

Create more interactive and inclusive meetings with Slido in Webex

With Slido (pronounced as Sly-doe) in Webex, it's never been easier to collect ideas, opinions, and feedback from your team or a bigger 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 Webex Webinars.

It's included with your Webex Enterprise license, so once you have a Webex account, you can start creating more exciting and interactive meetings and webinars right away.

This starter kit serves as an overview of resources and a comprehensive guide that will help you start using Slido and get the best out of it alongside Webex.



What's inside

- 1. Get inspired (Use cases)
- 2. Essential requirements
- 3. Starting with Slido in Webex Meetings
- 4. Slido Polling
- 5. Slido Q&A
- 6. Additional settings
- 7. Participant experience
- 8. Displaying Slido Present mode
- 9. Analytics and data
- 10. Pre-meeting and post-meeting experience
- 11. Tips to get you off to a great start
- 12. Limitations and troubleshooting
- 13. Resources overview

Get inspired

Need inspiration on what to use Slido for? 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 and Webex Webinars

To use Slido in Webex, you'll need *Webex Meetings version 41.6* and later and *Webex Webinars version 41.9* and a paid Webex plan.

Operating System

Host: Windows or Mac

Attendees: Windows, Mac, iOS, Android,

and Webex Meetings Web App

For Windows users (both host and attendees) Microsoft

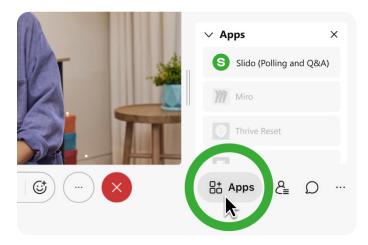
Edge WebView2 is required.

Check the latest updates for minimum requirements. To learn about current limitations and known issues, scroll down to the 'Limitations and troubleshooting' section.



Starting with Slido in Webex Meetings

Launch Slido from Webex by clicking on the Apps button and choosing Slido. You're set to start interacting with your audience.



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

Slido Polling

Polls are a great way of collecting valuable insights from your audience. You can use them to lighten up the mood, make a decision, test knowledge, or ask for feedback.

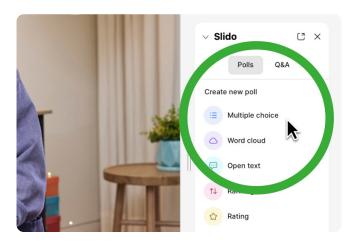
Choose from various types of single polls, run a Quiz, or activate multiple polls at once via Survey:

 Multiple choice poll - A single poll question with multiple options as answers participants can 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 transforms your participants' most popular word or short phrase answers into a cloud of words. It works with emojis, too. 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 a longer answer. Great 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. Works perfectly for feedback and 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, so you can learn what resonates with your audience the most. Use it to prioritize discussion topics, team projects or speed up decision making.
- Quiz A set of multiple choice polls with correct answers. Generates a leaderboard of most successful players based on their number of correct answers and voting speed. Add at least two options to each question and mark single or multiple correct answers. You can test the knowledge of the audience or run the quiz for fun.
- Survey A group of several polls, even of a different type, that allows your participants to respond to them at once. Great for running multiple polls at the same time, or as a questionnaire. Don't forget to allow enough time at the end of the meeting or event for participants to fill it in.



As a meeting or webinar host, you can create and launch polls directly from Webex by clicking *Apps* > *Slido*.



If you want to create polls before the meeting or event, go to www.slido.com, click Log In > Log in with Webex, and enter your Webex username and password.

Add a guest collaborator to help you create and run the polls.

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

During the meeting or webinar, the host and collaborators can activate and manage polls and participants can answer them in real time – all from the Slido sidebar.

Creating, managing and running polls by a host

- · Create a poll in Slido
- Create a survey
- Edit or duplicate a poll
- Share a link to a poll in Slido
- Delete a poll
- Activate and deactivate a poll in Slido
- Activate or deactivate a quiz
- View poll results during a meeting

Slido Q&A

By default, Q&A is turned off in Slido when created directly from a Webex. Hosts need to turn it on.

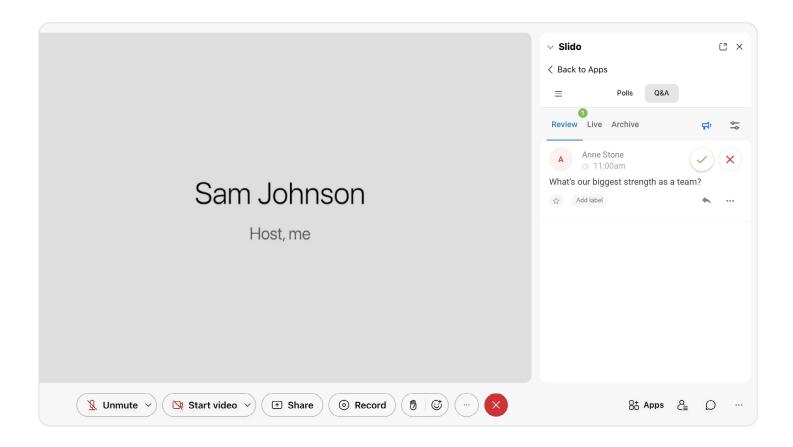
Once enabled, participants can send in questions live during the Q&A session. They can also upvote their favorite questions to ensure that the most popular ones get a reply.

