Using Pigeonhole Live in Microsoft Teams
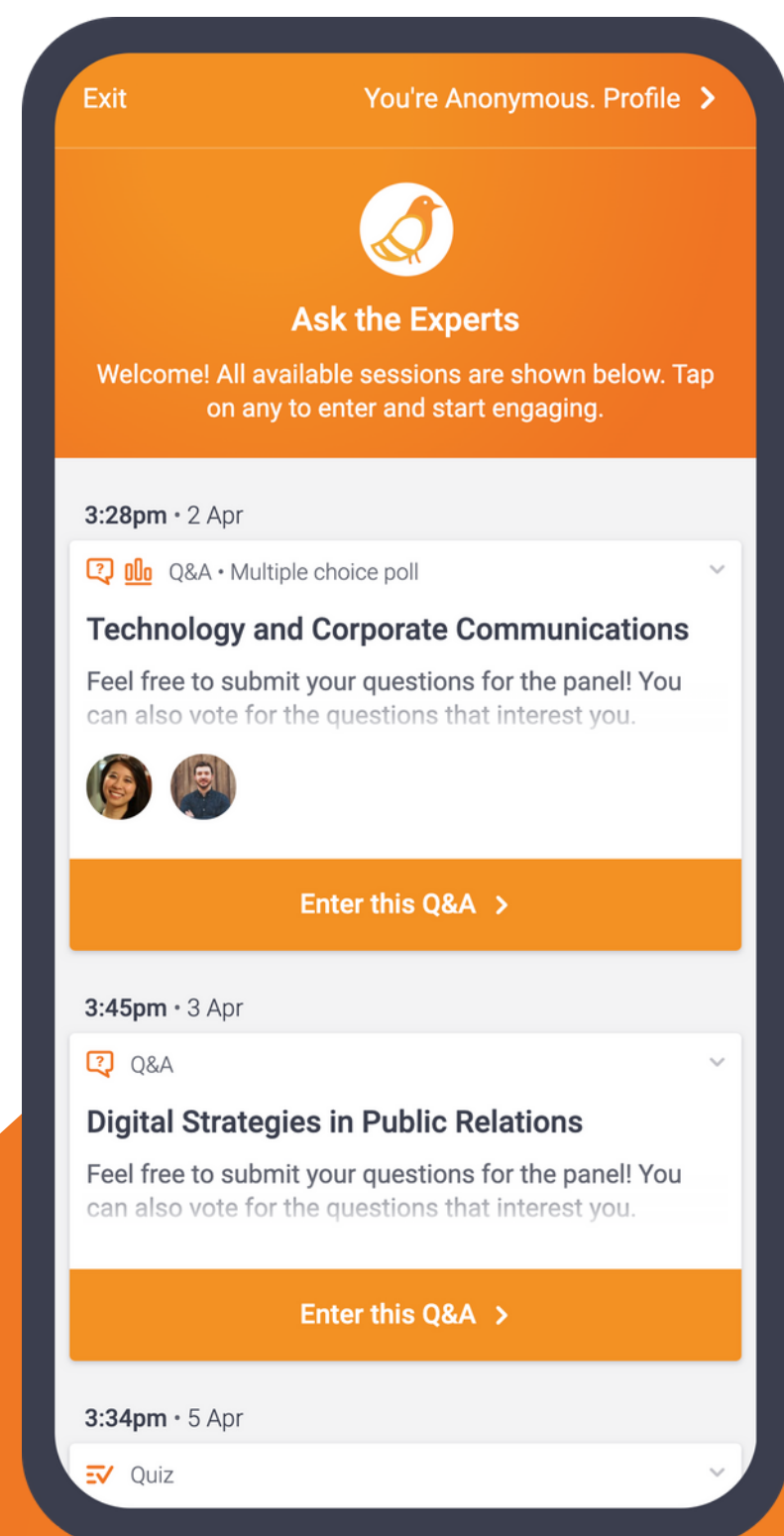
A Pigeonhole Live Guide

