



Using Pigeonhole Live in Microsoft Teams

A Pigeonhole Live Guide



ABOUT

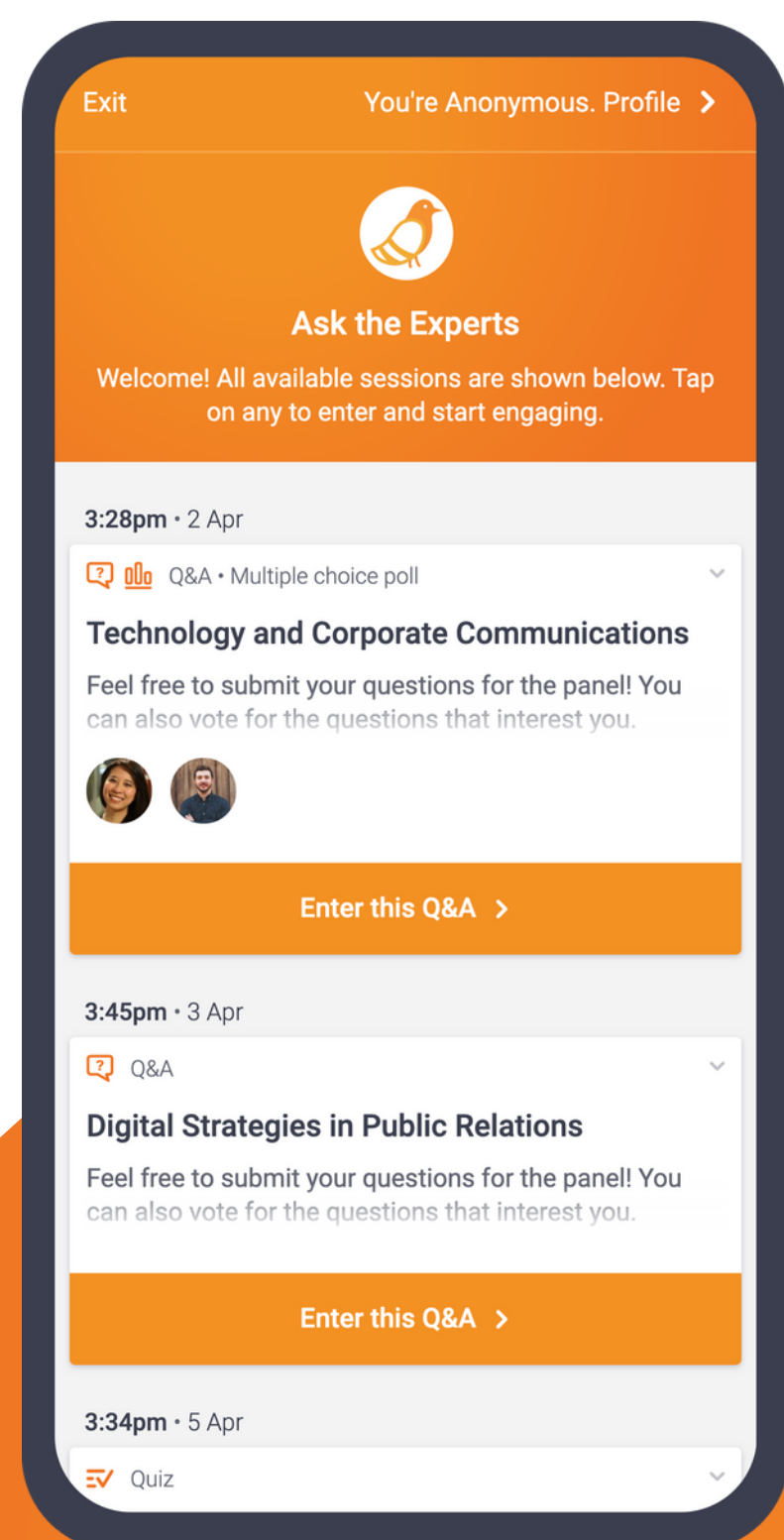
Pigeonhole Live

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

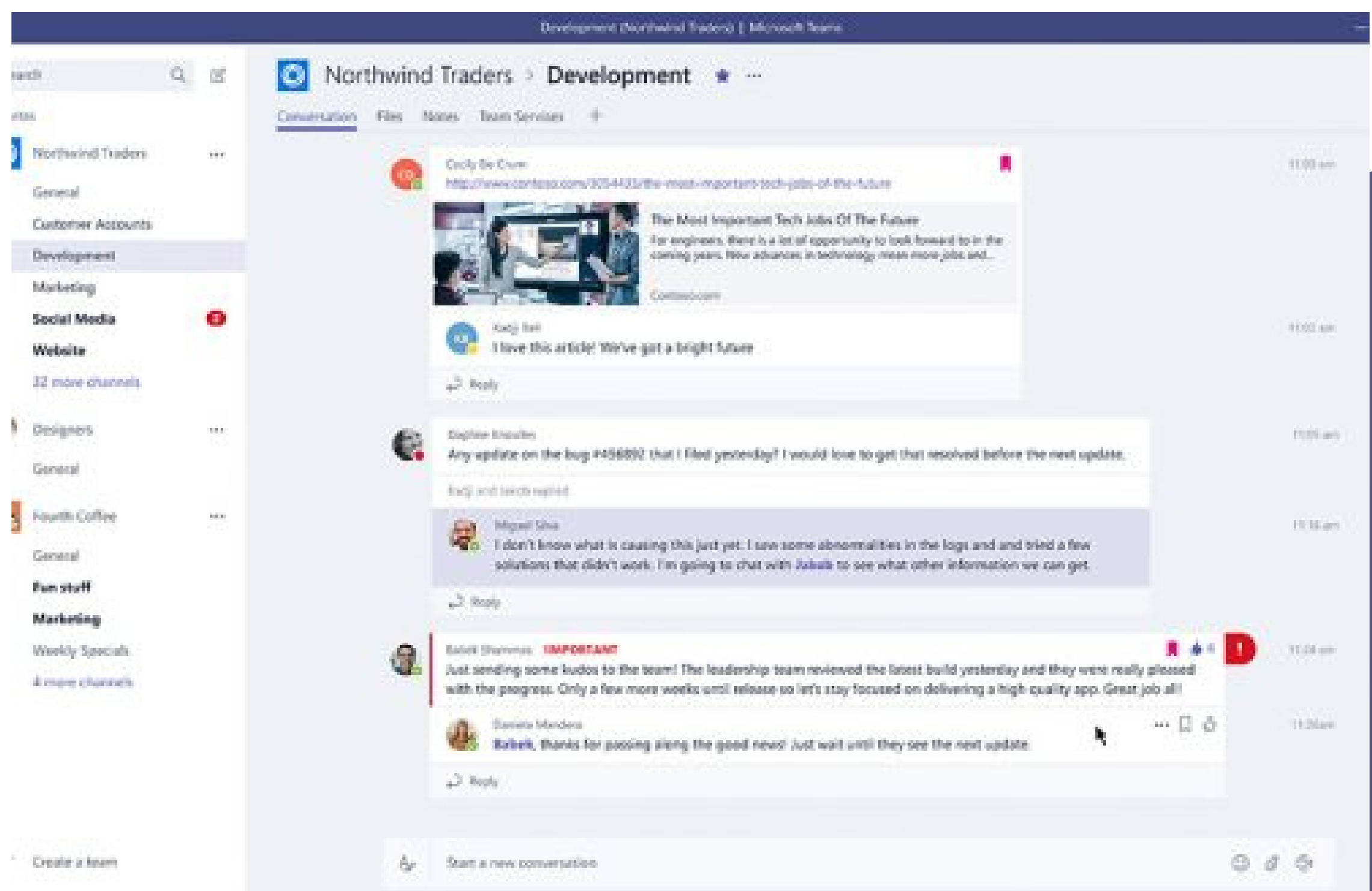


ABOUT

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 **Agenda**, add your sessions.

