

# Using Pigeonhole Live in Microsoft Teams

### A Pigeonhole Live Guide



## ABOUT Pigeonhole Live

Pigeonhole Live is an employee engagement tool built to make team engagement and collaboration simple, effective, and effortless for you.

Whether you need to crowdsource questions, brainstorm ideas, or align on decisions, Pigeonhole Live is built with the right tools to support facilitation, streamline participation, and give everyone in the team a voice.

Our tool offers several formats, each designed to boost interactivity during in-person and remote town halls, meetings, and calls:

- Q&A
- Multiple Choice Polls
- Open-ended Polls
- Word Cloud Polls
- Quiz with Leaderboard
- Assessment
- Survey



### ABOUT Microsoft Teams

Microsoft Teams is a chat-based workspace in Office 365 that connects teams across locations and times-zones to collaborate effectively.

Microsoft Teams works seamlessly to bring all of Office 365 tools such as mail and scheduling, voice and video call functions, document sharing, video broadcasting and more together in one space. It also integrates with hundreds of external apps to expand the range of the work you can get done within Microsoft Teams, making it a hub for teamwork and collaboration.



### Using Pigeonhole Live with Microsoft Teams

If you collaborate with your team daily on Microsoft Teams, Pigeonhole Live's built in integration simply expands the range of collaboration you can accomplish within one space.

Pigeonhole Live helps to add more structure and organisation to your brainstorming sessions, feedback gathering, and even the occasional team bonding sessions that you conduct on Microsoft Teams.

With Pigeonhole Live on Microsoft Teams, you can start Q&As instantly as you jump on a call or share polls ahead of time to get votes on a decision. You can open a suggestion box, run a trivia quiz, get pulse check, and more, all within your dedicated channels and meetings.



# HOW to use it

#### Share Q&As, Polls, Quizzes in a tab in channels and group chats

Create Q&As, Polls, and Quizzes in your Pigeonhole Live Workspace and add them as a tab in your channel or group chat on Microsoft Teams.



#### Share Q&As, Polls, Quizzes directly in meetings (NEW!)

Create Q&As, Polls, and Quizzes in your Pigeonhole Live Workspace and add them to your Teams Meetings. Organisers and attendees can access Pigeonhole Live within the meeting window.

#### Share Q&As, Polls, Quizzes in channels and group chats

Create Q&As directly in your Teams channel or group chats and go live instantly. Your team members will be instantly notified and can ask and vote on questions within the shared card.

# How to set it up

1.Share Q&As, Polls, and Quizzes in a tab in channels

2.Share Q&As , Polls, and Quizzes directly in meetings

3.Create Q&As directly in the channel (Beta)

#### 1. Share Q&As, Polls, & Quizzes in a tab

#### **On Pigeonhole Live**

First, you need to set up a Pigeonhole with all the interactive sessions you want to engage your team with.

In your Pigeonhole Live Workspace, click the "Add" button.

Key in your event details (event name, date, time, event code), and create the Pigeonhole.

Under <u>Agenda</u>, add your sessions.

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	Q&A Agenda Infor Name * Start *	mation 09 Apr 2019 09:00 AM + Add optional <u>description</u> , <u>location</u> or <u>spe</u>	End * 15 Apr aker	2019 11:59 PM

Once the event is live, take note of the Event Passcode below the event title. You can also find your event passcode at the end of your event URL:

https://pigeonhole.at/PASSCODE

#### **On Microsoft Teams**

## You can add a tab by clicking on the + in the tab menu in your selected channel.



#### Select Add, then select Save in this pop-up modal.



#### Add Pigeonhole Live as a tab to share Q&As, Polls & Quizzes

Your channel members can participate in Q&As, Polls, and Quizzes from the tab.



Key in the event passcode to load your audience view in the tab. Learn More. Don't have a Pigeonhole Live account? Sign up here.

Post to the chat about this tab



Then, enter the Event Passcode you obtained earlier and click on the arrow to load the Pigeonhole Live audience view in the tab.



### The Audience Web App will appear in the Pigeonhole Live tab as shown below.

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? <sub>Help</sub>			Vote on your favourite design!	
÷	eిం⁺ Join or create a team	\$	Cast your vote >	

# 2. Share Q&As, Polls, & Quizzes directly in meetings (NEW!)

#### **On Pigeonhole Live**

First, you need to set up a Pigeonhole with all the interactive sessions you want to engage your meeting attendees with.

Under <u>Agenda</u>, add your sessions.



 -	Session Type			
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Run your event	Interactive Sessions			
Insights	<b>Q&amp;A</b>	00 Poll: Multiple choice	Ξ√ Poll: Quiz	Example
	- Poll: Word cloud	주 Poll: Open-ended	E Survey	What does success look like for you?
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	Start * 09	Apr 2019 09:00 AM	End * 15	Apr 2019 11:59 PM

#### **On Microsoft Teams**

Go to your Calendar and create a meeting. Once you've created a meeting, click on the meeting in your calendar, and select *Edit*.

Calendar							
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### As an organiser, you will be able to add Pigeonhole Live as a tab. Click on the + button on the top of the page.