Questions can be asked and replied to anonymously or by name. The host won't be able to identify participants if they submit a question anonymously.

Hosts can:

- <u>Change the Q&A settings</u> decide about turning on labels, replies, downvotes, disabling anonymous questions, or setting up the maximum question length.
- Turn on moderation and review questions
 before they're visible to all participants. By default,
 all questions automatically appear live, visible
 to everyone.
- Add labels to questions to help the Q&A session be more organized.
- <u>Filter and sort questions</u> to better organize the session and address the most relevant questions.
- · Highlight questions that are being discussed.
- Reply to, archive, and restore questions to organize your Q&A session.
- Share an announcement during a Q&A session to post instructions or other messages.
- Close a Q&A session to new questions while keeping the existing questions visible for participants and the host.





You can <u>Add a guest collaborator</u> to help you moderate questions or reply to them. To do so, go to <u>www.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 of Slido polling & Q&A</u>.

Scroll down to the 'Participant experience' section to learn more about how Slido works for your attendees.



Additional settings

As a meeting or webinar host, you can adjust the Slido settings. To access Slido settings go to www.slido.com, click Log In > Log in with Webex, and enter your Webex username and password.

Here's the overview of actions available in **Settings**:

- General change event name, dates, event code and language for participants, get the direct link, invite a guest collaborator, or create multiple rooms
- Privacy turn on/off and change passcode, set up restricted access and additional privacy options
- Features turn on/off Q&A and polls, moderation for Q&A and replies, disable anonymous audience questions, increase character limit for questions, hide vote counter for polls, set fixed order for poll options in multiple choice poll, choose whether to show percentage or number of votes, and other
- Customization add event and partner logo and background picture, change present mode and participant mode colors, select how many questions will appear on the screen
- Integrations Google Slides, PowerPoint, Microsoft Teams, live video, embedding into a website and event app

Google Slides - Add Slido polls and Q&A to your Google slides presentation. While sharing it during your Webex meeting, once you reach the slide with your poll, it will activate automatically. Just make sure you have the same Slido event linked to both Google Slides and your Webex meeting or webinar.

PowerPoint - If you're a Windows user, you can add Slido to your PowerPoint slides. Your polls and Q&A will then activate automatically once you share them during a Webex meeting or webinar. Note, that both PowerPoint and your Webex meeting need to have the same Slido event added.

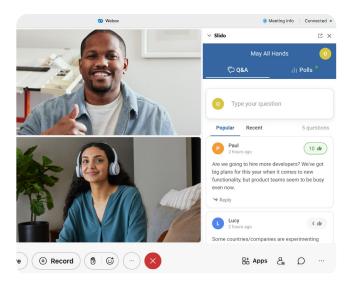
For each Slido created in Webex, the system automatically generates a random event code, direct link and passcode. If you're sharing the direct link or event code with your participants, don't forget to send the passcode along.

If you're an admin or an owner of a Slido Webex account, you can turn the passcode on or off for all events and users in the <u>Organization settings</u>.

Participant experience

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

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

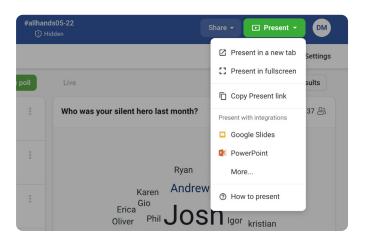




Displaying Slido Present mode

To share joining instructions for participants who can't interact with Slido directly in Webex, open Slido Present mode from www.slido.com. Click Log In > Log in with Webex, enter your Webex credentials, 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 and you can then screen-share it via Webex to display live polling or Q&A to your attendees in a bigger format.



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 which questions were the most popular, review the voting results and identify the most influential users.

To view and export your meeting or event data, go to www.slido.com, click Log In > Log in with Webex and choose your meeting or event. 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 **Event Analytics**.

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 get ready 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 direct link</u> together with a passcode in your meeting invitation and to let the attendees interact with Slido.

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



Tips to get you off to a great start

1. Let everyone know Slido will be used

Share the link and passcode with your attendees in advance. Test how it works with a couple of colleagues if this is your first time running a meeting with Slido.

2. Pump up your meeting or webinar with a strong opening

Start your meeting with an interactive <u>icebreaker</u>. 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

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

Current limitations

- Currently, hosts must use Webex Meetings on Windows or macOS.
- If you're using Windows, you need to have Microsoft Edge WebView2 installed.
- Other participants see the Slido app in the language they use for Webex Meetings.
- We have a limit of 10,000 users in Webex Webinars, quizzes are currently available for up to 5,000 users.
- Polls and Q&A are included in meeting recordings only when the host shares the meeting window.
- The color theme in Slido doesn't match the color theme in Meetings. Workaround: There's an option for hosts to customize the colors for participants in Slido.
- Android might take a long time to open the Slido app.
- Slido isn't supported in Internet Explorer 11.

For updated information, learn more about <u>Requirements</u> and <u>Known issues and limitations for polls and Q&A in</u> Slido.

Got 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 experience@slido.com.

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



Resources overview

- Use cases, videos, gifs and slides
- Webex Help Center
- Webex User Community
- Slido Community & Help Center

Additional resources:

- Slido FAQ's
- · Slido use cases
- Slido blog

