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Use Forms to create a survey/poll to collect information or feedback, conduct a survey, or use for signups or registration. You can review, share and report on results when you are finished.

There are a few different ways to use the Forms feature, depending on how you want to manage them; use the option that works best for you, refer to the applicable section for instructions:

OPTION A

- Create the form using this link <https://forms.office.com/> when you want to ensure only you can edit the form. At any time, you can share the form with your team and decide if you want them to edit/collaborate or if you will collect responses or show results.
- Create a quiz when you need to assign scores to questions and see instant results.
- Clicking the link allows you to easily manage all of your forms and quizzes in one place.

OPTION B

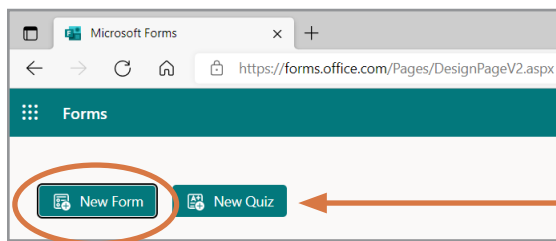
- Create a shared form in the applicable Teams channel so that your entire team can instantly collaborate and edit.

OPTION C

- Create a poll within a conversation under a Teams channel or the chat window and see real-time results as people complete the poll.

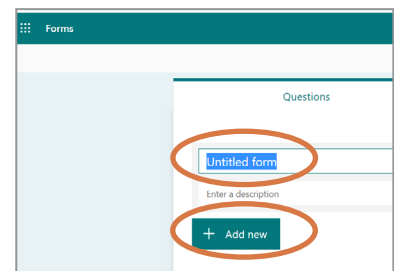
OPTION A: Create a survey/poll in advance (share the link during your Teams meeting)

- 1 Click on this link to get started <https://forms.office.com/> and then click **New Form**.




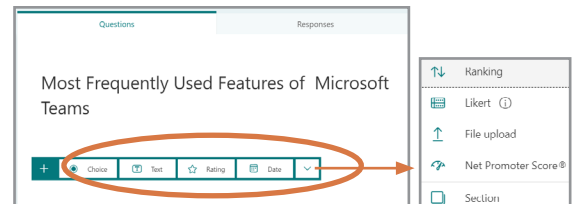
Quiz: use this if you need to assign scores to questions and see instant results. Use the word "Quiz" when naming this form so it is easy to locate later.

- 2 Click on the **Untitled form** field to name your form and then click **Add new** to start adding your questions.

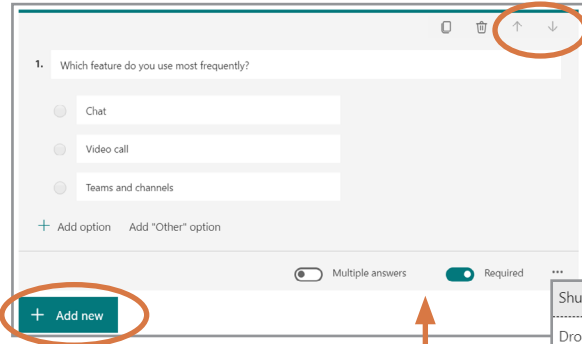


- 3 Click on the type of response you would like to set up.

 You cannot modify an existing response type, you will need to delete the question and add a new one.



4 Enter your questions and responses and select any applicable options.

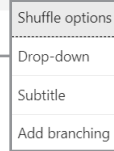


Click on a question and use the arrows to move your question up/down.

Click **Add new** to continue adding more questions and responses.

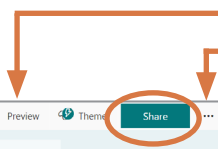


Select applicable options for each question.

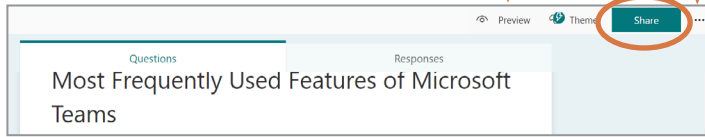


! You cannot create and launch polls from a mobile device.

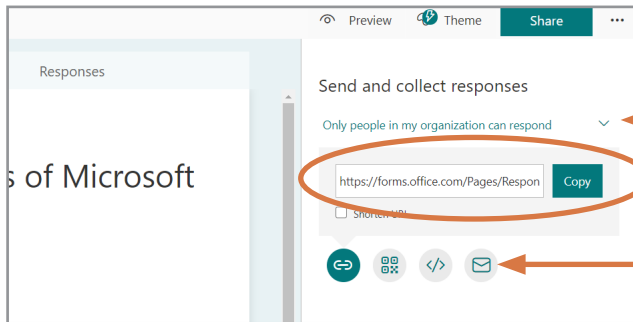
5 When you're finished click **Share**.



See how your form looks before you send it out.
Settings (change response settings).



6 Select the people you will collect responses from and then when it's time for your meeting, copy the link and paste it into your meeting chat so attendees can access the form/survey.

