



Microsoft Forms

Presented by: LITS Messaging Team

Visit <http://it.emory.edu/office365/Forms.html> for more information about Forms.

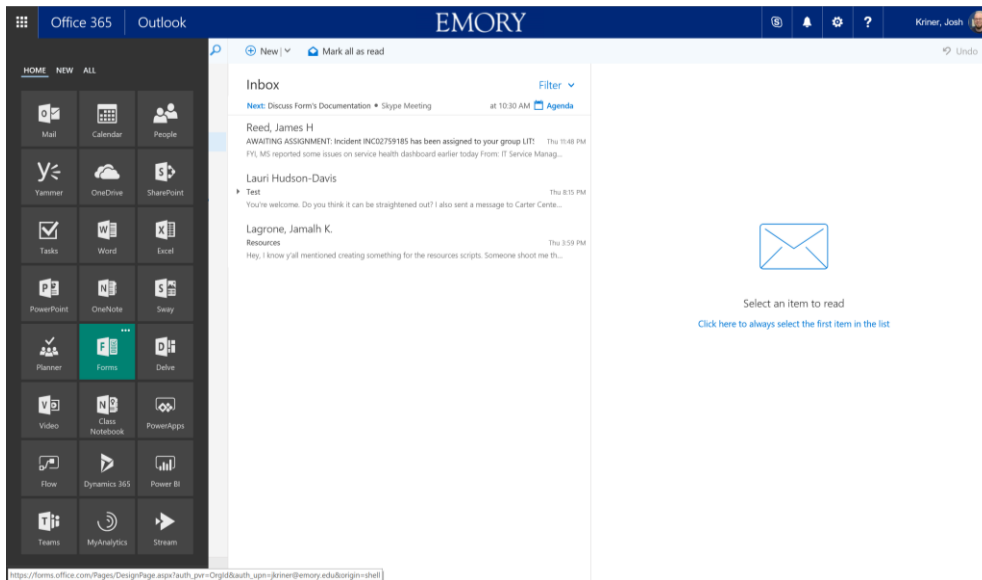
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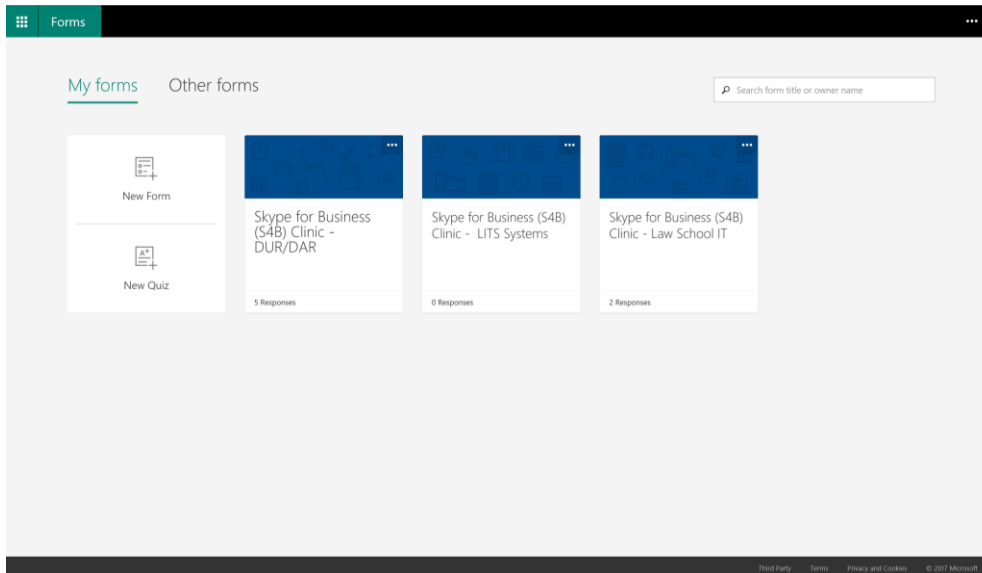
Microsoft Forms is a simple, lightweight app that lets you easily create surveys, quizzes, and polls. In educational institutions, it can be used to create quizzes, collect feedback from teachers and parents, or plan class and staff activities. In business organizations, it can be used to collect customer feedback, measure employee satisfaction, improve your product or business, or organize company events.