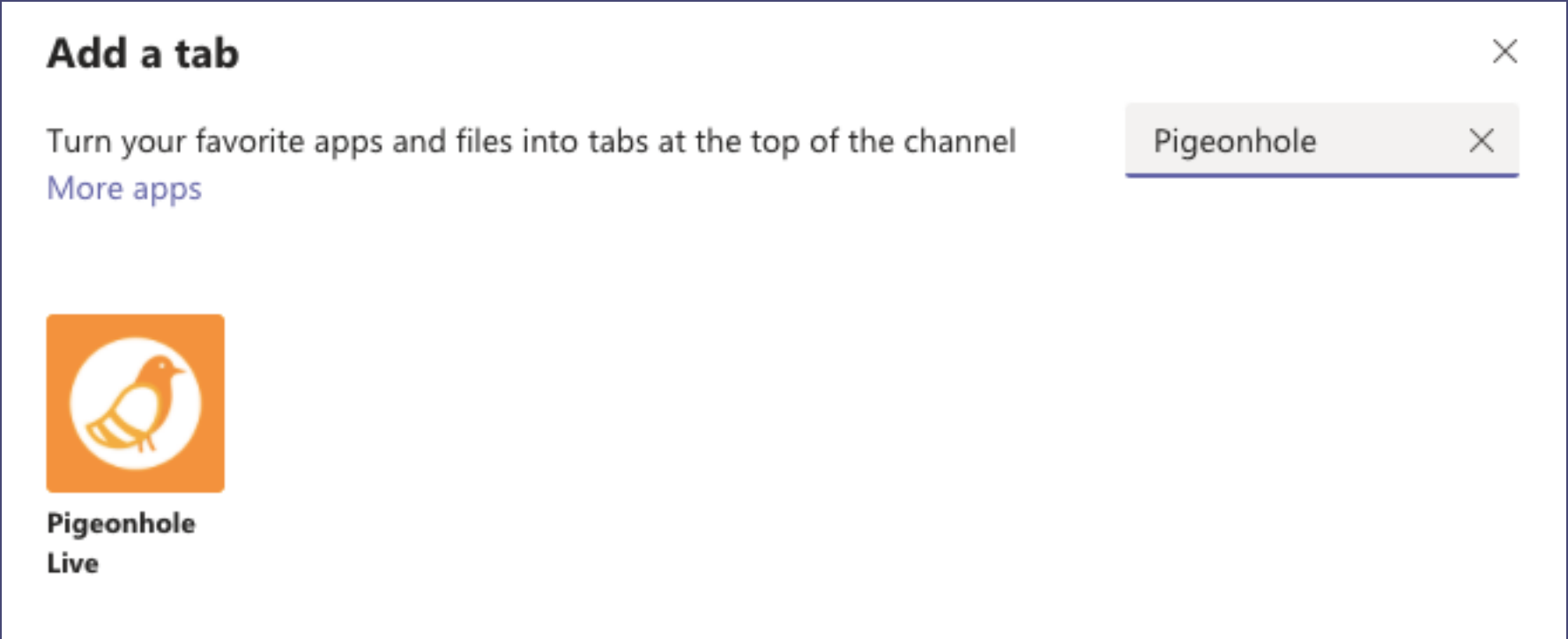
The screenshot displays the Pigeonhole Live workspace interface. At the top, there's a navigation bar with 'Dashboard', a help icon, a notification bell, and a user profile for 'Ping Ting Soh' from 'PigeonLab'. Below this, the event title 'Town Hall' is shown with an 'Edit' link, a 'Test Mode' toggle, and a 'Run links' button. The left sidebar contains a menu with 'Event upcoming' (9 - 15 Apr 2019), 'Event info', 'Agenda' (selected), 'More settings', 'Run your event', and 'Insights'. The main content area is titled 'Sessions' and 'Speakers'. The 'Sessions' tab is active, showing a breadcrumb 'Agenda > Sessions > New Session'. Under 'Session Type', there are two sections: 'Interactive Sessions' and 'Non-interactive Sessions'. In the 'Interactive Sessions' section, 'Q&A' is selected with a checkmark. Other options include 'Poll: Multiple choice', 'Poll: Quiz', 'Poll: Word cloud', 'Poll: Open-ended', and 'Survey'. An 'Example' box shows a sample Q&A question: 'What does success look like for you?' with 35 votes. The 'Non-interactive Sessions' section has 'Break' and 'Regular' options. Below this, the 'Q&A Agenda Information' section contains a 'Name *' field, a 'Start *' field (09 Apr 2019 09:00 AM), and an 'End *' field (15 Apr 2019 11:59 PM). A note at the bottom says '+ Add optional description, location or speaker'.

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:

