Microsoft 365 Forms

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Purpose
This training material highlights how to use Office 365 Forms.

Audience
University of Memphis faculty, staff, or students that will be using Office 365 Forms.
Using Office 365 Forms

Signing into Teams
There are a few different ways to connect to Microsoft Teams. They are as follows:

Method 1:

1. **Sign into Office 365 OWA**  
   A) Enter your uuid, and password, then B) Click Login.

2. **Authenticate Using Duo.**
1. Select the 9 tiles in the upper left-hand corner, then choose Forms.

![Office 365 Apps]

Method 2:

1. You can also navigate to the Microsoft Forms Website

2. A) Enter your UofM email, then B) Click Next.

![Microsoft Sign in]

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3. Choose **Work or school account**.

![Microsoft sign-in page](image)

4. Using your UofM sign in with your A) uuid and B) password.

![Office 365 login page](image)
5. Authenticate Using Duo.

![Authentication Page]

Using Forms

1. Select **New Form** or **New Quiz**.

![Forms Selection]

2. At the top navigation menu, you will see: **My Forms**, **Shared with Me**, and **Group Forms**.

![Navigation Menu]
3. Enter a title for your Form or Quiz (you can also select a Subtitle if you want, this is an optional feature).

4. Next Select Add New to add a question

5. From here you can select the type of question (Choice, Text, Rating, Date) to select more question types (✓) to select the following question types: Ranking, Likert, Upload a file, Net Promoter Score, or to add a new Section.

   Note: The form is automatically saved as it is being created.

6. You can insert an image or video file into a question by clicking the Image icon.

7. To add another question, select the + Add New button.
Note: Some choice questions will trigger auto suggestions.

8. You can copy a question using the Question Copy button.

9. Use the Arrows to arrange the order of the questions.

10. To delete a question, use the Trash icon.

11. To preview your form, use the Preview button.
12. From here you can view the form in a **Computer** or **Mobile** device format.

13. **Use the Theme button** to apply different themes to your form.
Sharing your Form or Quiz

1. Use the Share button to Share your form or quiz.

2. From here you can: A) Decide who can respond to your form, B) Copy a link to your form, C) Use a QR code, D) Copy the code for the form to embed in a website or E) Email the form. F) You can share the form a template or G) share the form to collaborate.
Viewing Responses

To view responses, click on the Responses tab will allow you to see the responses created for your form.

![Responses Tab]

Clicking on Open in Excel will allow you to view results in Excel.

![Open in Excel]

The three dots above Open in Excel when clicked with reveal the following: You can Delete All Responses, Print a Summary, or Create a Summary Link.

![Three Dots]

The Question mark in the upper right-hand corner will connect directly to Microsoft’s Help Center and FAQ for Forms.
Locating Help Resources

umTech offers support to faculty, staff, and students. Upon completing the training covered in this course, faculty, staff, and students can receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
  - Here is a link to our service desk ticketing system
  - After logging in, choose the link Request Help or Services.
  - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
  - Monday - Friday 8:00 am - 8:00 pm
  - Saturday 10:00 am - 2:00 pm
  - Sunday 1:00 pm - 5:00 pm

- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 p.m., please leave a message or submit a service request.

- Messages will be checked regularly and receive priority response the following business day. You may also email umTech, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- Explore the umTech Website
- Search our Training and Documentation