[FAQ for Microsoft Forms](#)

1. Open Forms using the Waffle via Webmail

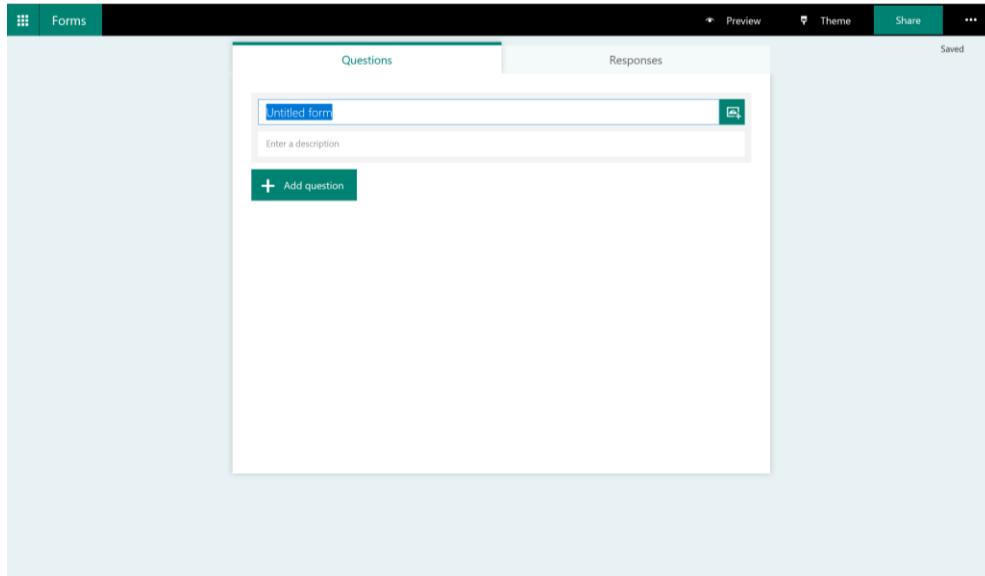


2. You will be directed to your My Forms (Home page)

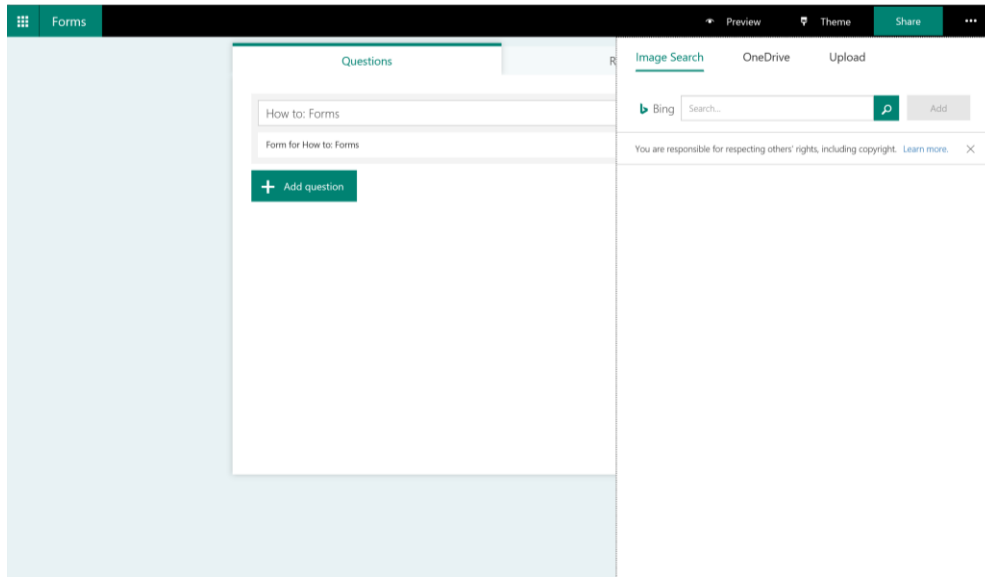




3. You may choose New Form or New Quiz
4. Choosing New Form Creates a Form that you may add a Title, Description, Questions, and other items.