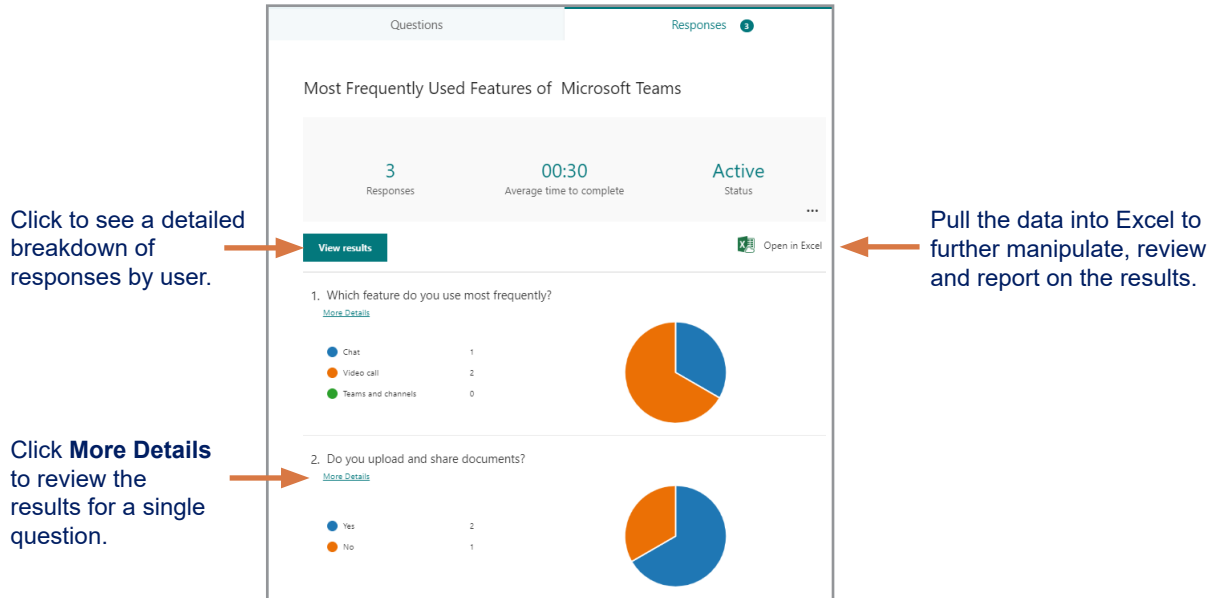


Select the option from the dropdown and then copy the link and email it or post as required.

- **Anyone**
- **Only people in my organization**
- **Specific people in my organization** (type in the email address of the specific people that can respond and then send it out as required).

Note: you cannot open Outlook using the envelope icon.

7 The **Responses** tab shows that 3 responses were received, and also shows a quick overview of the results in a pie chart.



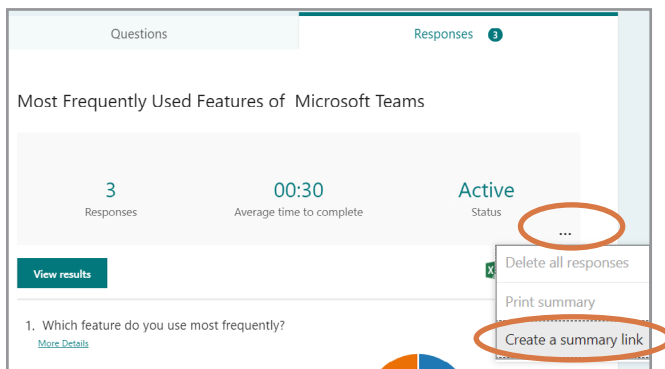
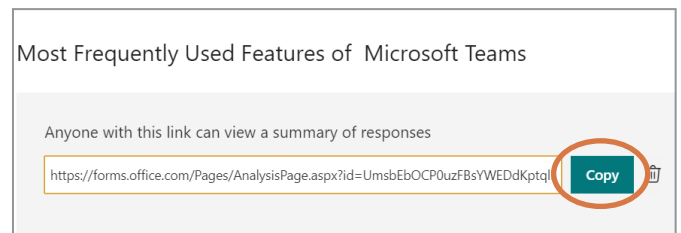
Click to see a detailed breakdown of responses by user.

Click **More Details** to review the results for a single question.

Pull the data into Excel to further manipulate, review and report on the results.

8 To share the results with others, select the **Responses** tab, click **More options ...** and then select **Create a summary link**.

