



# Microsoft Forms: Quick Guide

Microsoft forms allows O365 users to create custom surveys, quizzes, polls and questionnaires in minutes. It is a great way to ask quick questions and receive feedback or conduct an in-depth survey with up to 5000 responses. Microsoft Forms allows the content created to be sent as an invitation to other users and be filled out on any O365 compatible device. The creator can see real time results and use inbuilt statistics or export the data for further analysis.

## Accessing Forms

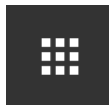
1. Open a web browser and go to <https://staff.jcu.edu.au/>
2. Log in with **JCU staff email address and password.**



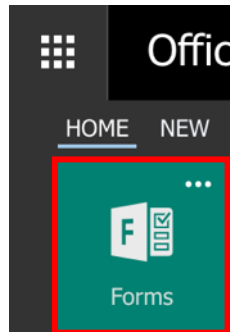
Sign in

Next

3. Click on the **Application launcher** located on the top of O365.



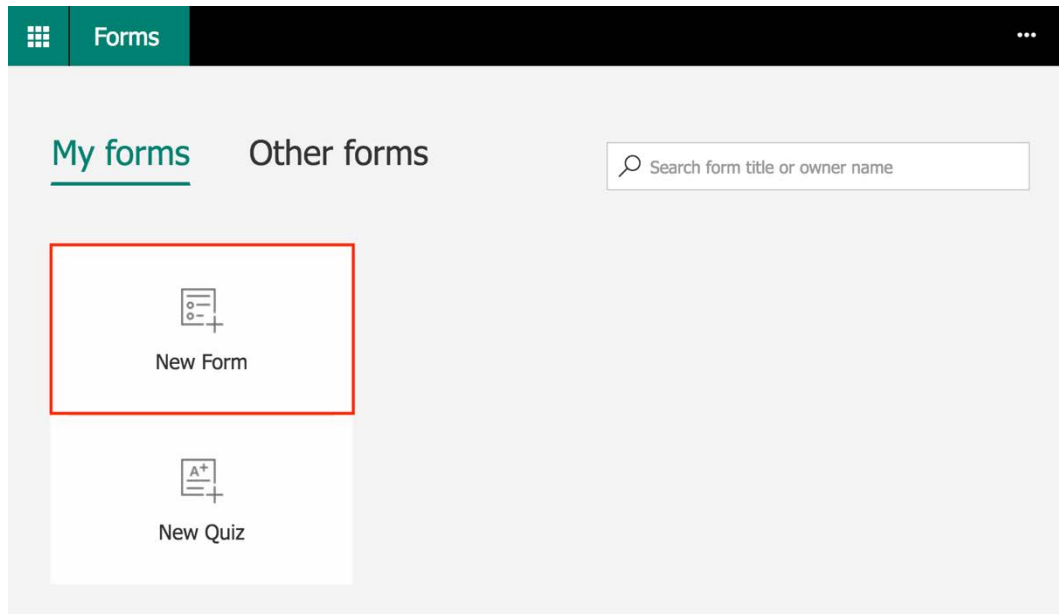
4. Select **Forms** from the list of applications (or select All apps, and select Forms from the extended list).



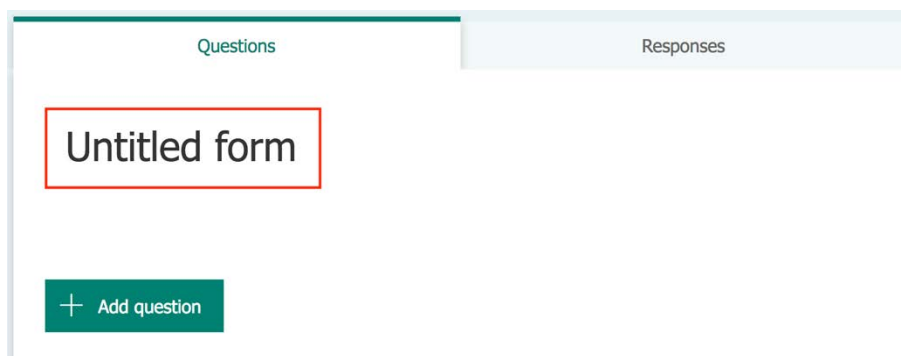
This opens the Forms web application.

# Creating a New Form

1. From the Forms home page **click New Form**, which opens a blank form.



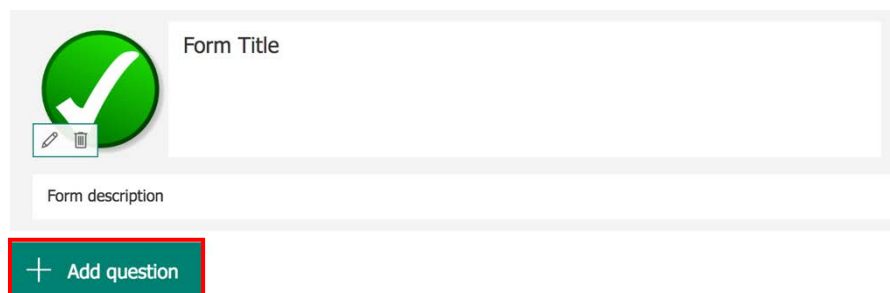
2. Click **Untitled form** to edit the title and add a description.



