Microsoft Office365 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.

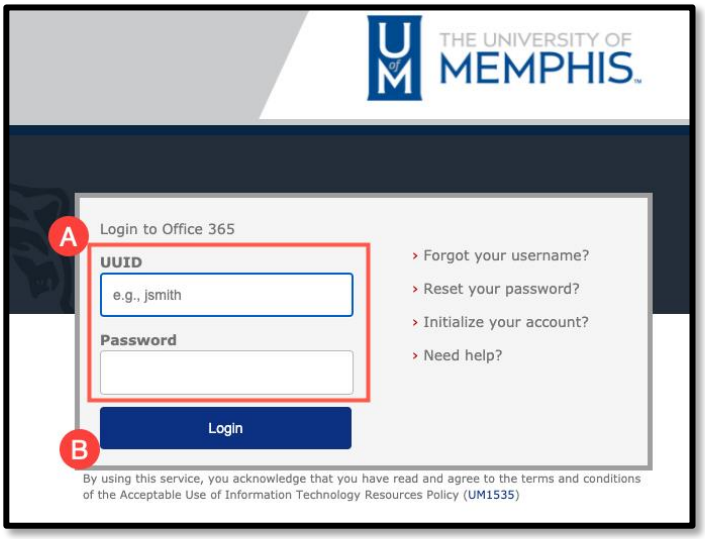
Using Office 365 Forms

Signing into Forms

There are a few different ways to connect to Microsoft Forms. They are as follows:

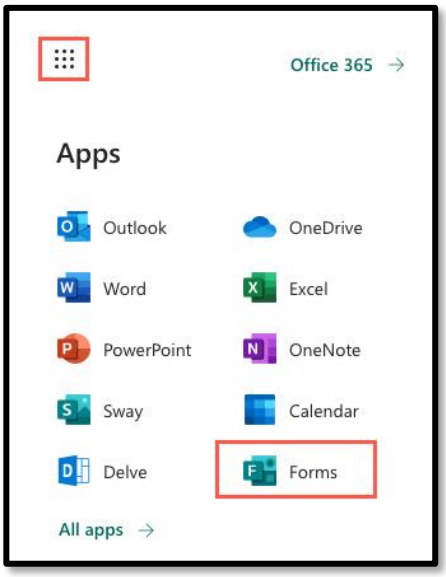
Method 1:

1. Sign into Office 356 OWA **A)** Enter your uuid, and password, then **B)** Click **Login**.



2. Authenticate Using Duo.

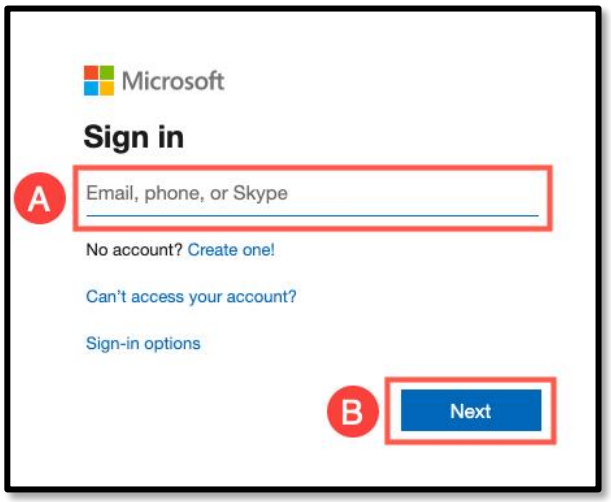
3. Select the 9 tiles in the upper left-hand corner, then choose **Forms.**