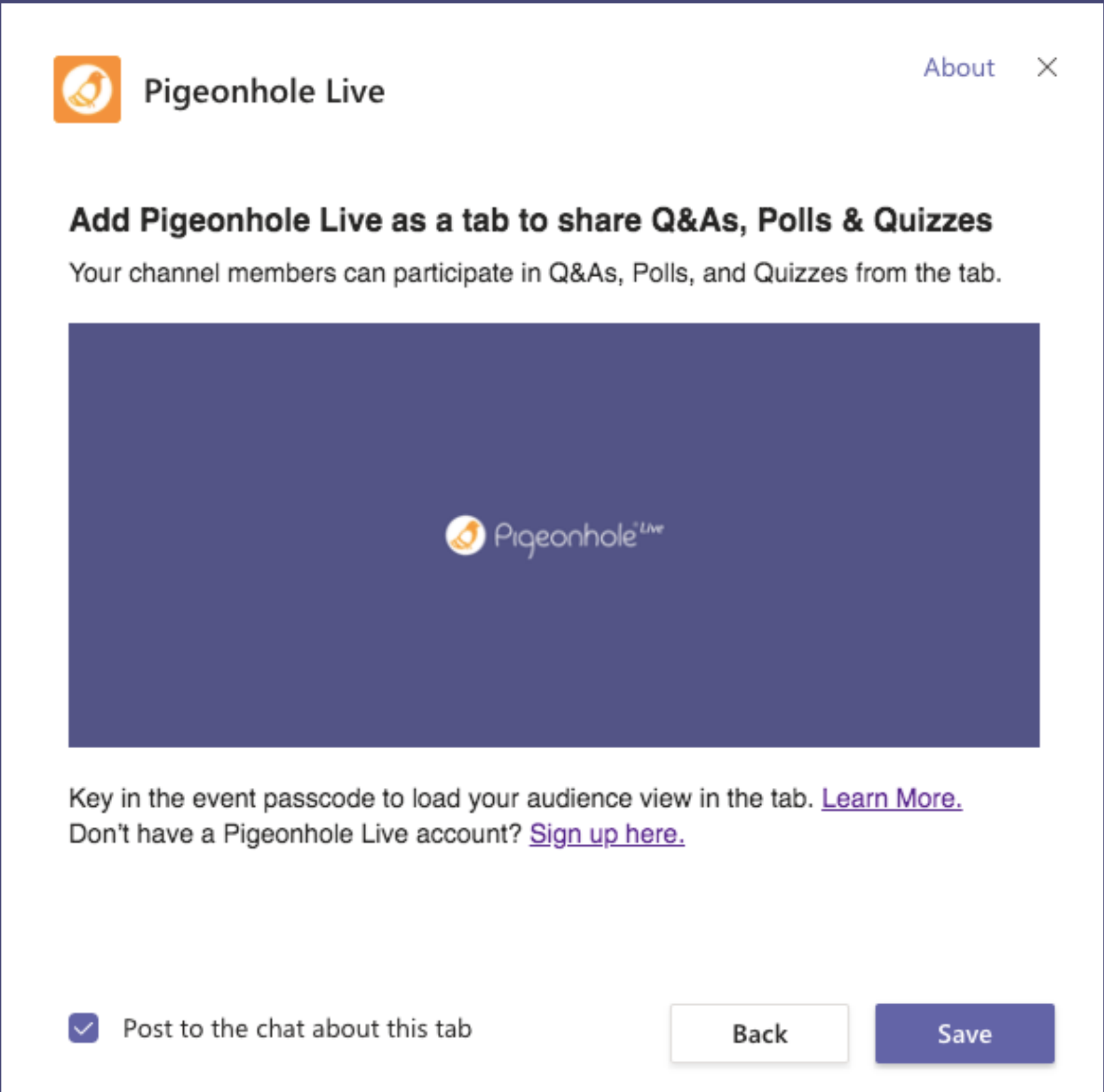
<https://pigeonhole.at/PASSCODE>

On Microsoft Teams

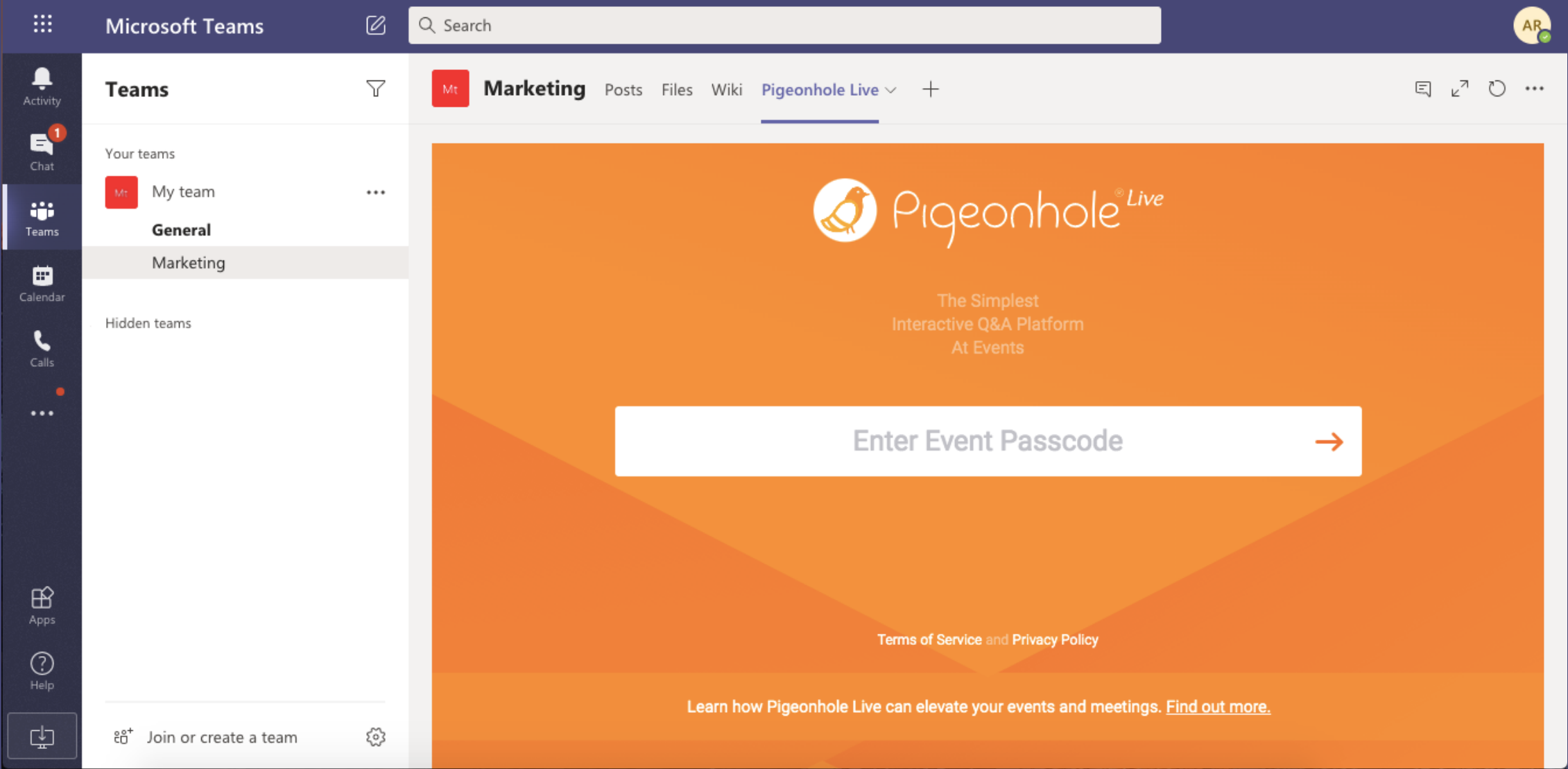
You can add a tab by clicking on the + in the tab menu in your selected channel.



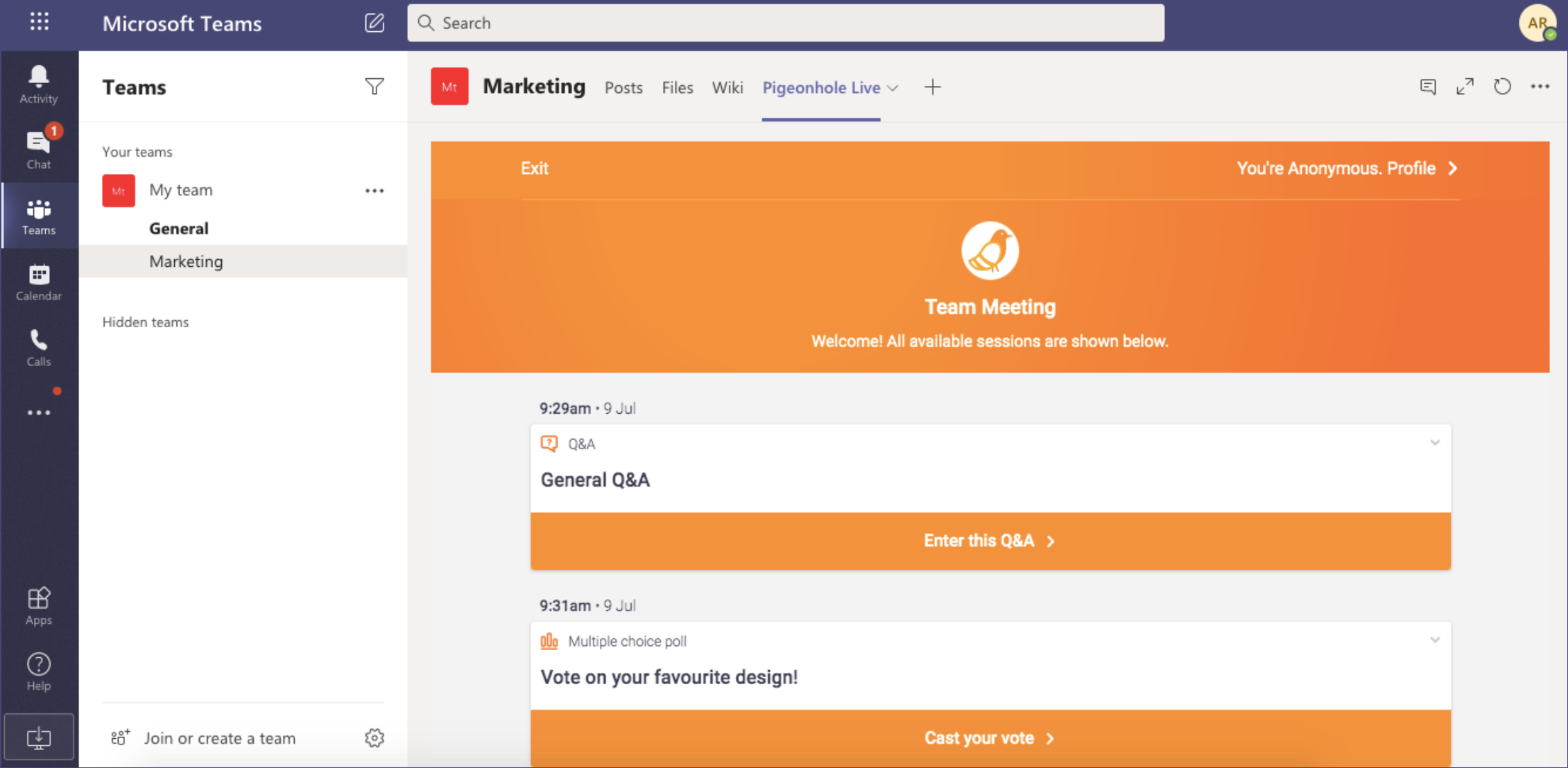
Select *Add*, then select *Save* in this pop-up modal.



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.



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 Agenda, add your sessions.

Dashboard

?

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PS Ping Ting Soh PigeonLab

Town Hall

Edit

994NTK

Captivate Plan

Upgrade

Test Mode

Run links

● Event upcoming

9 - 15 Apr 2019

1 Event info

2 Agenda

More settings

Run your event

Insights

Sessions

Speakers

Agenda

Sessions

New Session

Session Type

Interactive Sessions

Q&A

Poll: Multiple choice

Poll: Quiz

Poll: Word cloud

Poll: Open-ended

Survey

Non-interactive Sessions

Break

Regular

Example

What does success look like for you?

Anonymous

35 votes

Let audience submit and vote on questions

Q&A Agenda Information

Name *

Start *

09 Apr 2019 09:00 AM

End *

15 Apr 2019 11:59 PM

+ Add optional description location or speaker

Then go to Run your event, 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.