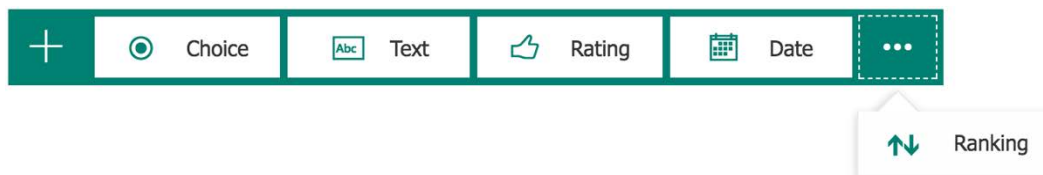
3. The form auto-saves, a save indicator in the top left corner confirms when completed.



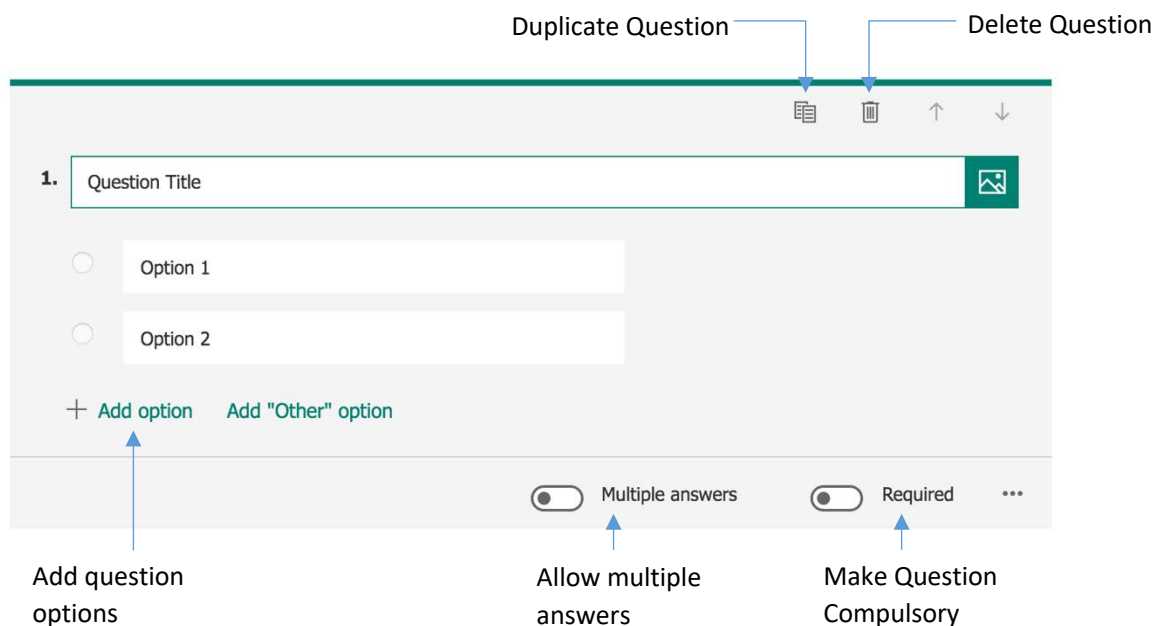
4. Click **Add question** to create content.



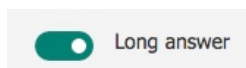
5. Choose the type of question: Multiple Choice, Text, Rating, Date or Ranking.



6. Fill in required fields for the selection – available options will change depending on question chosen.




7. For text responses, a long answer option is available. Activate long answer option by clicking the slider, green indicates option activated.

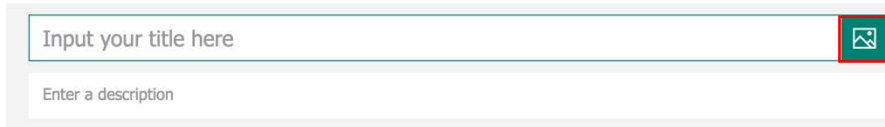



8. Click + Add question to insert additional content.



# Adding Media to Forms

1. Click **Media**  to add media (image or video) to a question.



Input your title here 

Enter a description

2. Select **Image** or **Video**.

## Insert media

 Image

 Video

### To add an image:

- a. Select **Upload**.

