

# 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.

🧭 Dashboard				⑦
Town Hall <u>Edit</u> 994NTK < Captivate Plan ~	Upgrade		Test Mode	Run links 👻
Event upcoming 9 - 15 Apr 2019	Sessions Speakers			
1 Event info	Agenda > Ses	sions > New Session		
2 Agenda	Session Type			
More settings				
Run your event	Interactive Sessions			
Insights	2 Q&A	OD Poll: Multiple choice	EV Poll: Quiz	Example
	Poll: Word cloud	d 💭 Poll: Open-ended	E Survey	What does success look like for you? 35 votes Anonymous
	Non-interactive Sessions			Let audience submit and
	Break	Regular		vote on questions
	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>		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.

	Microsoft Teams	Ø	Q Search	AR
L Activity	Teams	$\bigtriangledown$	Mt Marketing Posts Files Wiki Pigeonhole Live ~ +	
Chat Teams	Your teams My team General Marketing Hidden teams		Exit	You're Anonymous. Profile >
Calls			9:29am • 9 Jul         Q&A         General Q&A	~
			Enter this Q&A >	
Apps			9:31am • 9 Jul	
? Help			Multiple choice poll Vote on your favourite design!	~
÷	eిం⁺ Join or create a team	ŝ	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.

🧭 Dashboard					0 Q	Ping Ting Soh PigeonLab
Town Hall Edit 994NTK < Captivate Plan ~	Upgrade			Test Mo	de	Run links 👻
• Event upcoming	Sessions	Speakers				
9 - 15 Apr 2019 <b>Event info</b>	Agenda > Sessions > New Session					
2 Agenda	Session	Туре				
<ul><li>More settings</li><li>Run your event</li></ul>		e Sessions				
Insights	Q&/	A	000 Poll: Multiple choice	E√ Poll: Quiz	Example	
	≂ Poll	II: Word cloud	뎼 Poll: Open-ended	E Survey	like for yo	35 votes
	Non-interactive Sessions				Anonymous Let audier	nce submit and
	Break		Regular		vote on qu	

Name <sup>3</sup>	*		
Start *	* 09 Apr 2019 09:00 AM	End *	15 Apr 2019 11:59 PM

### Then go to **<u>Run your event</u>**, and scroll down to *Manage access with event collaborators*. Change your access setting for Admin Panel to "Anyone with this link" and copy the Admin Panel link.

ou can share these lir	s With Event Collabo	orators v	s vithout giving access to your own Pigeonhole Live acco	ount, or restr	ict access to
Desire the Desert	Anvone with this link			0	Decent Viel
Projector Panel	Anyone with this link	\$	https://pigeonhole.at/access/XXXXXXX/p	Сору	Reset link
Admin Panel	Anyone with this link	¢	https://pigeonhole.at/access/XXXXXXX/a	Сору	Reset link
Madaratar Danal	Anvono with this link			Conv	Depet link
Moderator Panel	Anyone with this link	÷	https://pigeonhole.at/access/XXXXXXXX/m	Сору	Reset link
Kiosk	Anyone with this link		https://pigeonhole.at/access/XXXXXXXX/k	Сору	Reset link

### **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							
(‡	Today < > September 2020 <							
2 MM	21 Monday	22 Tuesday	23 Wednesday	24 Thursday				
3 PM								
4 PM		My calendar 🖉						
5 PM		Project Meeting Sep 21, 2020 5:30 PM - 6:00 PM						
6 PM	Project Meeting Join John Smith	Join Edit						
7 PM		<ul> <li>Chat with participants</li> <li>John Smith</li> </ul>						
		Organizer						
8 PM								
9 PM								
10 PM								
11 PM								

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

	Project Meeting       Chat       Files       Details       Scheduling Assistant       Meeting notes       Whiteboard       +       Join       Close							
× c	Cancel meeting Time zone: (UTC+08:00) Kuala Lumpur, Singapore 🗸 Meeting options Response options 🗸	Tracking						
0	Project Meeting	John Smith Organizer						
0°	MG Michael Gale × AR Alicia Roy × NW Nestor Wilke × EB Eric Barberic × JR Jack Reaper × GA Grady Archie × + Optional	Michael Gale Unknown AR Alicia Roy						
ŧ	Sep 21, 2020         5:30 PM         →         Sep 21, 2020         6:00 PM         >         30m         All day           Suggested:         6:00 PM-6:30 PM         6:30 PM-7:00 PM         7:00 PM-7:30 PM         8:00 PM	Unknown NW Nestor Wilke Unknown Eric Barberic						
Q	Does not repeat V	Unknown						
0	Add location	JR Jack Reaper Unknown GA Grady Archie						
Ξ	B $I \cup S   ∀ A$ A Paragraph ∨ $I_x   ∈ ≻ = ≡ ⊨   𝔅  ⊕ ≡ ⊞   𝔅  ⊂$ Join Microsoft Teams Meeting Learn more about Teams   Meeting options	Unknown						

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



Add the Admin Panel link that you obtained from Pigeonhole Live earlier and click *Check Access Link*. If the link is valid, click *Save*.



Project Meeting					Organizer
MG Michael Gale × AR Alicia Roy × Tentative	About	×	+ Optional	MG	Michael Gale Unknown
	Pigeonhole Live			AR	Alicia Roy Unknown
Sep 21, 2020         5:30 PM         →         Sep 21, 2020           Suggested:         6:00 PM-6:30 PM         6:30 PM-7:00 PM         7:00 PM-7:30 PM	Start a Live Q&A, Poll, Quiz or Survey for your meeting Key in your Admin Panel access link:			NW	Nestor Wilke Unknown
Does not repeat v	e.g. Type it in here Check access link.			EB	Eric Barberic Unknown
Add location	Tip: Get the Admin Panel access link in your Workspace. Go to your Pigeonhole >			JR	Jack Reaper Unknown
BIUSI∀AAA Paragraph∨I	Run your event > Manage Access with Event Collaborators. You can only use links with "Anyone with this link" access setting.			GA	Grady Archie Unknown
	Learn More				
Join Microsoft Teams Meeting					
Learn more about Teams   Meeting options					
	Back Save				

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

Once the tab has been added, a notification card will be sent to the meeting chat to inform your meeting attendees of the new tab.

#### **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.

😇 Project Mee	eting Chat Files	Details Scheduling Assistant Meeting notes Whiteboard Pigeonhole Live +	Joi	in	Close
← admin Pi	igeonhole / 및	Weekly Meeting Q&A	모 8	v 4	
		1 nested session ∨			
₽ Search					¢ †
QUESTIONS		Dending Questions (2)		0.4-1	bing all
Pending	3	Pending Questions (3)		🛆 Arcl	hive all
Allowed	6	Anonymous • 18 seconds ago			
☆ Starred	0	How's the progress for the website redesign?	×	Allow	More
Dismissed	0	C <sup>+</sup> Direct Reply	Dismiss	Allow	More
COMMENTS		Eric • 30 seconds ago	×	~	
Pending	0	C Direct Reply	Dismiss	Allow	More
Allowed	0				
Dismissed	0	Anonymous • 43 seconds ago	×	~	
		How many webinars are we looking to run for this quarter?	Dismiss	Allow	More
	0	C <sup>*</sup> Direct Reply			

**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?	
Pigeonhole Live	0 votes Add a comment >	English

### **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.



### 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.



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



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.



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.

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.





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



#### 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**



#### 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.



### **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.



### **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.



### 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.



### Survey

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



### 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!