Manage Access With Event Collaborators

You can share these links with your event collaborators without giving access to your own Pigeonhole Live account, or restrict access to Workspace members only. [Learn about sharing access](#)

Projector Panel

Anyone with this link

https://pigeonhole.at/access/XXXXXXX/p

Copy

Reset link

Admin Panel

Anyone with this link

https://pigeonhole.at/access/XXXXXXX/a

Copy

Reset link

Moderator Panel

Anyone with this link

https://pigeonhole.at/access/XXXXXXXXX/m

Copy

Reset link

Kiosk

Anyone with this link

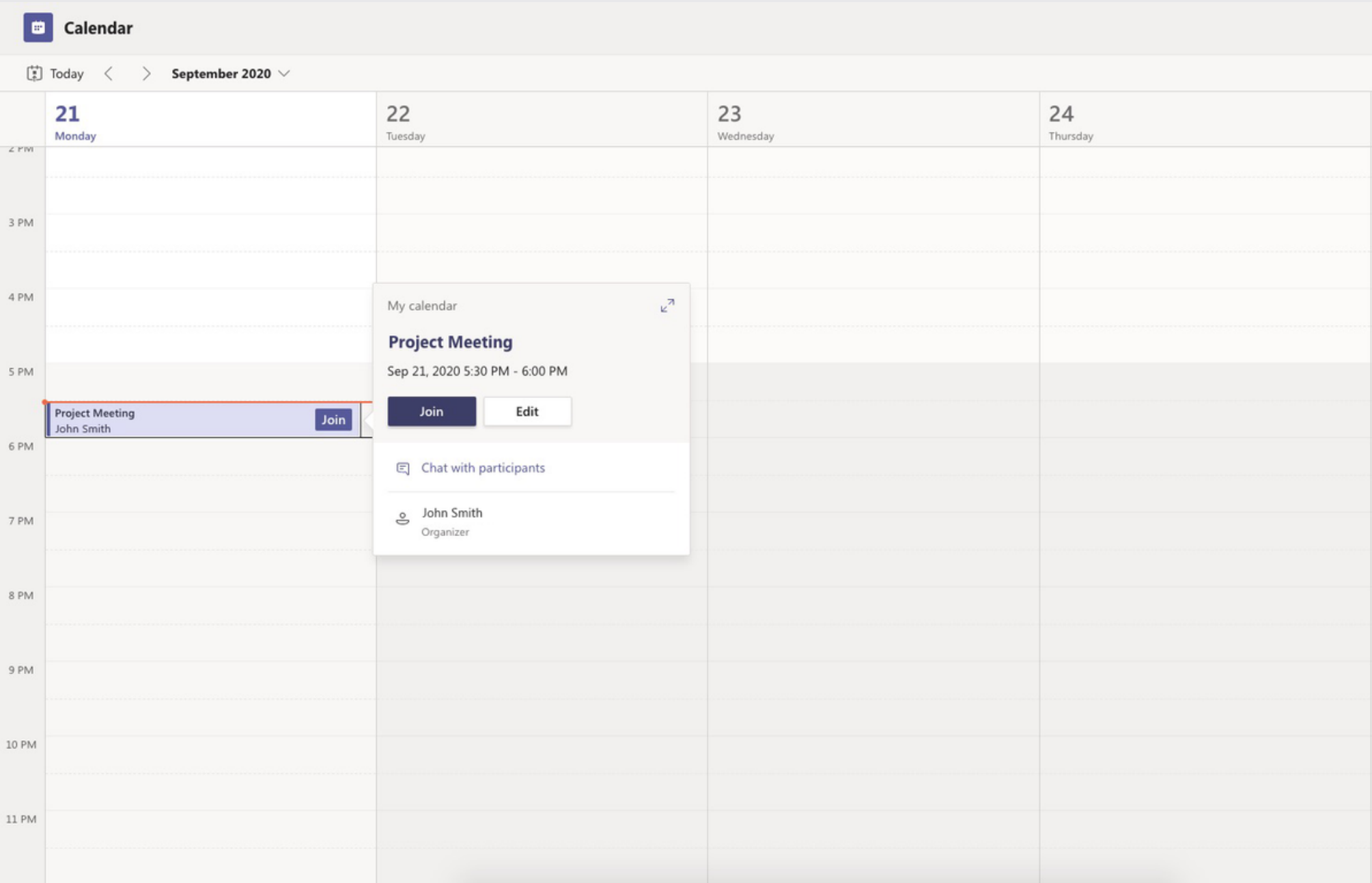
https://pigeonhole.at/access/XXXXXXXXX/k