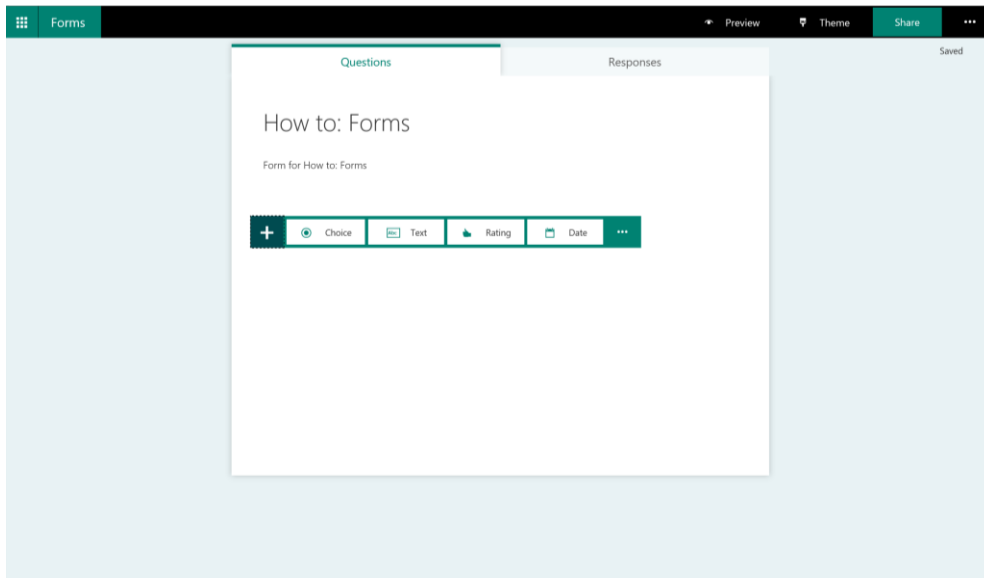
5. Within the Title you may also insert an Image using the Image button on the right-hand side it will allow you to pull images from the internet and your computer.



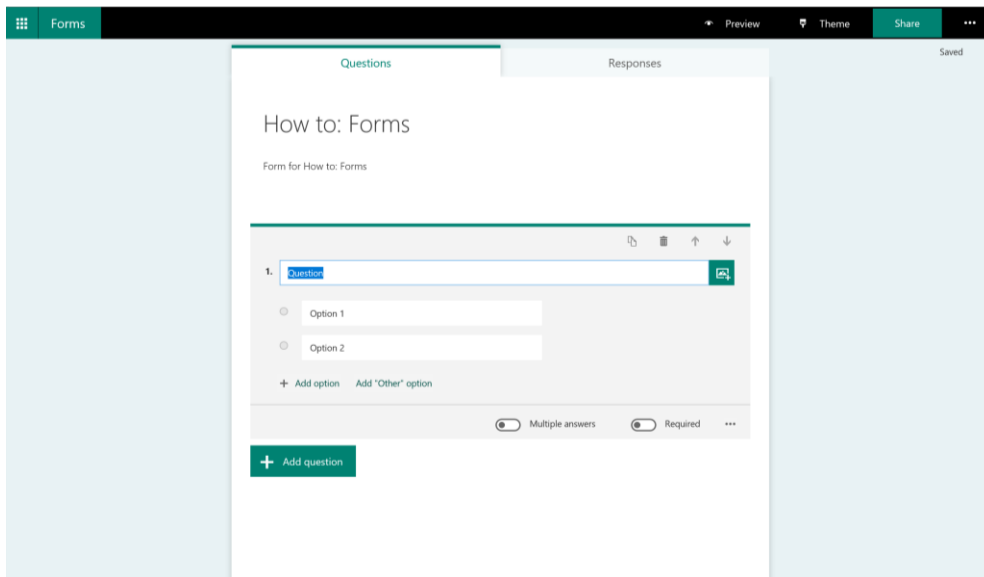
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- Once you have completed your Tile and Description you may then add Questions, it will allow you to create different types of questions this may change as the Application is expanded by Microsoft.