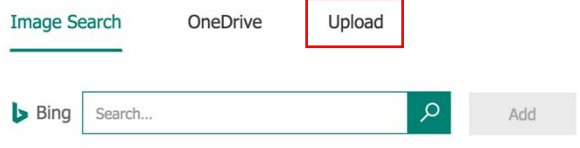


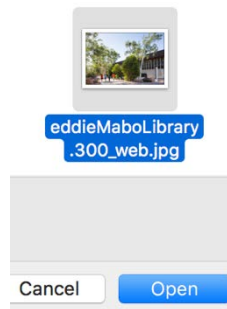


Image Search    OneDrive    **Upload**

 Bing    Search...        Add

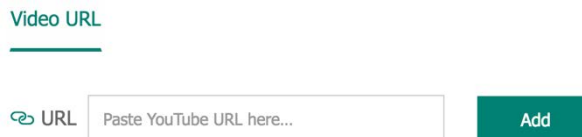
- b. Select an image and click **Open**.




NB: Images sourced from BING images may violate Copyright laws, do not use.

### To add a video:

- a. Paste the **YouTube URL** (web address) of the video into the URL box (this works with Private, Unlisted and Public YouTube videos).



Video URL

 URL    Paste YouTube URL here...    **Add**

- b. Click **Add**.

# Sharing a Form

Once complete, use the toolbar options to preview, add a theme or share the form.

- Preview:** Preview the form to see how it looks when viewed on computer or mobile device
- Theme:** Select a colour or theme to apply to the form, or upload custom banner image
- Share:** Share the form and choose sharing settings



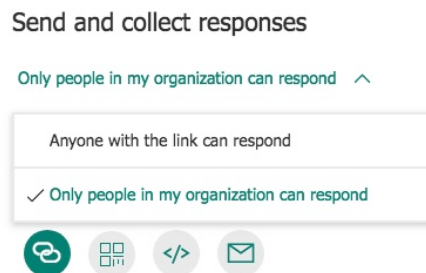
There are 3 options for Sharing forms: Send and Collect Responses, Share as a Template and Share to Collaborate.

1. Click **Share** from the Form toolbar.



## Send and collect responses

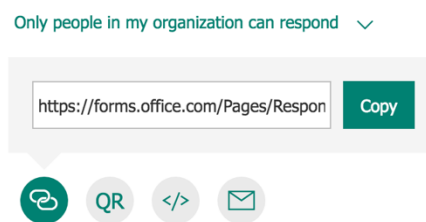
2. **Choose an audience** from the drop down menu.  
Forms sent to people within JCU can be set to record the person's name, Forms sent to external email addresses will only record the respondents name as anonymous.



3. To generate a link for the form, click **Copy** next to the link box, this link can be emailed or sent as a message.



## Send and collect responses



## Share as a template

+ Get a link to duplicate

## Share to collaborate

+ Get a link to view and edit

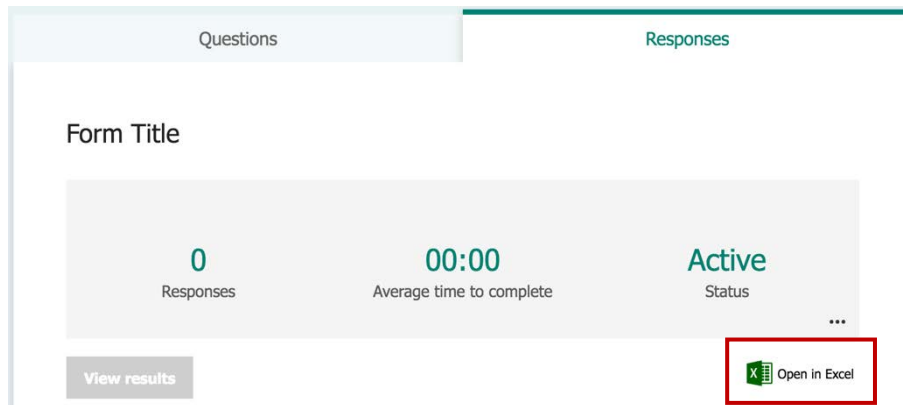
## View Form Responses

To view responses, go to <https://forms.office.com> and open the appropriate form.

Click **Responses** at the top of the form. When people have completed the form, this is where the results can be viewed.



Results can be viewed in Excel by **clicking Open in Excel**.

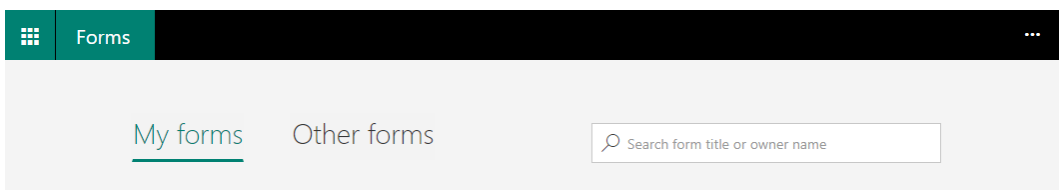


## Viewing Saved Forms

To view saved Forms or Forms you have been granted edit access to, go to <https://forms.office.com>

The Forms window has two tabs:

- My forms forms you have created
- Other forms forms that you have edit access to



Select the appropriate tab to view available saved forms.

## Want to Know More?

Lynda.com has a great beginner course that takes a [First Look at Microsoft Forms](#).