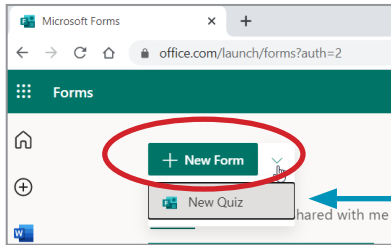


Use Forms to create a survey/poll to collect information or feedback, conduct a survey, or use for signups or registration. You can review, share and report on results when you are finished.

Follow the steps in this QRG or click on the link to view the Microsoft Videos <https://support.microsoft.com/en-us/office/create-a-new-form-or-quiz-3c39c220-e30e-401d-bb6f-c1861d5aea01>.

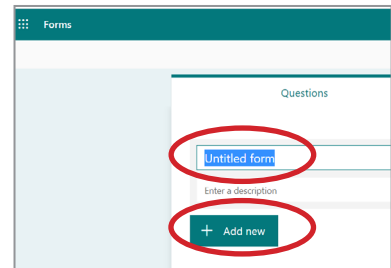
Create a survey/poll in advance (share the link during your Teams meeting)

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



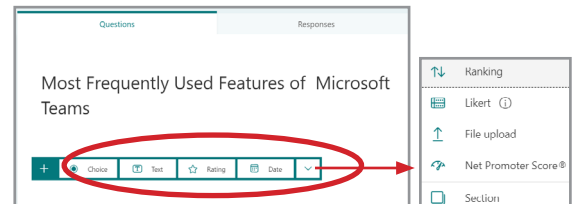
Quiz: use this if you need to assign scores to questions and see instant results. Use the word "Quiz" when naming this form so it is easy to locate later.

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



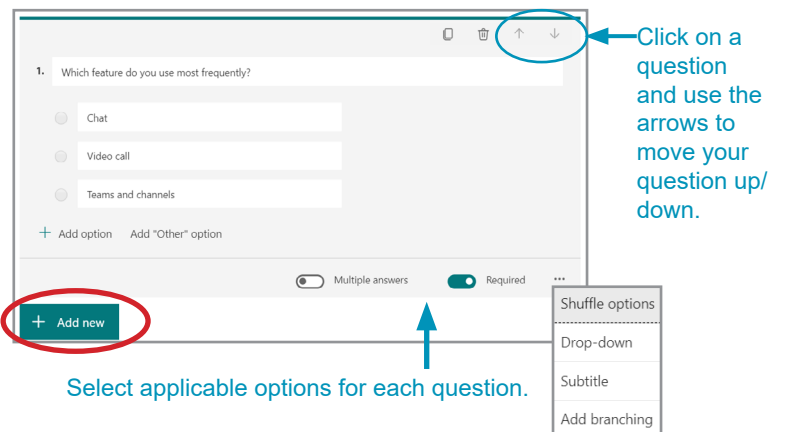
- 3 Click on the type of response you would like to set up.

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



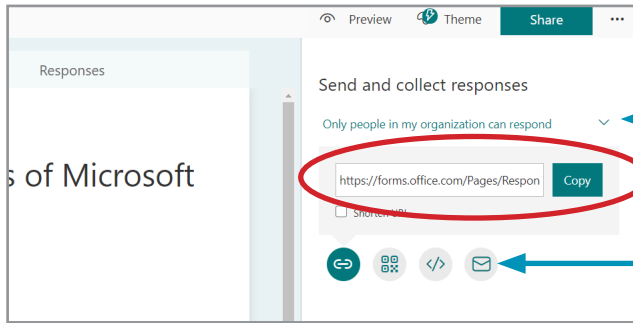
! You cannot create and launch polls from a mobile device.

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.

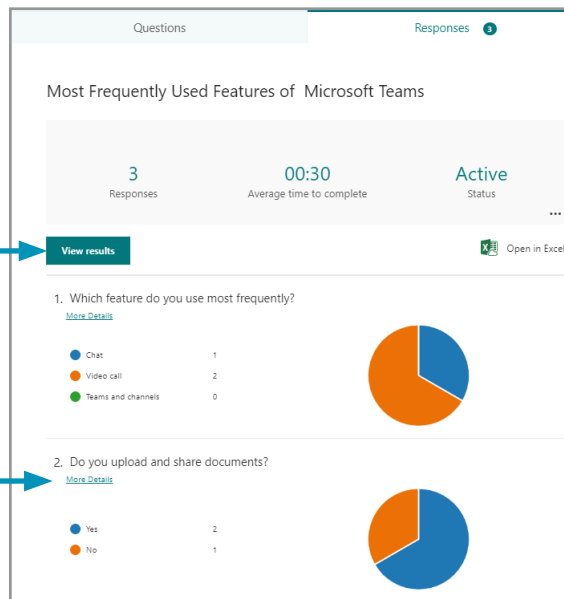


Select the option from the dropdown and then copy the link and email it or post as required.

- 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.

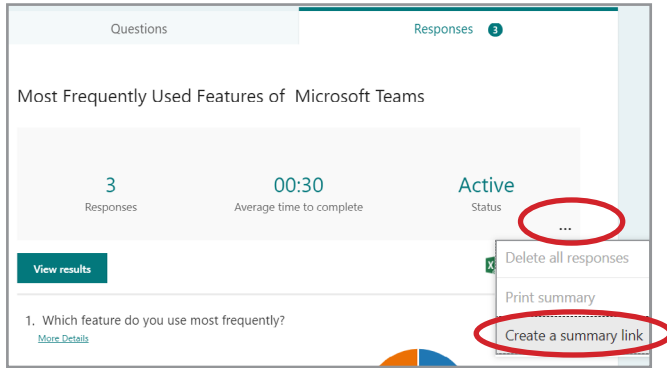


Click to see a detailed breakdown of responses by user.

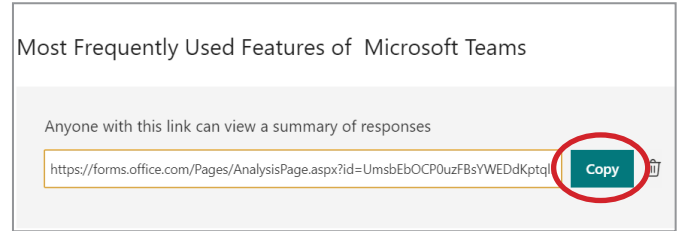
Click **More Details** to review the results for a single question.

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/> .