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
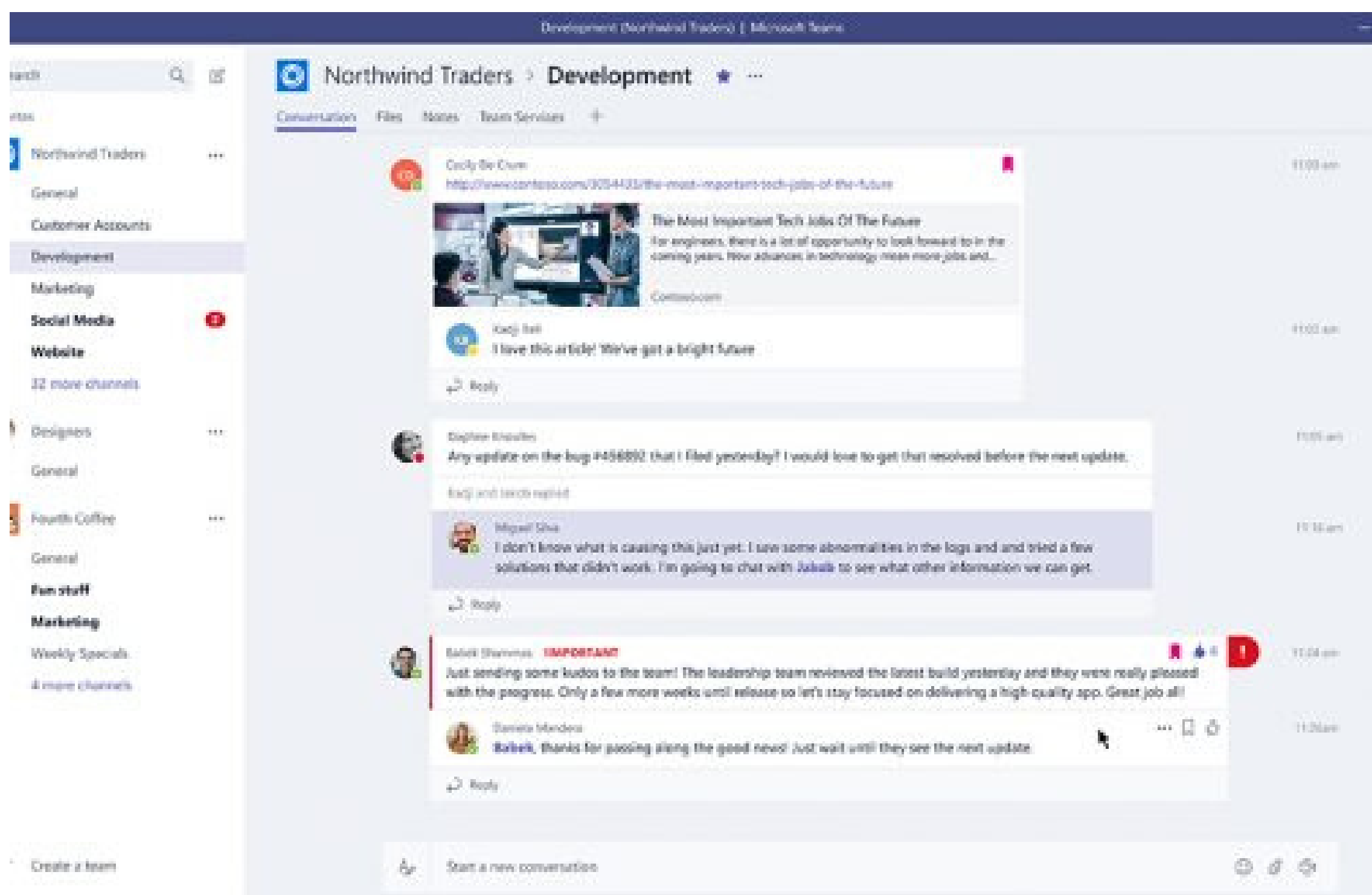- Assessment
- Survey

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.

How to use it

Share Q&As, Polls, Quizzes in a pinned tab

Create Q&As, Polls, and Quizzes in your Workspace and add them as a tab in your channel or group chat on Microsoft Teams. Your team members can access the tab anytime to submit questions, vote on polls, or participate in a quiz.

Create Q&As without leaving Microsoft Teams (Beta)

Create Q&As in just a few steps within your channel and go live. 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

2. Create Q&As directly in the channel (Beta)
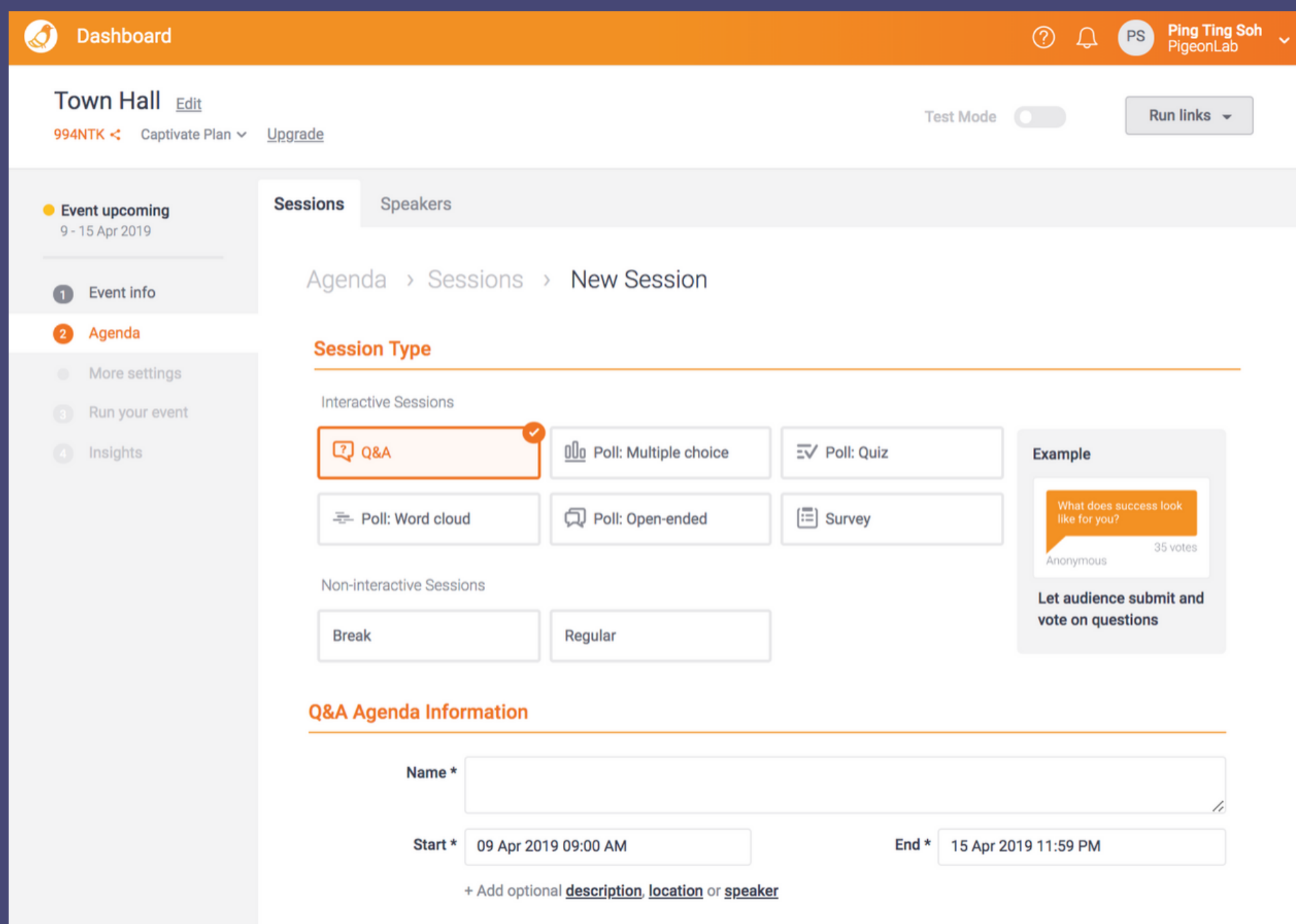
1. Share Q&As, Polls, & Quizzes in a tab