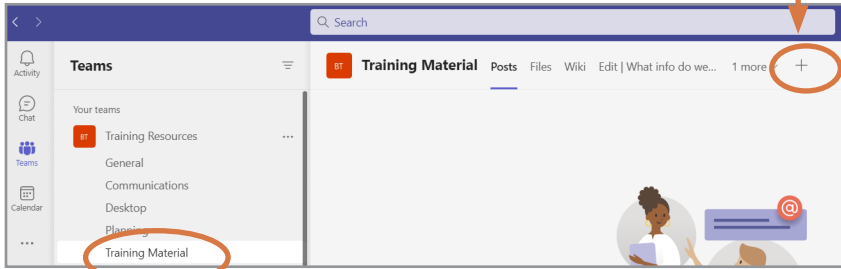
9 **Copy** and send the link.

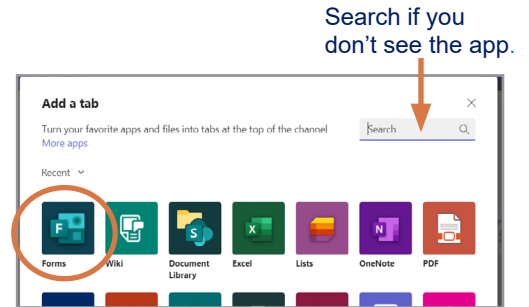
! You can edit, view or retrieve links to your forms at any time by clicking here <https://forms.office.com/>.

OPTION B: Create a survey/poll in a Channel for team collaboration

1 Select the appropriate **Team>Channel** and then click **+ Add a tab.**



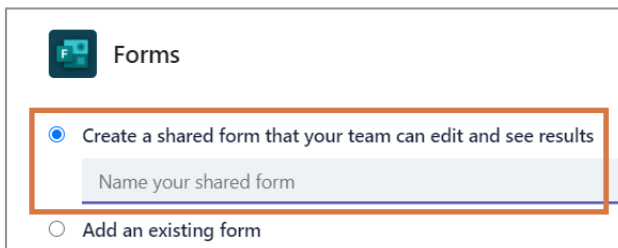
2 Click **Forms.**



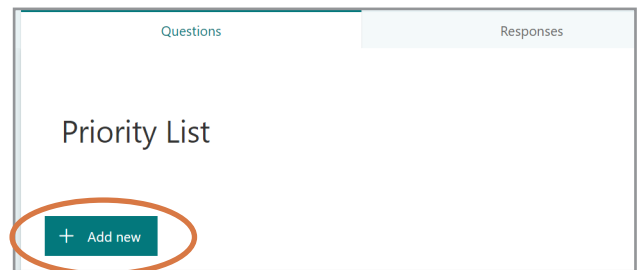
! If you need to create a Quiz or to view all of your Forms & Quizzes in one place to easily manage them and make changes, it's easiest to access them here <https://forms.office.com/>.

Quizzes are used when you need to assign scores to questions and see instant results. Use the word "Quiz" when naming this form so it is easy to locate later.

3 Enter the name in the **Name your shared form** field and click **Save.**



4 Click **Add new** to start adding questions; follow steps 3 - 9 in the OPTION A section to complete the form.

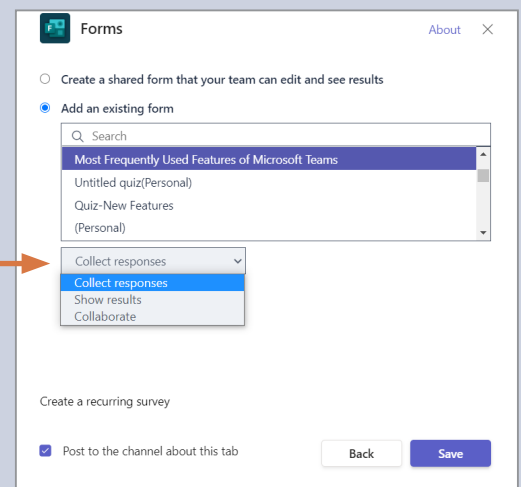


If you created a form using the link <https://forms.office.com/>, you can add it to the Teams channel at any point by selecting **Add an existing form** and an option below:

Collect responses: form will show **Fill** in front of the title to indicate you're in the process of collecting responses from your team

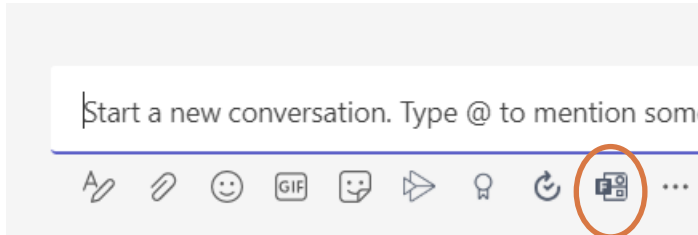
Show Results: form will show **Results** in front of the title to indicate you are sharing the results with your team.

Collaborate: form will show **Edit** in front of the title meaning the team can edit the form.



OPTION C: Create a poll and see real-time results

- 1 Select the Teams Channel or Chat where you want to include a poll and click the **Forms** icon.



- 2 Add the question and answers and then click **Preview**.
- 3 Click **Edit** to make changes or click **Send**.
- 4 As people submit their vote, you'll see real-time results.