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#### Search for "Pigeonhole Live" and select Add.



Click Connect if you already have a Pigeonhole Live account or Sign up if you need to sign up for a new Pigeonhole Live account. Follow through with your sign in credentials.



#### Note: Only the meeting organiser can add a tab.

#### Once you're logged in you will need to select a Workspace that you would like to connect to and click Next.



### Then, select the Pigeonhole that you have set up for this meeting and click *Save*.



You can use the filter function to filter the Pigeonholes by their state - Live, Upcoming, New, Ended and All, or use the search function to search by Pigeonhole name or passcode.





If you don't have access to the Workspace but have access to the Admin Panel link, you can login as a guest.

To do so, click on Use the Admin Panel link, and paste the Admin Panel access link that was provided to you. Then, click Check access link, and if the link is valid click *Save*. Learn how to obtain the Admin Panel access link here.





#### Learn how to obtain the Admin Panel access link here.

#### **Before the meeting:**

**For the organiser:** The meeting organiser can access the Pigeonhole Live Admin Panel in the tab. From here you can manage your Q&A, Poll, and Quiz sessions before the meeting begins.

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**For meeting attendees:** Meeting attendees can access the Pigeonhole Live Audience Web App in the tab, to participate in the Q&As, Polls, and Quizzes that you have set up, even before the meeting starts.

Project Meeting Chat Files Detail	Scheduling Assistant Meeting notes Whiteboard Pigeonhole Live +	Join Close
	James	>
	Veekly Meeting Q&A	
	Enter your question here	
	00 Vote on your favourite design	>
	All questions (6) \$ Top voted	\$
	How many webinars are we looking to run for this quarter?	
	3 votes Add a comment >	
	Eric Love the new brochure designs, Amy!!	
	2 votes Add a comment >	
	How's the progress for the website redesign?	
	1 vote Add a comment >	
	Jenny Webinar numbers are looking gooood, great job guys!	
	1 vote Add a comment >	
	Can we see mockups for the new brochures?	
Dissembala Live	0 votes Add a comment >	

#### **During the meeting:**

**For the organiser:** Meeting organisers can view the Admin Panel on the side panel within the meeting window to manage attendee responses when the meeting is live.



**For meeting attendees:** Attendees can view the Audience Web App on the side panel within the meeting window to participate in Q&As, Polls, and Quizzes when the meeting is live.

![](_page_16_Picture_4.jpeg)

### 2. Create Q&As without leaving Microsoft Teams (Beta)

#### **On Microsoft Teams**

Go to the App Store, search for "Pigeonhole Live" and select *Add to team*. Select the channel you wish to add the Pigeonhole Live app to.

![](_page_17_Picture_3.jpeg)

#### Then, click Save on this pop-up modal.

![](_page_17_Picture_6.jpeg)

About X

#### Add Pigeonhole Live as a tab to share Q&As, Polls & Quizzes

Your channel members can participate in Q&As, Polls, and Quizzes from the tab.

![](_page_17_Picture_10.jpeg)

Key in the event passcode to load your audience view in the tab. Learn More. Don't have a Pigeonhole Live account? Sign up here.

Post to the channel about this tab

Back

Save

You will be redirected to the Pigeonhole Live tab in your channel. Return to your main tab, and click on the Pigeonhole Live logo pinned to the *Compose* box.

Start a new conversation. Type @ to mention someone.

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Follow the sign in instructions to connect your Pigeonhole Live account to Microsoft Teams.

Then, follow the steps to select your Workspace and create a Q&A.

![](_page_18_Picture_5.jpeg)

![](_page_18_Picture_7.jpeg)

### Finally, preview your Q&A and hit *Send* to share it with your channel.

![](_page_19_Picture_1.jpeg)

#### Your team members can click on Ask a question to submit

and vote on questions within the card or click on View in tab to view the Q&A in the tab.

#### **Engage your team with these features**

![](_page_20_Picture_1.jpeg)

#### Q&A

Let your team submit and vote for questions before or during meetings. Enable anonymity to create a safe space and allow candid questions to surface.

![](_page_20_Picture_4.jpeg)

#### **Multiple Choice Polls**

Use Multiple Choice Polls to run quick opinion polls, get consensus on decisions, or check on your team's wellbeing during and outside of meetings.

![](_page_20_Figure_7.jpeg)

#### **Open-ended Polls**

Ideal for facilitating brainstorming sessions or collecting suggestions on various matters. Your team can easily submit and vote on short-form inputs.

![](_page_20_Picture_10.jpeg)

#### Quiz

Set up trivia quizzes and let your team members engage in friendly competition on a Leaderboard. Ideal for ice breakers, team bonding, and knowledge testing during meetings.

![](_page_20_Picture_13.jpeg)

#### Survey

Share simple surveys with your channel to get a more comprehensive feedback on projects, new initiatives, and team well-being.

![](_page_21_Picture_0.jpeg)

### Try it out and let us know what you think!

Share your ideas and feedback on how we can make Pigeonhole Live work better in Microsoft Teams by joining our focus group. You'll have first-hand access to our product team, exclusive updates, and product webinars.

> Leave your details <u>here</u> and we'll be in touch!