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.
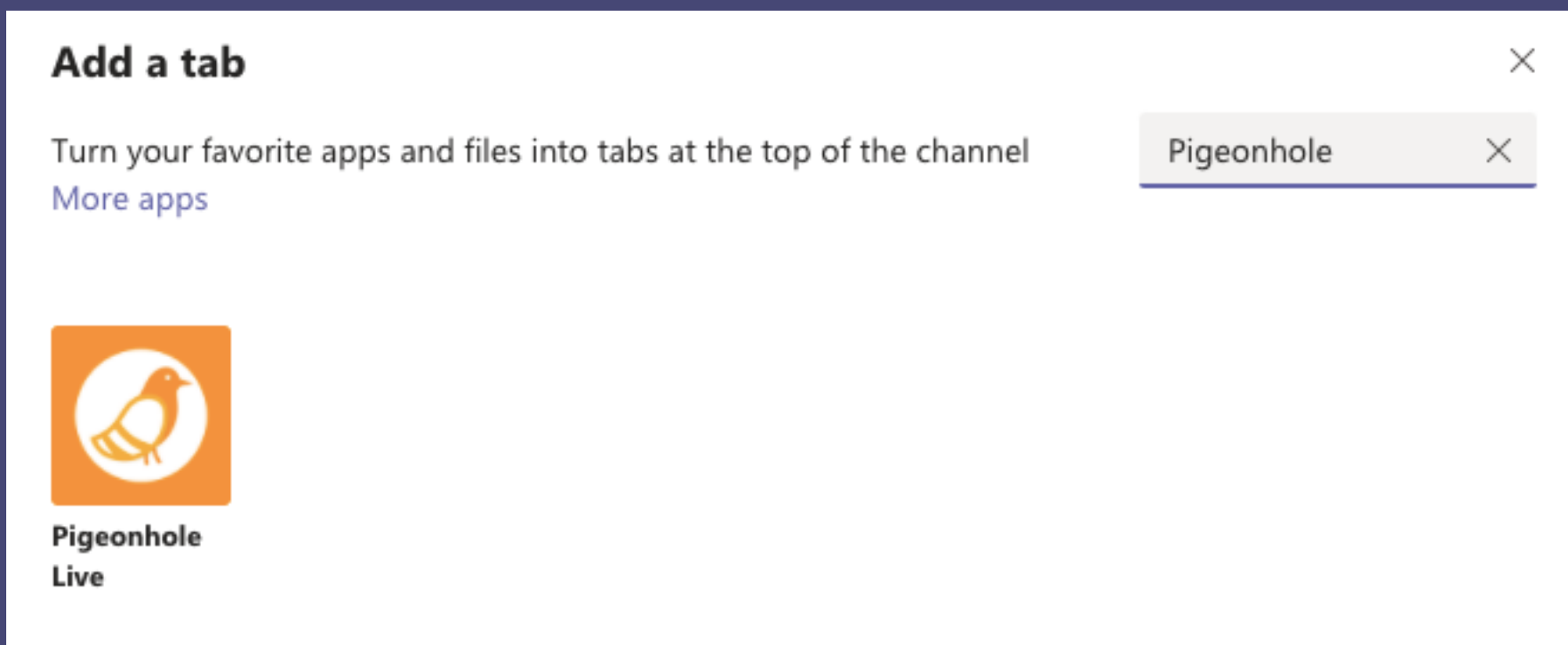
Under **Agenda**, add your sessions.

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:

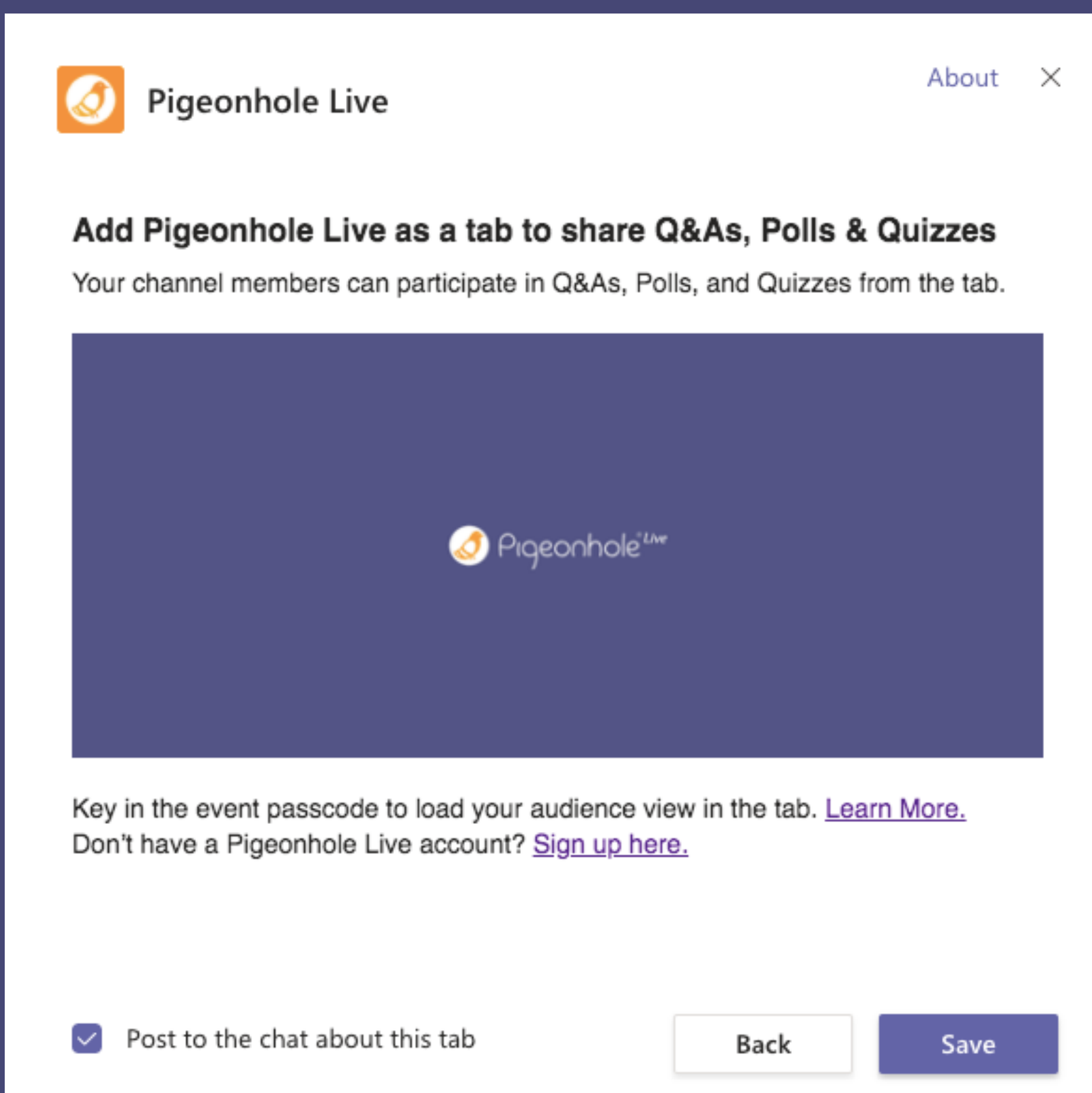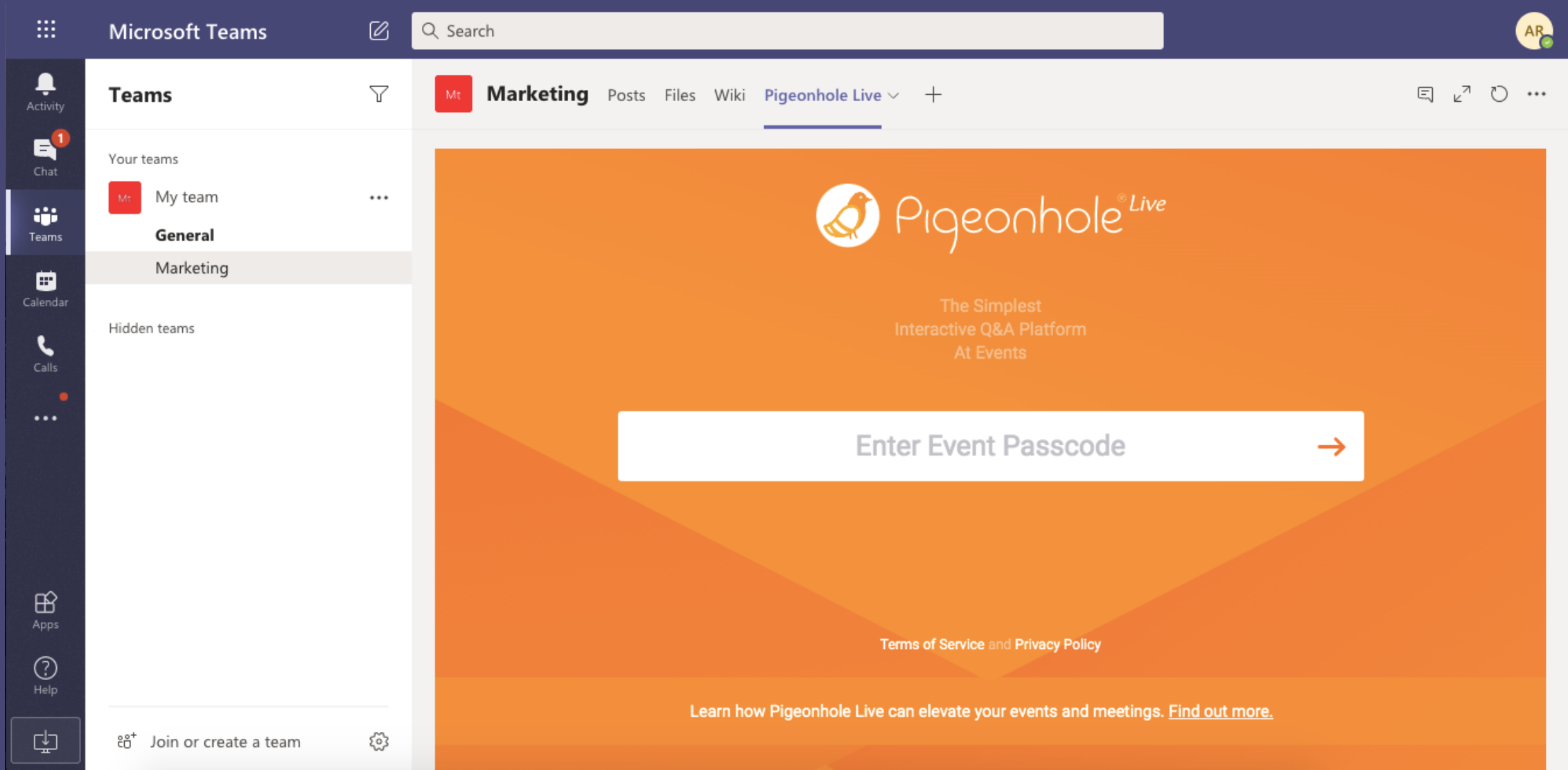**https://pigeonhole.at/PASSCODE**