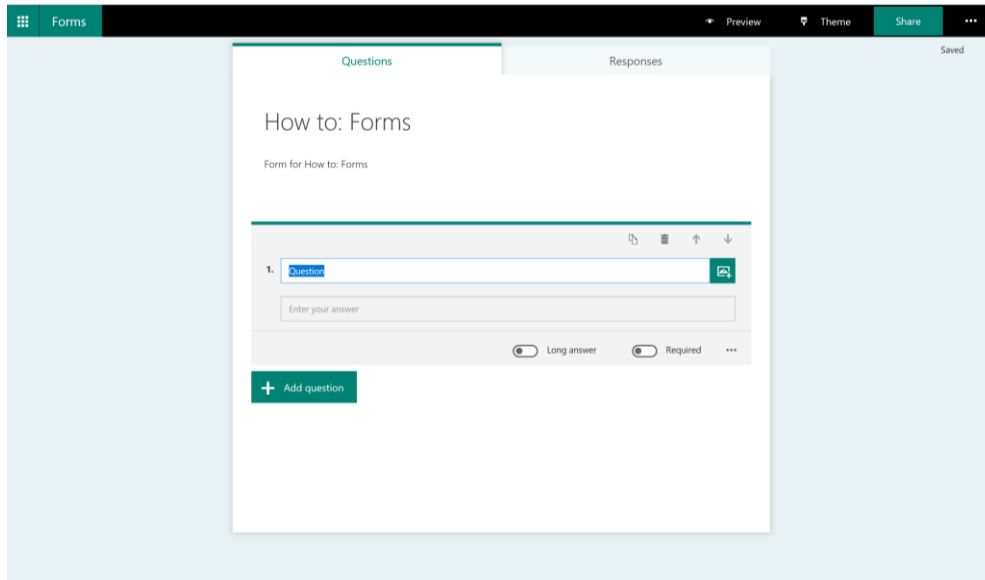


A. Multiple Choice

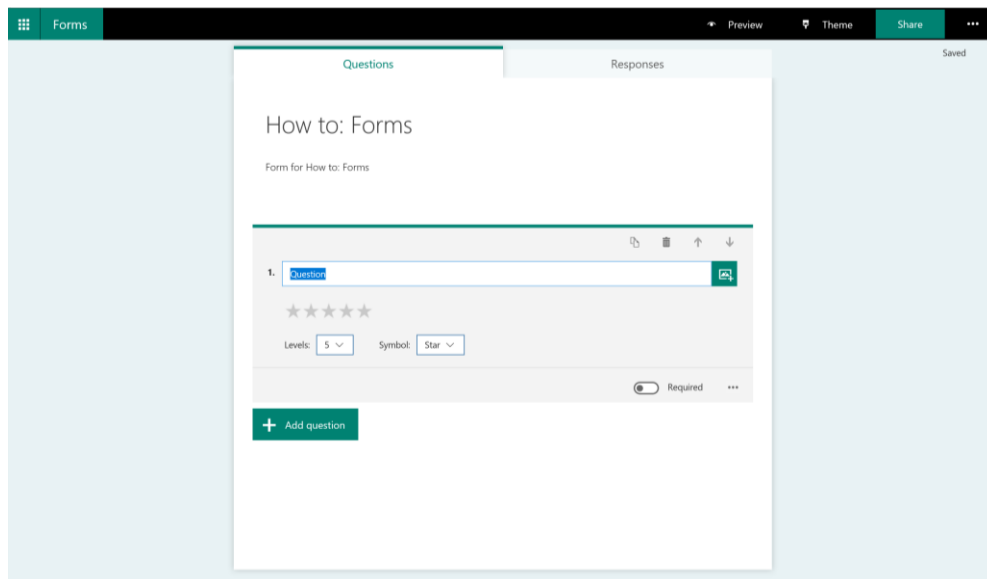




B. Text

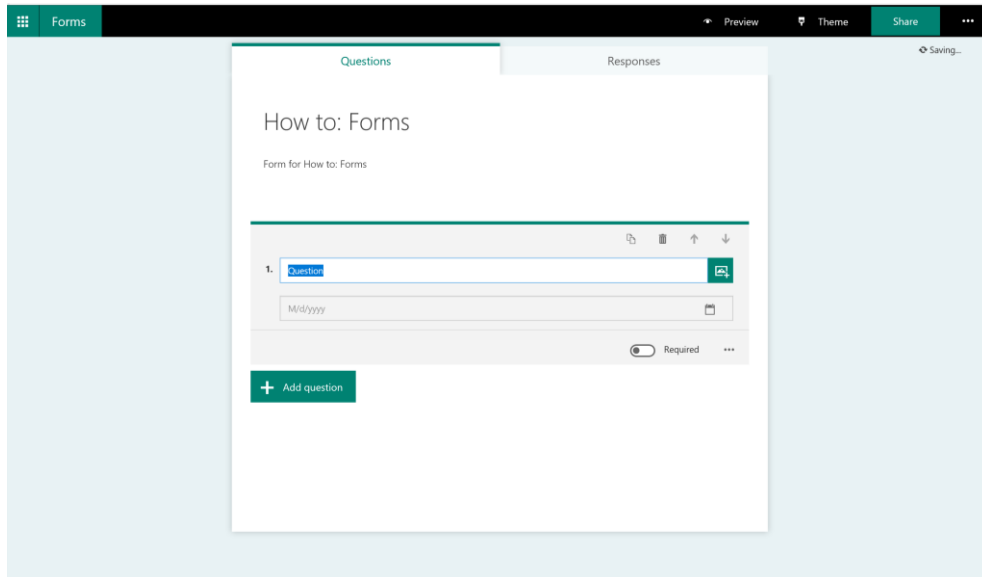


C. Rating

