, select calendar
- Find the meeting you've scheduled for which you want to add polls and click or tap it
- At the top of the meeting, you'll notice chat, files, details, etc. If you don't see polls, click on the + sign.
- Click on forms and then save
- Select + create new poll and then choose word cloud poll
- Write your question and save as draft
- When you're ready to share your poll, go back to your poll tab and select launch on the poll for which you want responses
- The poll will appear in the middle of the meeting screen
- Teammates can write their answer and hit submit
- The word cloud begins to show as each teammate answers. The more the same word is used, the larger the word appears in the cloud.