On Microsoft Teams

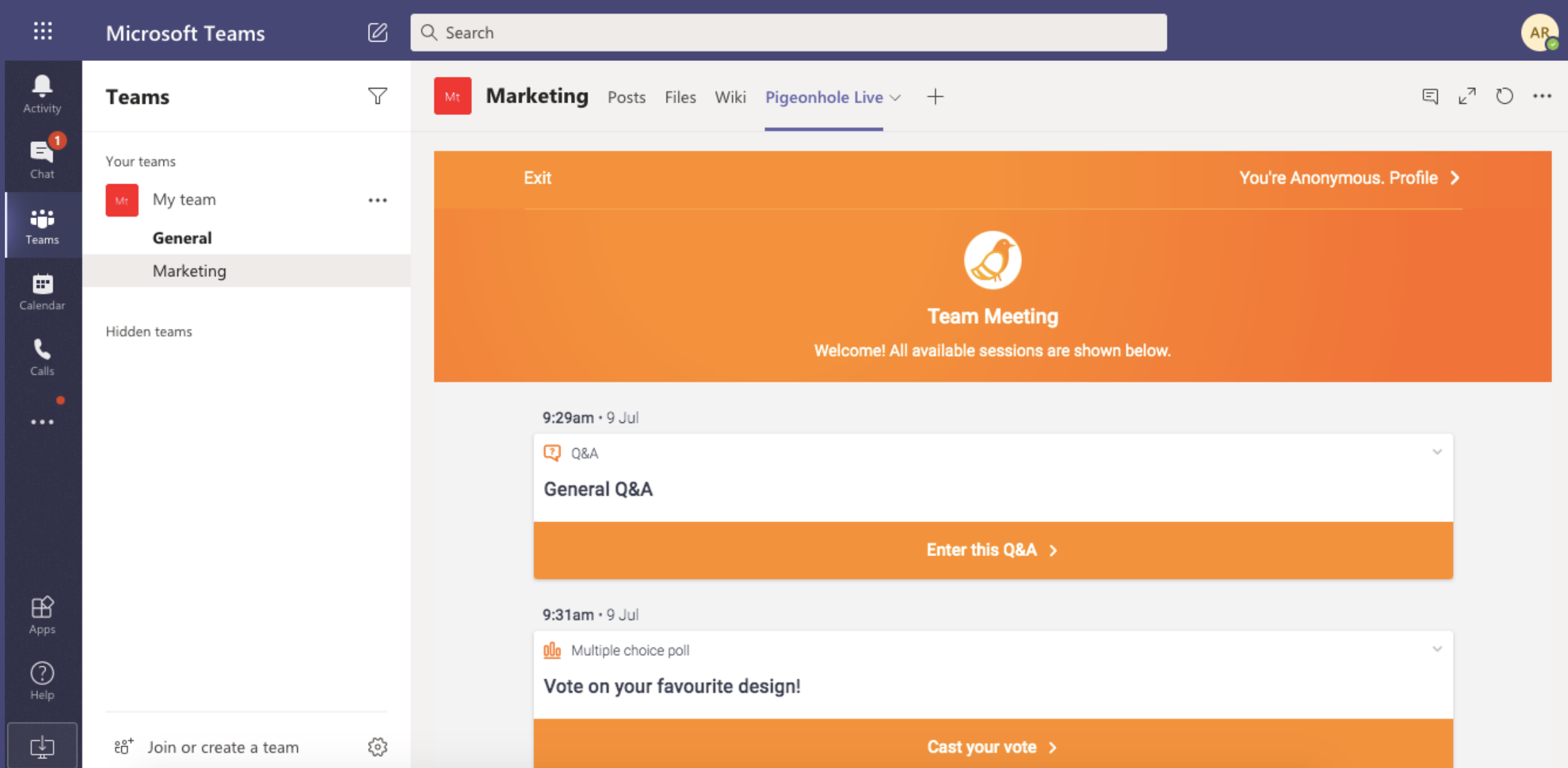You can add a tab by clicking on the + in the tab menu in your selected channel.