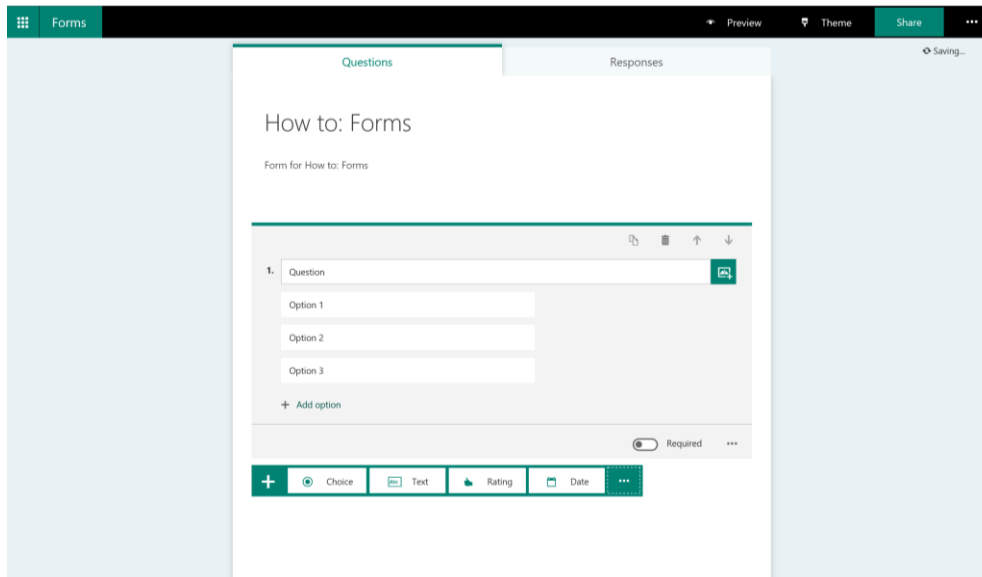




D. Date

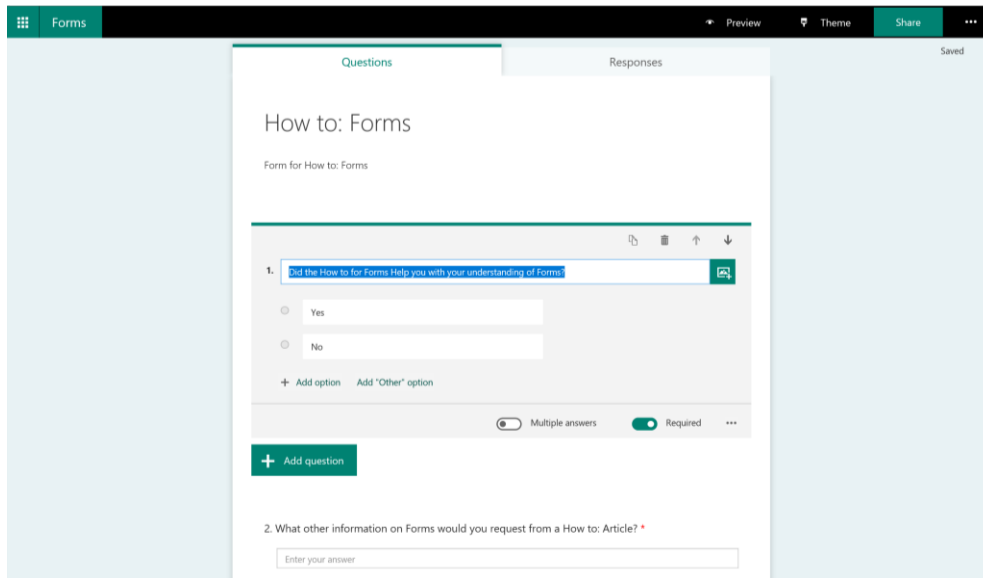


E. Ranking

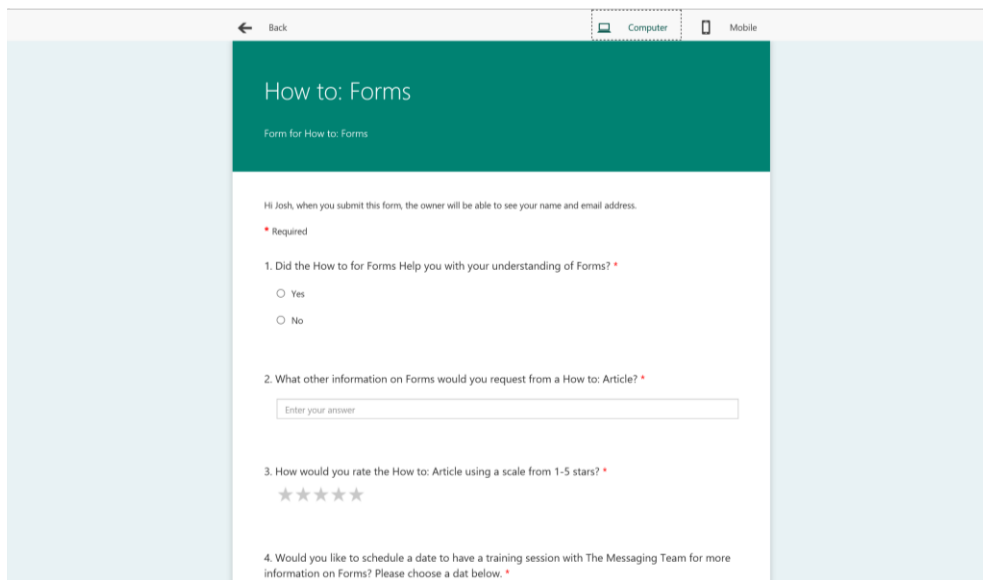




