

## Microsoft Forms

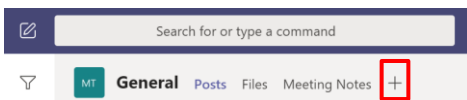
### Using Microsoft Teams

Microsoft Forms is a useful tool to create surveys and feedback forms to gather information. This quick reference guide demonstrates how to create a form in Microsoft Teams, which will be accessible to everyone in the team.

### Creating a shared form

**Important: Microsoft Forms cannot be created in Microsoft Teams 'private channels'.**

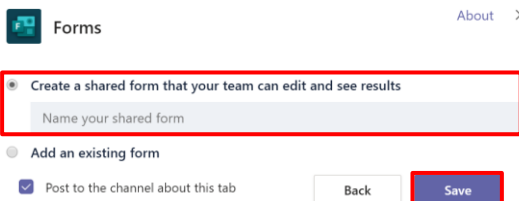
1. In *Microsoft Teams*, go to your chosen channel and in the ribbon select the '+' icon to add a tab.



2. To create a new form, select the **Forms** application.

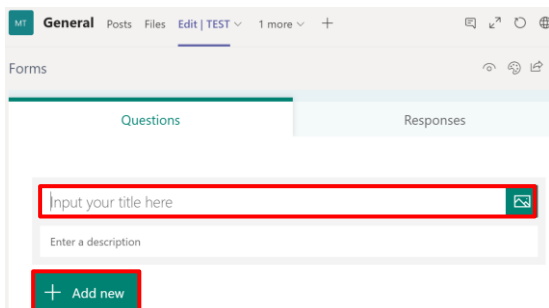


3. Create a name for your form and select **Save**.



4. Your form will be created and automatically added as a new tab.

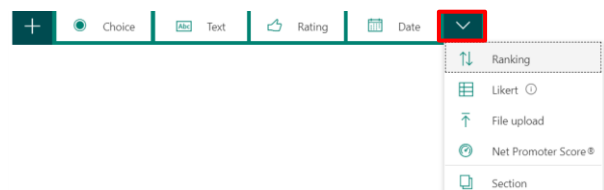
- a. To change the title of the form, in the form click the title field and it will update.
- b. To add a new question, select **Add new**.



**Important: Your form is saved automatically while you create it.**

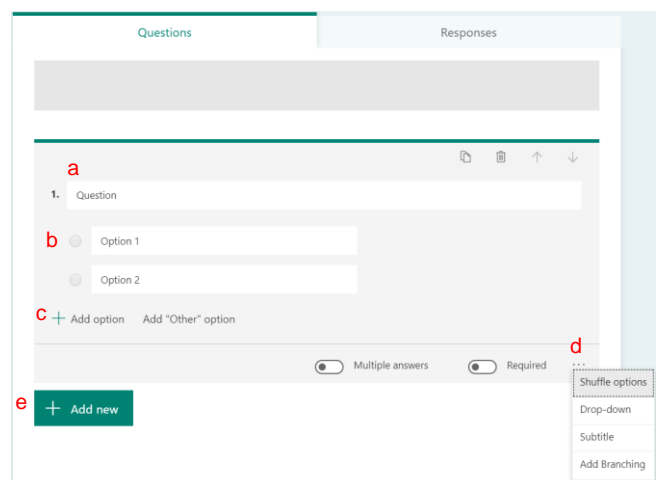
5. There are four question types available for quick access and five more accessible by clicking on the drop-down:

Choice	Ranking
Text	Likert
Rating	File Upload
Date	Net Promoter Score®
	Section



**Note: The 'Choice' question type was used in the following example. Each question type is structured similarly.**

6. Once you have chosen your 'question type'.
  - a. Enter the question you want to ask.
  - b. Enter the options participants will choose from.
  - c. Add more options by clicking **Add option**.
  - d. Additional question settings are available by selecting the three dots.
  - e. To create more questions in your form select **Add new**.



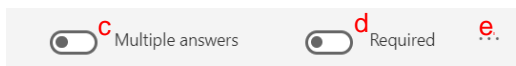
## Tips for forms

There are some key features that can help when creating forms.

- a. Copy: Immediately copies and pastes the questions.
- b. Move question up/down: This moves the question in the form order.



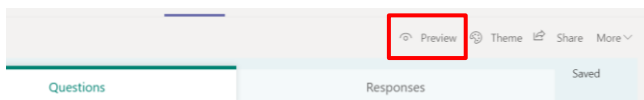
- c. Multiple answers: Only applies to Choice questions with no drop-down.
- d. Required: Make the question mandatory.
- e. More options (...): This menu differs depending on the question type, though branching and adding a subtitle are common across all.



## Previewing your form

Before sharing your form it is best practice to preview it to make sure that the form works as intended.

1. In the toolbar above the form select **Preview**.



2. The form will load how it will be viewed when shared. Check that the questions and options work as intended.

**Important: If you select 'submit' while in preview this will generate a response to your form and be included in your form data.**