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.
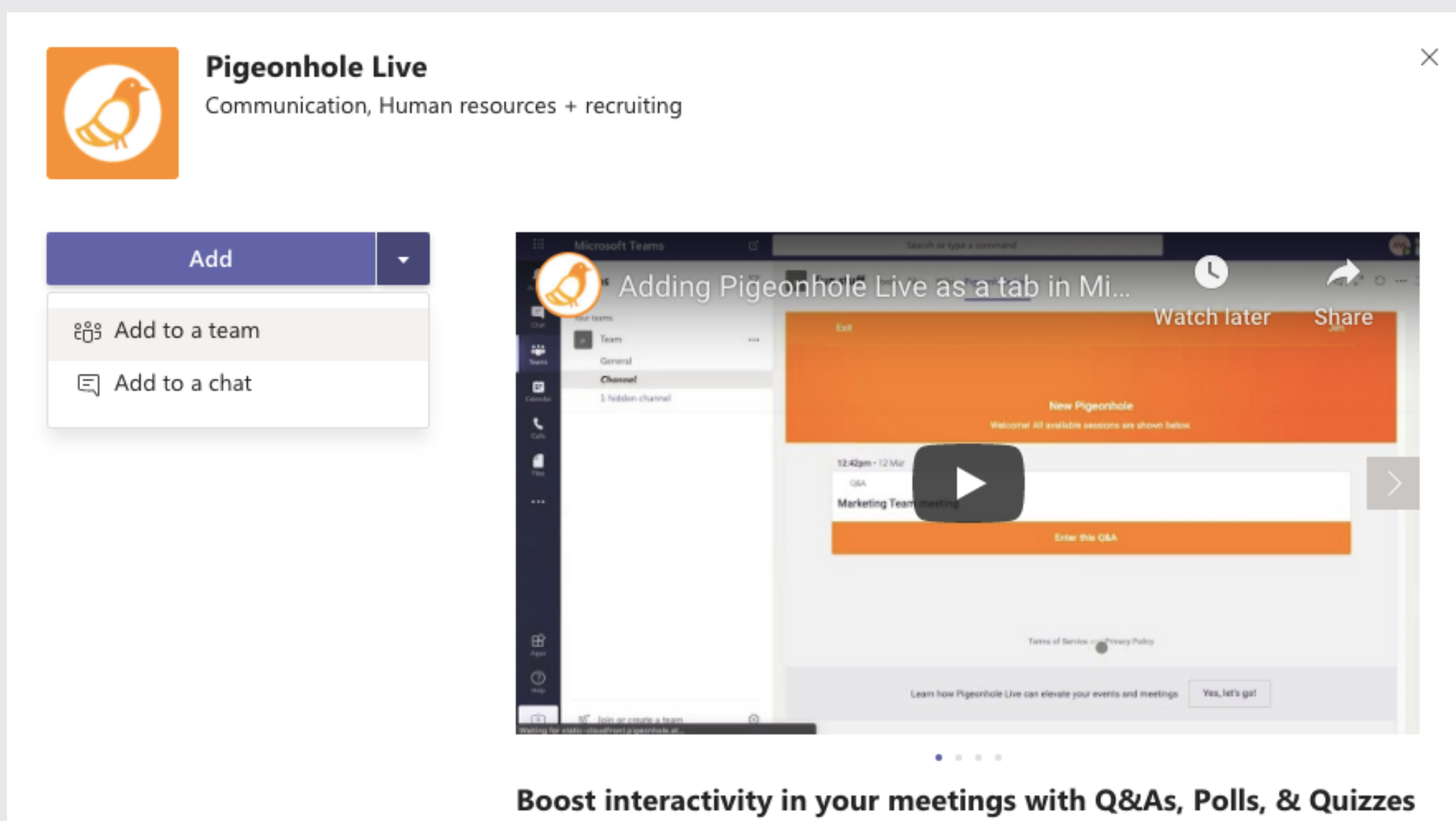

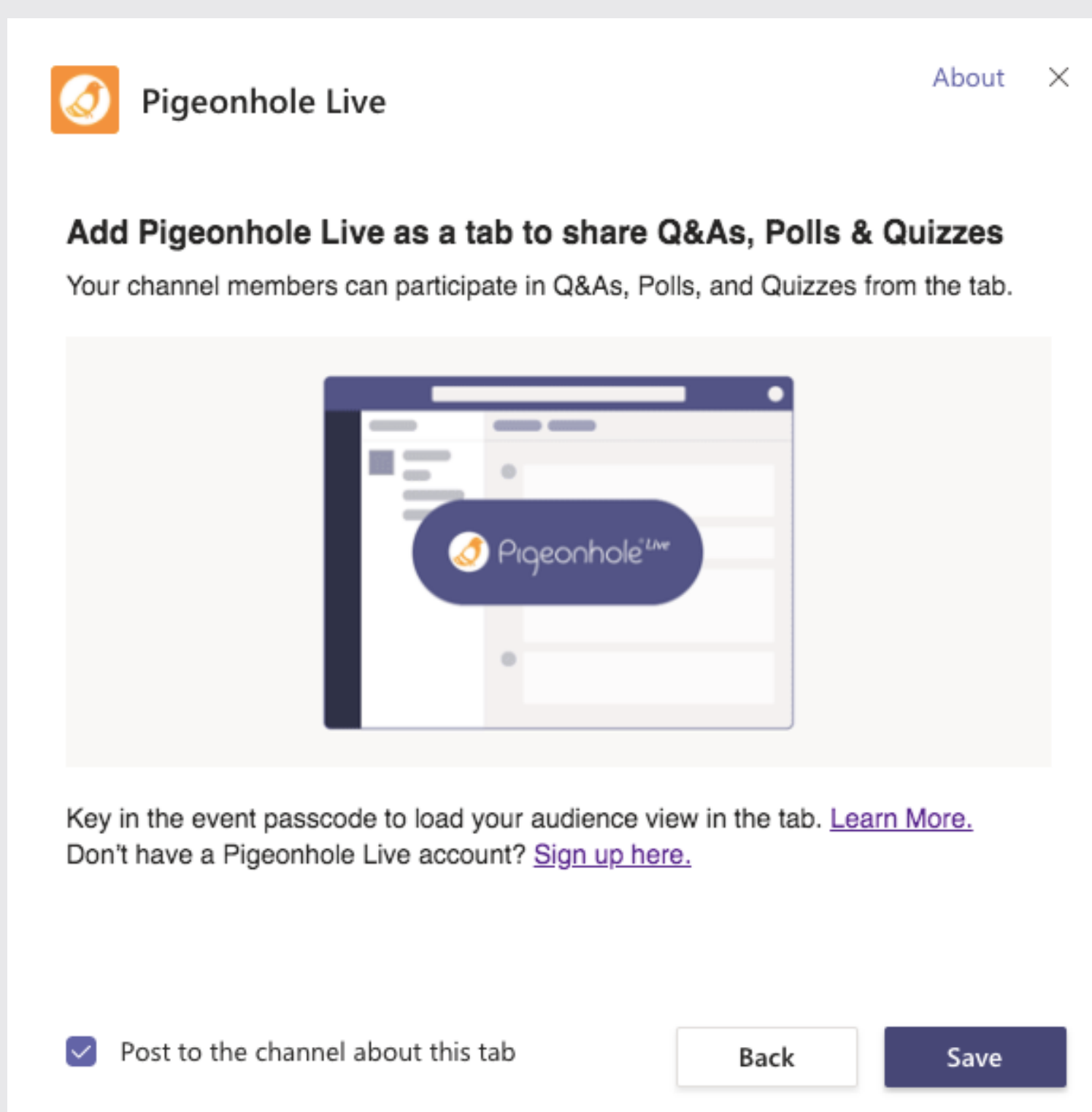The Audience Web App will appear in the Pigeonhole Live tab as shown below.