Copy

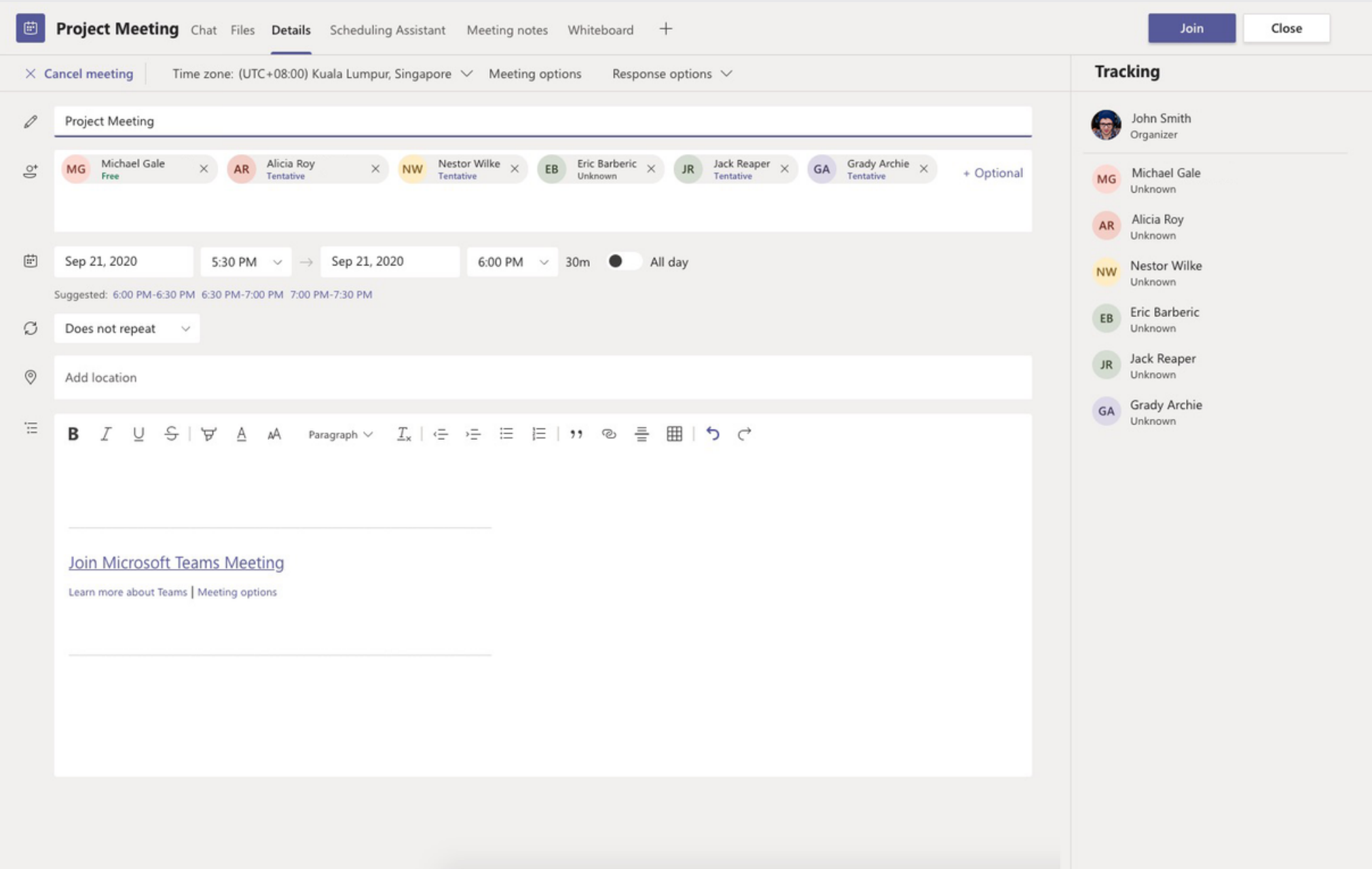
Reset link

On Microsoft Teams

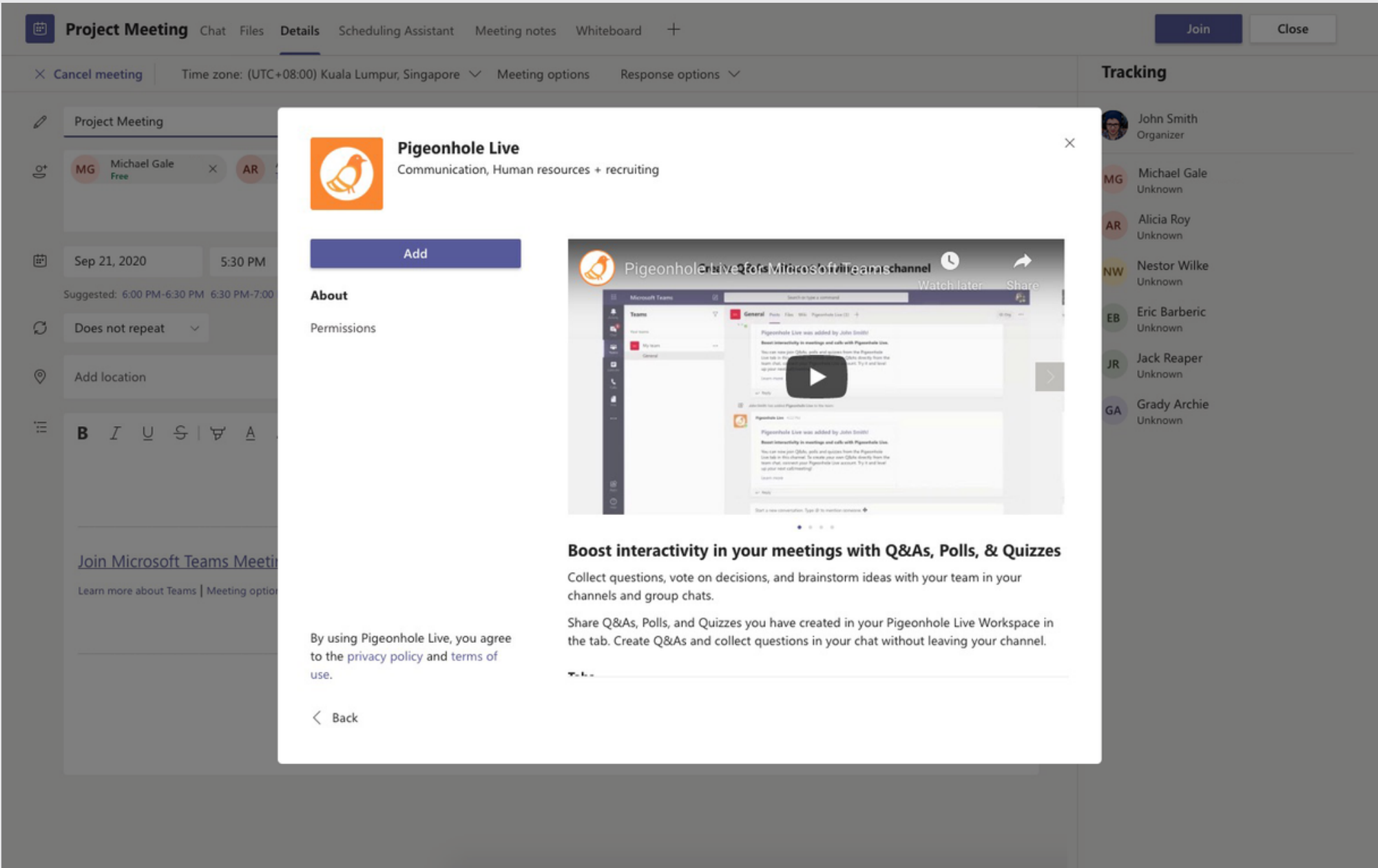
Go to your Calendar and create a meeting. Once you’ve created a meeting, click on the meeting in your calendar, and select *Edit*.



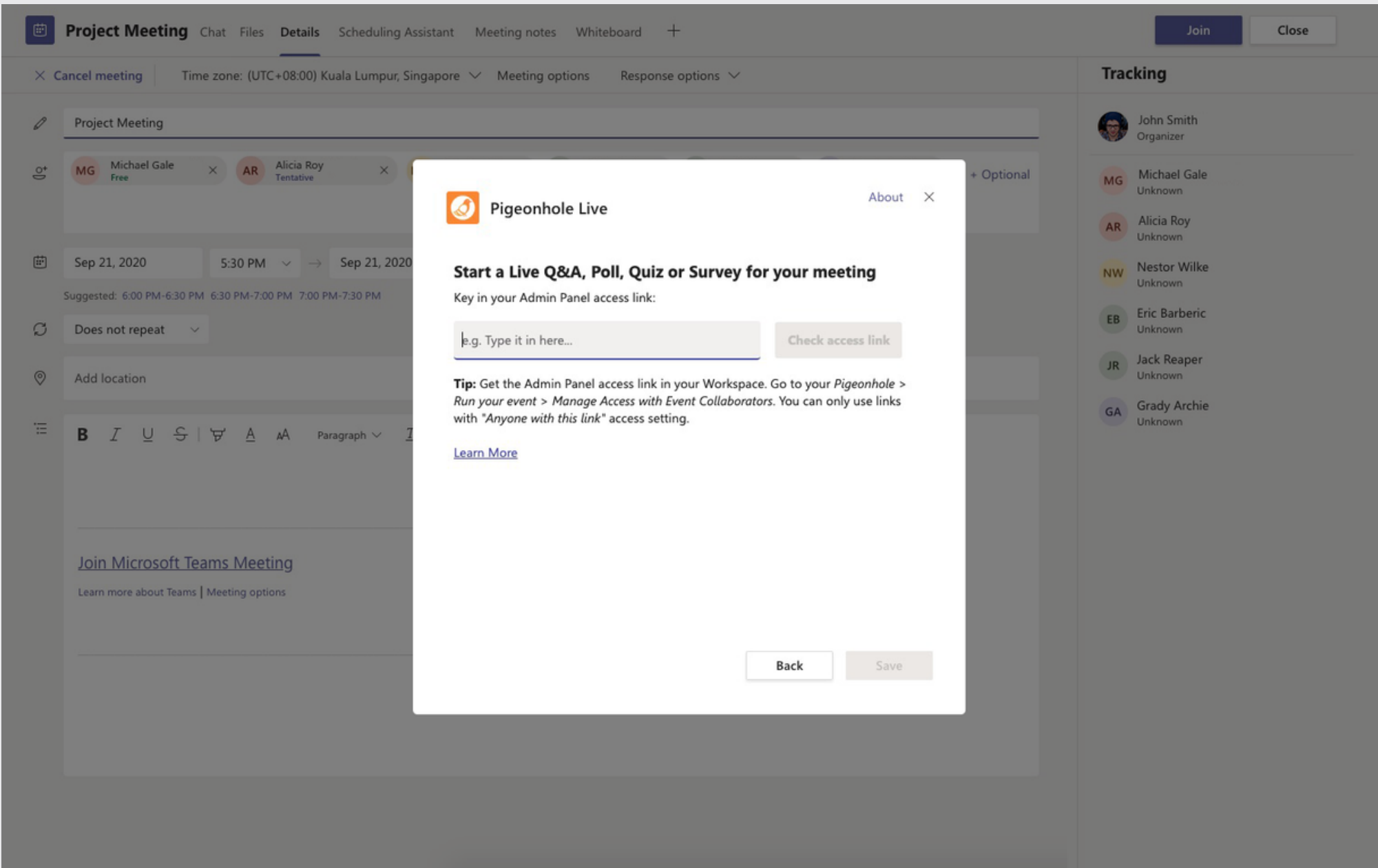
As an organiser, you will be able to add Pigeonhole Live as a tab. Click on the + button on the top of the page.



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*.