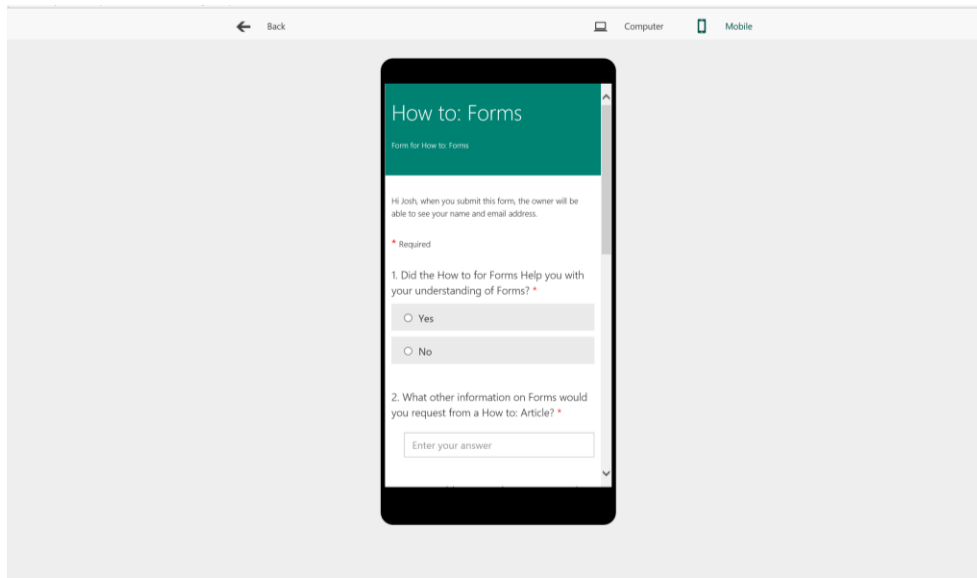
7. On the questions you have options on each question for Copy, Delete, Move Up or Down, Multiple Answer, and to make it Required for the form.