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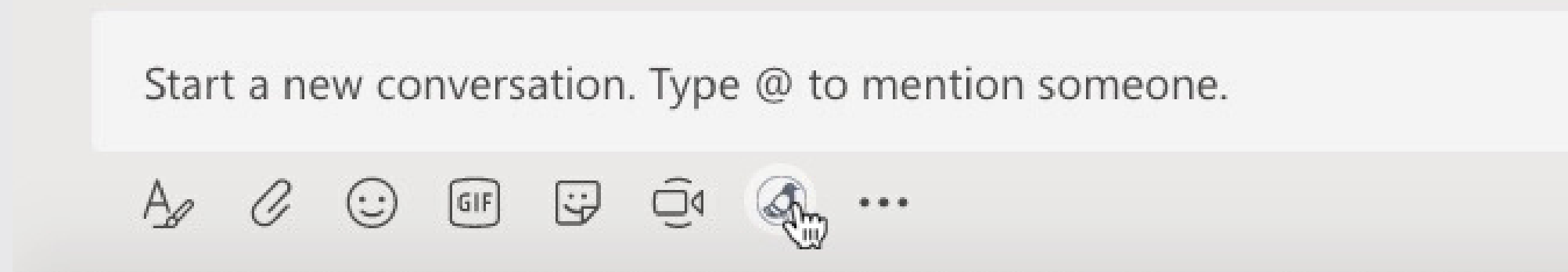
On Microsoft Teams

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.

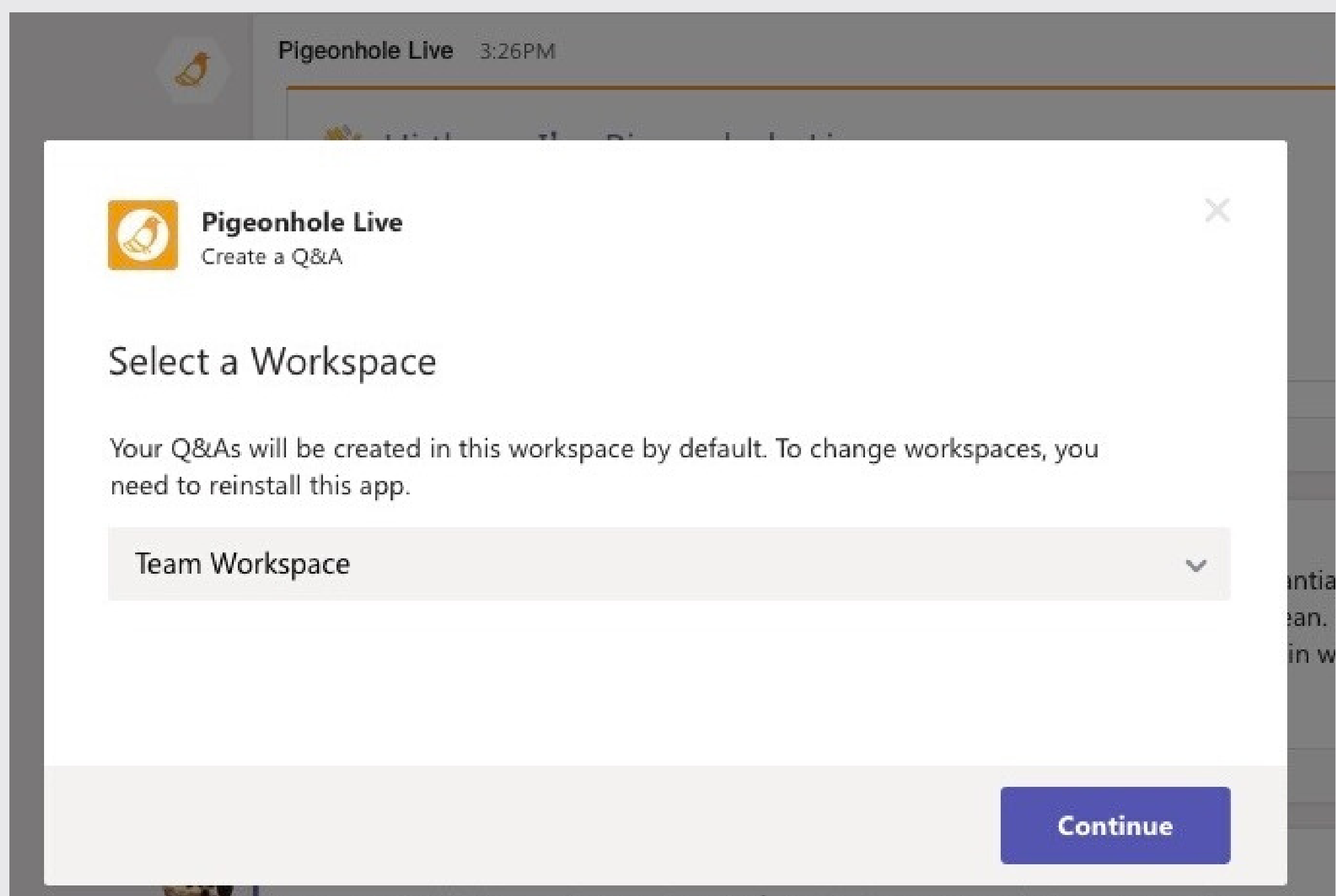Then, click *Save* on this pop-up modal.