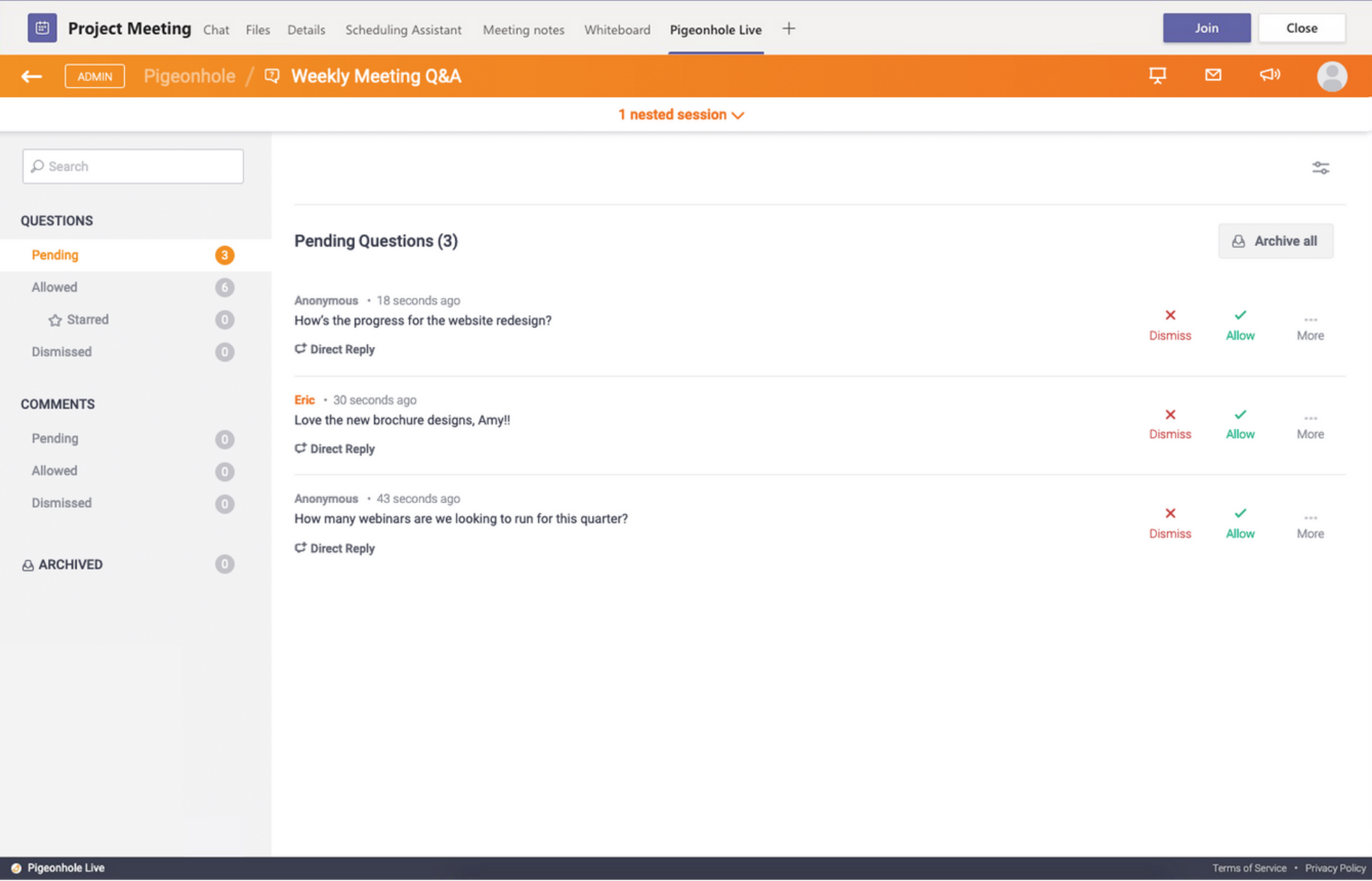


Note: Only the meeting organiser can add a tab.

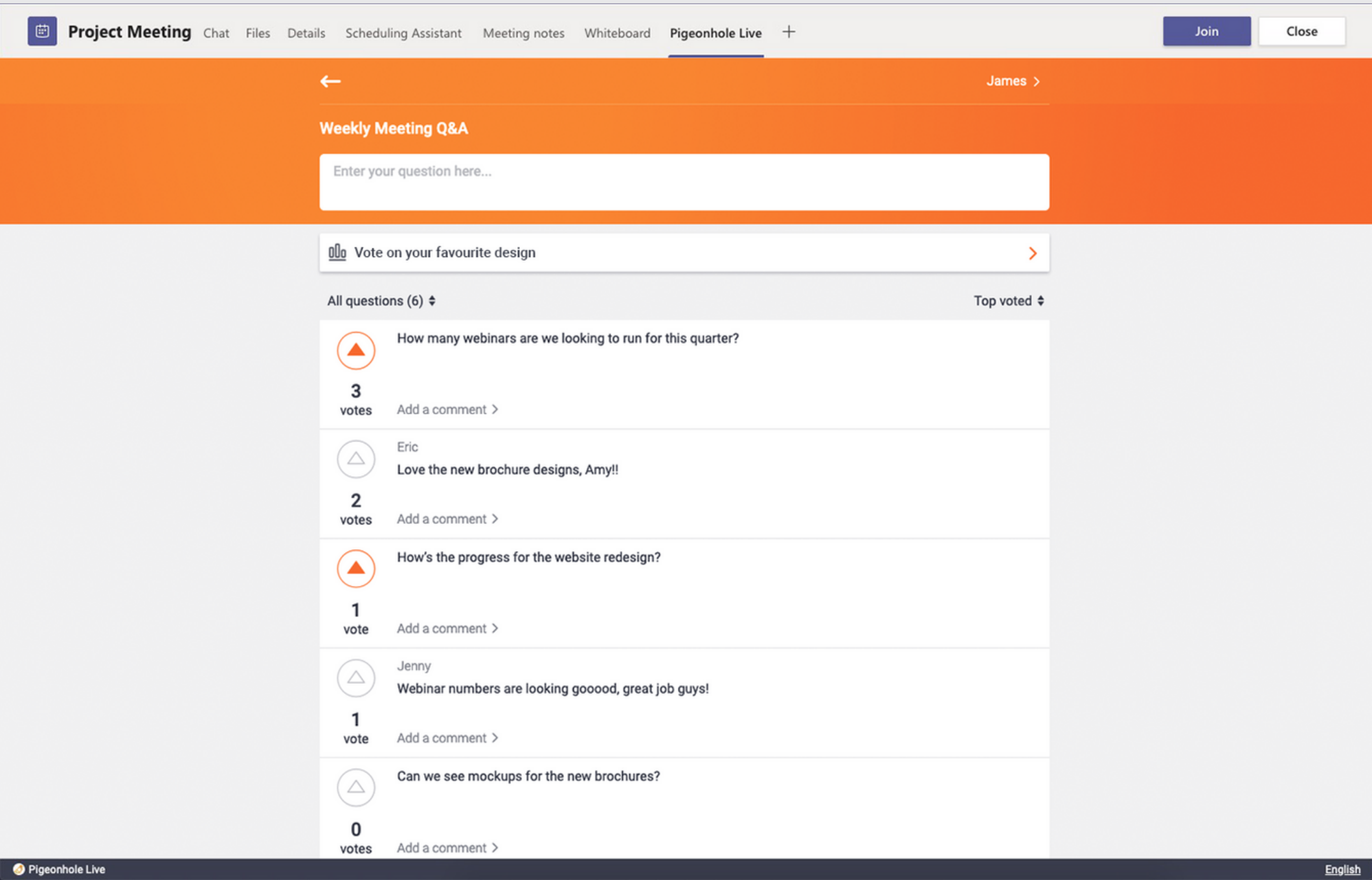
Once the tab has been added, a notification card will be sent to the meeting chat to inform your meeting attendees of the new tab.

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.



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.



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.