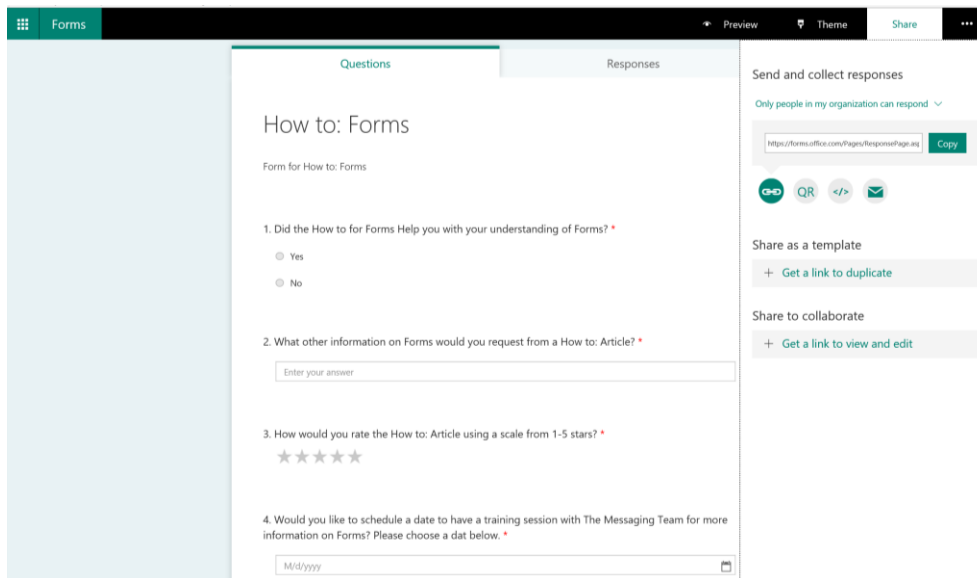
8. You may preview your form in either a desktop view or a mobile view for phones.



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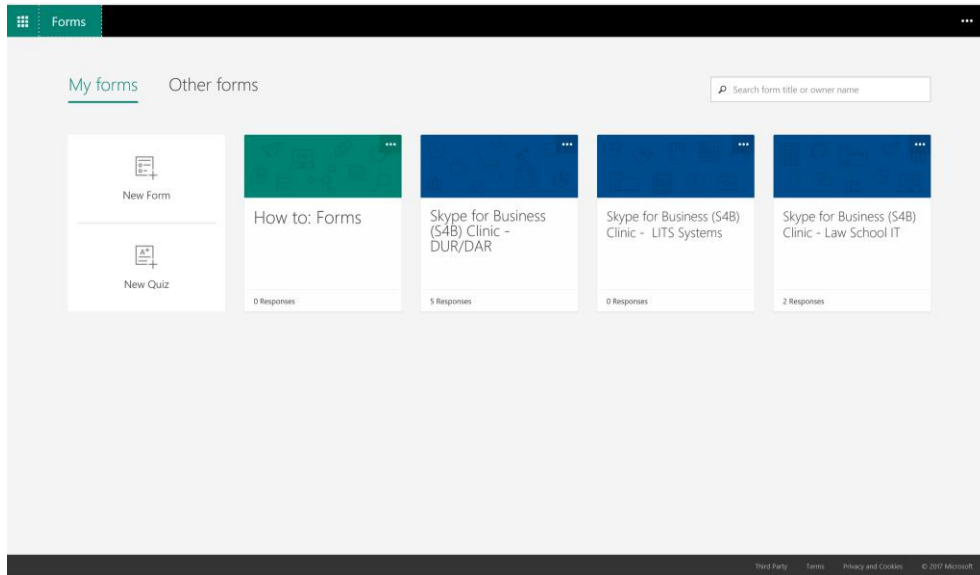
9. Use the back button to return to the form to edit or complete the form.
10. Click the Share Button to create a URL that will allow you to have users to fill out the form and submit back to you. You also can use QR, Embedded, and email to distribute the form on this drop down. You may also choose to distribute to only internal user and or external.



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11. At any time, you may navigate to your My Forms Page by clicking on Forms in the top left-hand corner.



12. Once you have created and send out your Form you will start receiving Responses from your users. Navigate to the Specific Form and Next to Questions you will click on Responses.