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.

Start a new conversation. Type @ to mention someone.
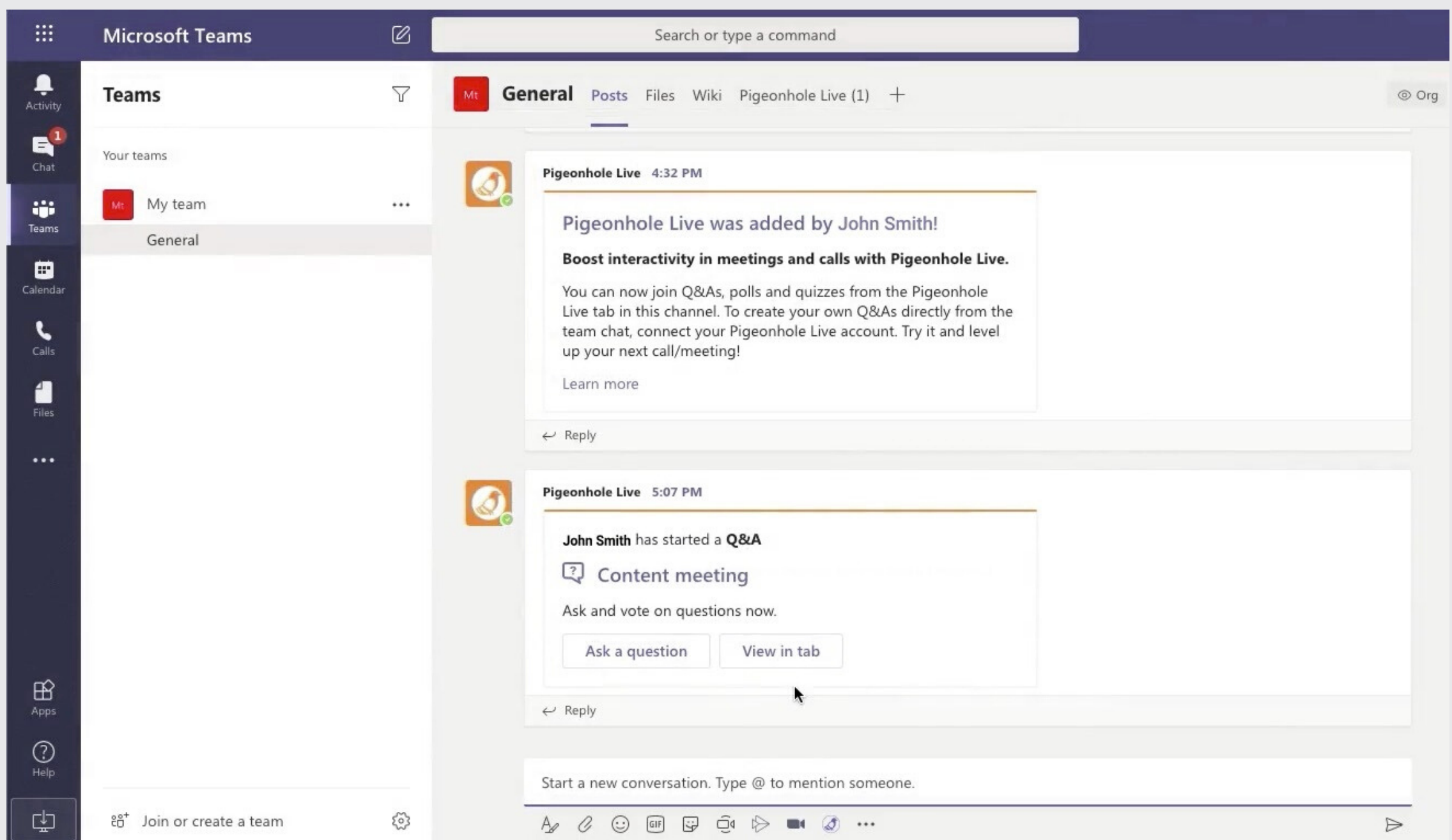
Follow the sign in instructions to connect your Pigeonhole Live account to Microsoft Teams.

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

Pigeonhole Live   3:26PM

Pigeonhole Live
Create a Q&A

Select a Workspace

Your Q&As will be created in this workspace by default. To change workspaces, you need to reinstall this app.

Team Workspace

Continue

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.
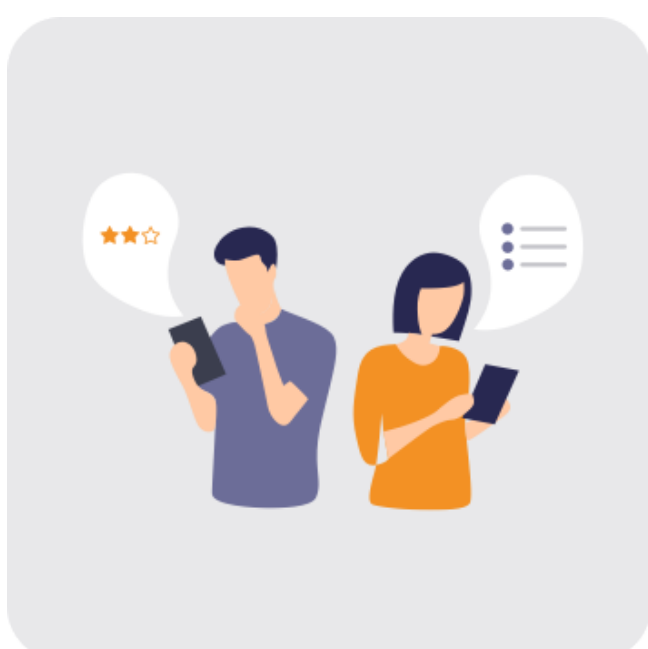
Open-ended Polls

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.

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!