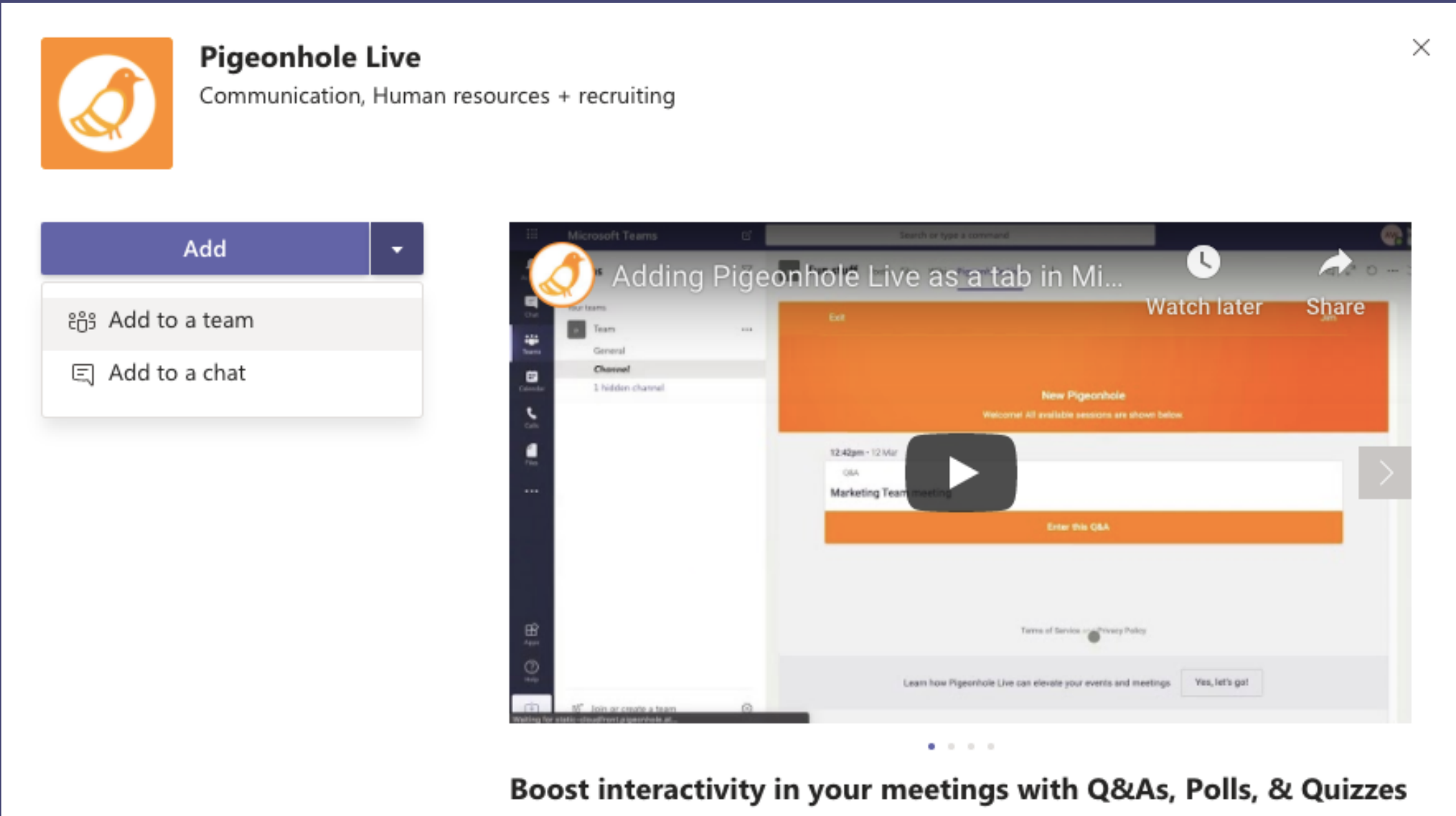
For meeting attendees: Attendees can view the Audience Web App on the side panel within the meeting window to participate in Q&As, Polls, and Quizzes when the meeting is live.



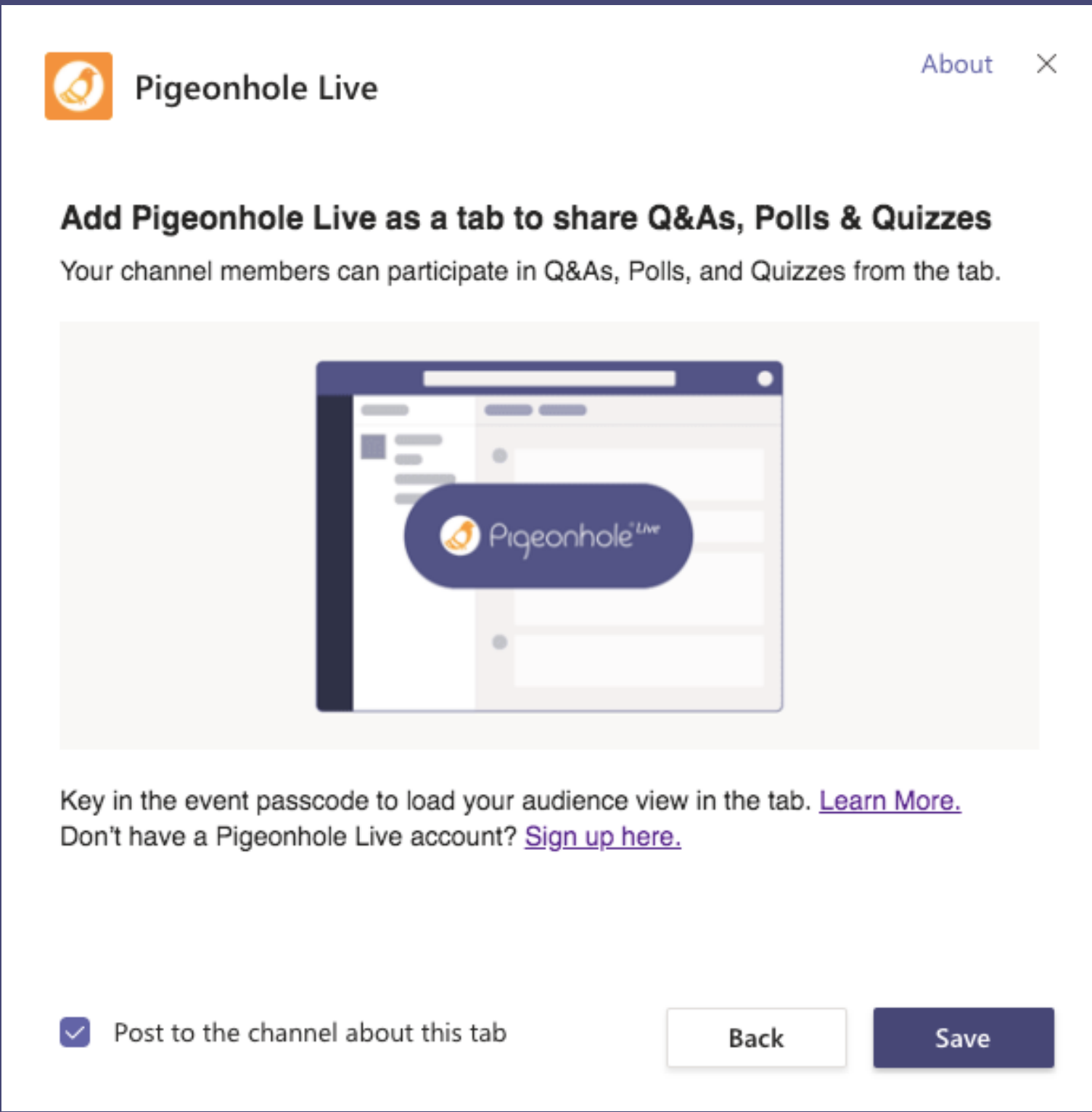
2. Create Q&As without leaving Microsoft Teams (Beta)

On Microsoft Teams

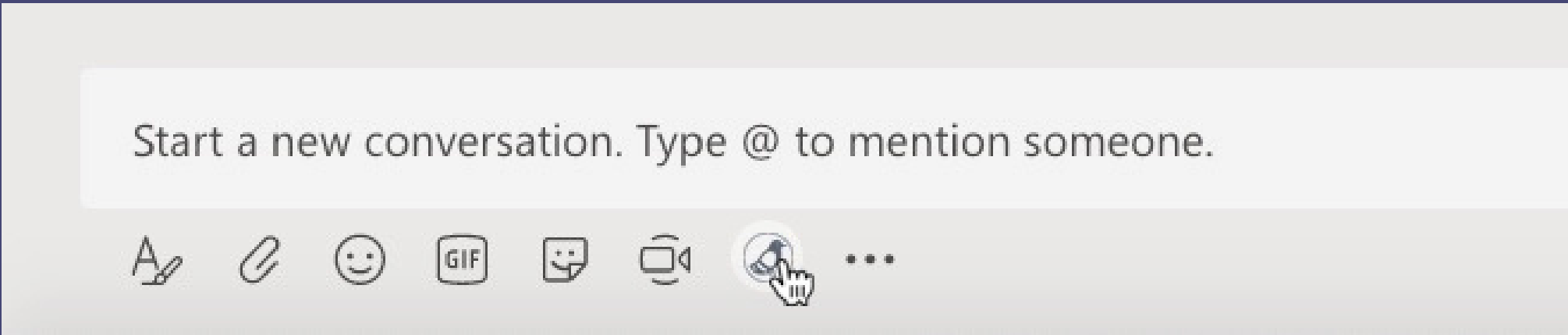
Go to the App Store, search for "Pigeonhole Live" and select *Add to team*. Select the channel you wish to add the Pigeonhole Live app to.



