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MICROSOFT FORMS

Capture Feedback Through Microsoft Forms

A rarely used product in the Office 365 suite is Microsoft Forms. You can use it to create surveys, quizzes, and polls for your users, employees, and prospects.

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Microsoft Forms

Create a new form

Pause

Sign in to Microsoft Forms

Microsoft Forms

- Create surveys, quizzes, and polls, and easily see results as they come in.
- Invite others to respond to your form using any web browser or mobile device.
- Use built-in analytics to evaluate responses as they're submitted.
- Export form data, such as quiz results, to Excel for additional analysis or grading.

Create a form

Microsoft Forms

Create a form

1. Select + **New Form** or **New Quiz**.

2. Type a title for your form. You can also provide an optional subtitle for it.

3. Select + **Add new** to add a question. You can choose to add **Choice**, **Text**, **Rating**, or **Date** questions. Select the drop-down list to see more question types, such as **Ranking**, **Likert**, **File upload**, **Net Promoter Score**, and **Section**.

Preview your form

1. Select **Preview** at the top of the design window to see how your form will look on a computer or mobile device.

2. Select **Back** to continue editing your form.

Share a form

Microsoft Forms

Choose who you want to respond to your form

In the **Share** pane under **Send and collect responses**, select the drop-down list and choose from whom you want to collect responses.

- **Anyone can respond** - Anyone inside or outside of your organization can submit responses to your form or quiz.
- **Only people in my organization can respond** - Only people within your organization, signed in with a work or school account, can submit responses to your form or quiz.
- **Specific people in my organization can respond** - Only people or groups in your organization that you specify can respond to your form.

Choose how you want to ask for responses

Select the **Link** button, and then click or tap **Copy** next to the text box that displays a web address. Copy and then paste this unique link wherever (e.g. a shared class notebook) your intended audience can see and click it to access your form or quiz.

Select the **QR code** button, and then click or tap the **Download** button, which will download your QR code as a .png file. Insert the .png wherever your intended audience can scan it with a QR code scanner, such as a mobile device, to access your form or quiz.

Select the **Embed** button, and then click or tap **Copy**. Paste this embed code into a web page, Sway, or a document.

Select the **Email** button. When your designated email application opens, add email addresses of the people for whom you intend the form. Microsoft Forms includes a brief note in the email body and a link to your form. You can customize the email message as you like.

View results

Microsoft Forms

View results

After you create your form, adjust its settings, and share your form with others, it's time to view the results. Open the form for which you want to review the results, and then select the **Responses** tab.

1. Select **View results** to see individual details for each responder, such as time it took to complete your form and the option(s) selected.

2. To easily view all of the response data for your form in an Excel workbook, select **Open in Excel**.

3. Select the **More Details** link to see the name of each responder and their answers for each question.

Forms in Teams calls

1. In Teams, go to the group chat where you want to create a poll.
2. Select **Forms** underneath the **Type A New Message** field.
3. On the **Polls** screen, enter your questions and options. You can select **Add Option** for a total of six choices.

> **Tip:** To allow people to select more than one option, turn on the **Multiple answers** toggle.

4. Select **Save** to see a preview of your poll.
5. Select **Edit** if you want to make additional changes, or if your poll is ready, select **Send**.

All participants in the poll will see a real-time summary of poll responses.