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

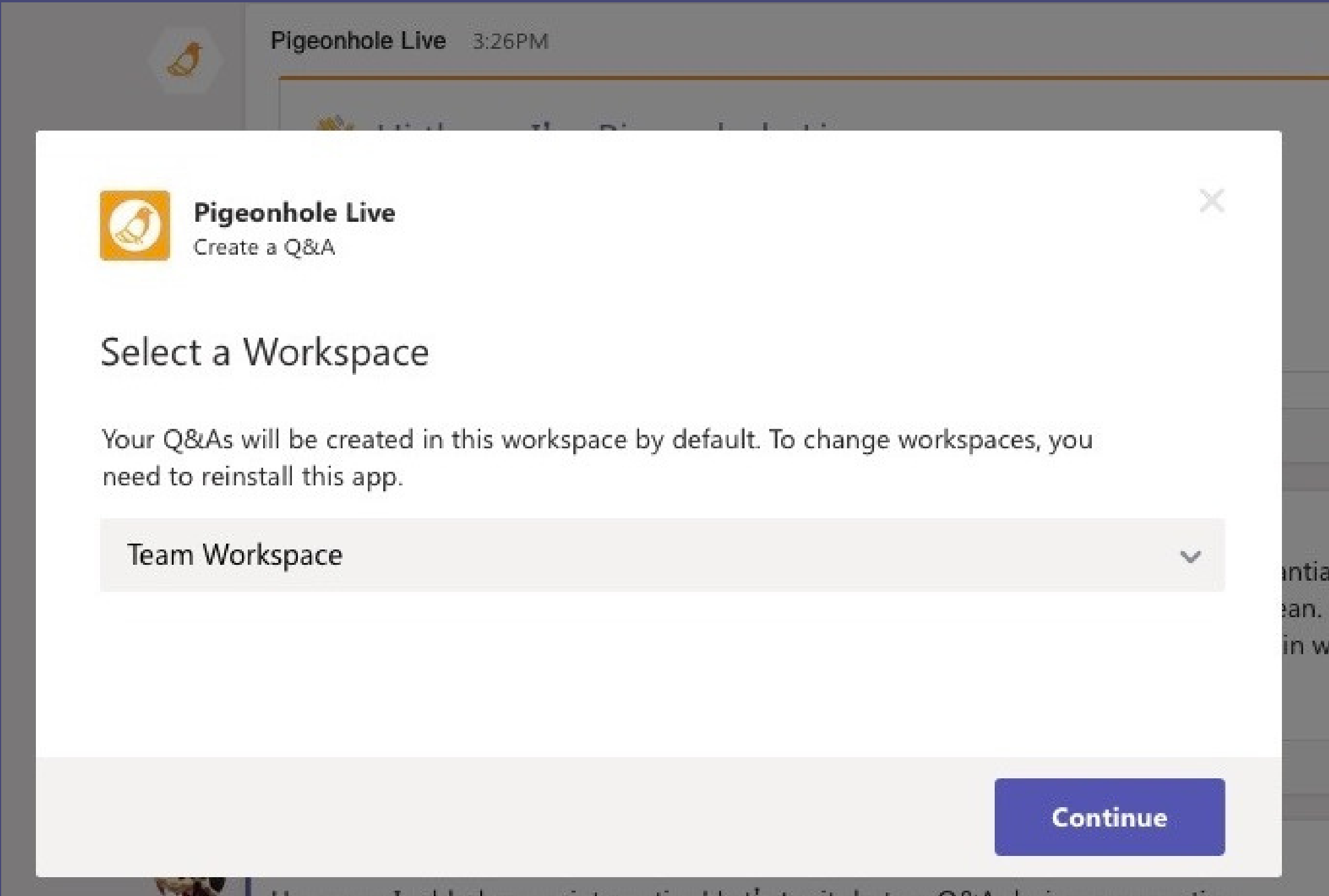


You will be redirected to the Pigeonhole Live tab in your channel. Return to your main tab, and click on the Pigeonhole Live logo pinned to the *Compose* box.

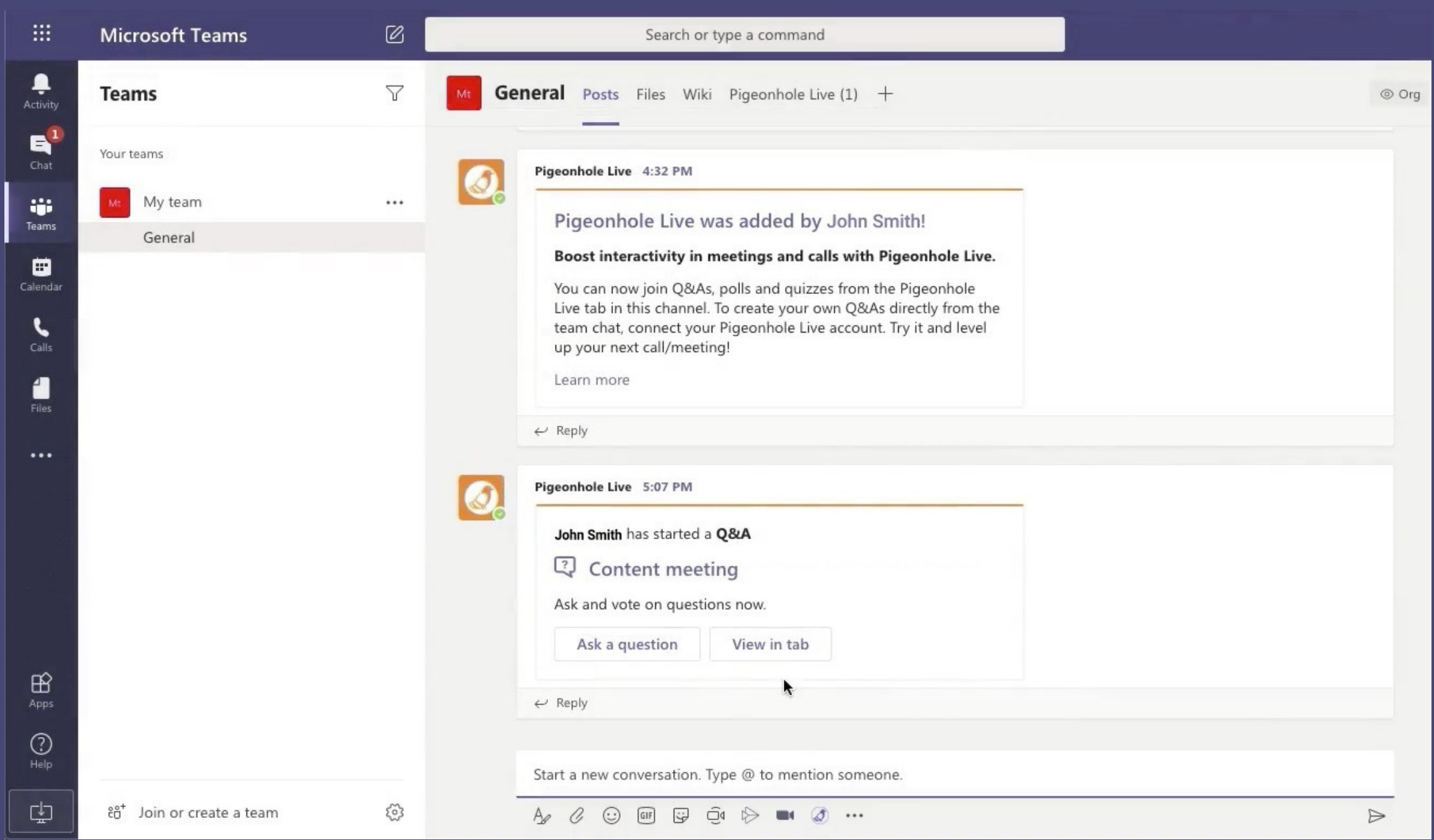


Follow the sign in instructions to connect your Pigeonhole Live account to Microsoft Teams.

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 well-being during and outside of meetings.



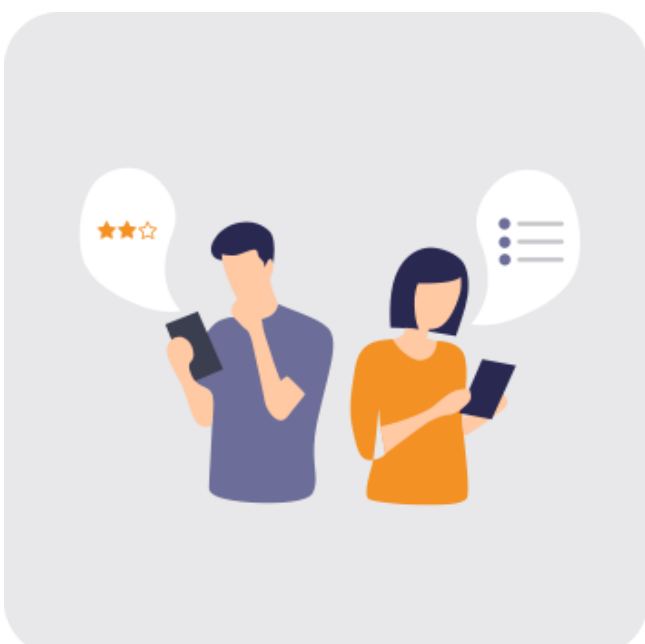
Open-ended Polls

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 [here](#) and
we'll be in touch!