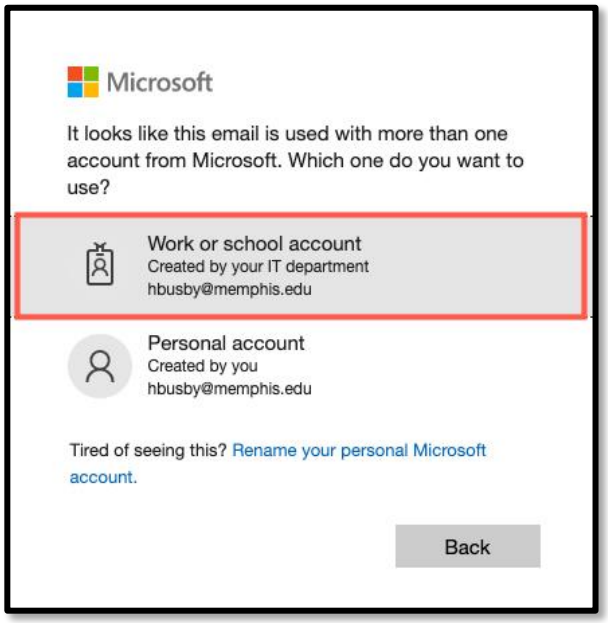
Method 2:

1. You can also navigate to the Microsoft Forms Website

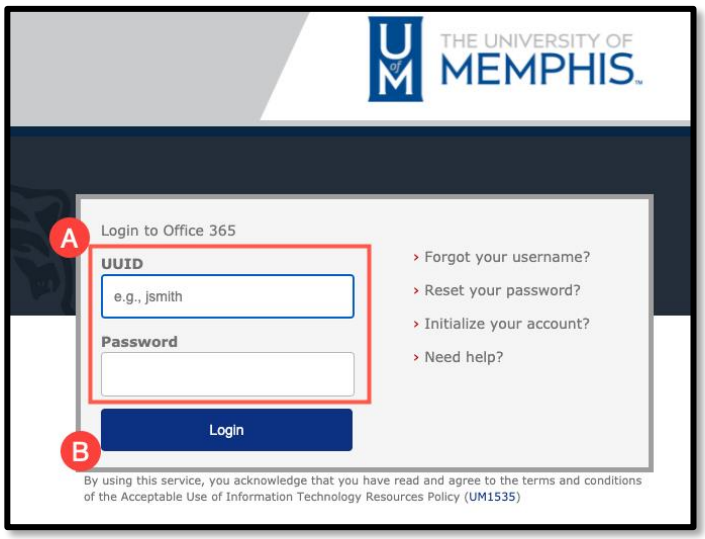
2. **A)** Enter your UofM email, then **B)** Click **Next.**



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



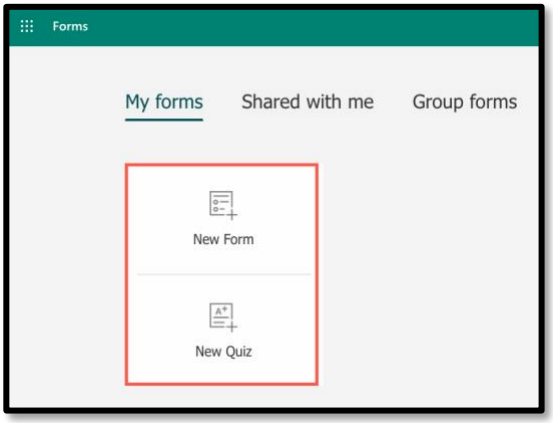
4. Using your UofM sign in with your **A)** uuid and **B)** password.



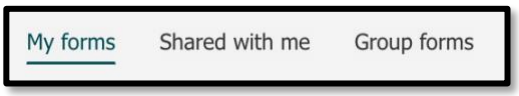
5. Authenticate Using Duo.

Using Forms

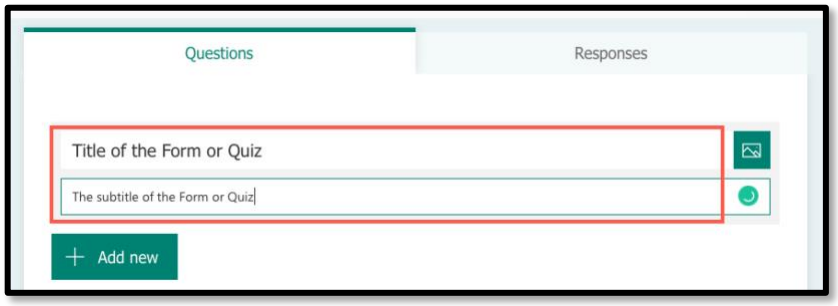
1. Select **New Form** or **New Quiz**.



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

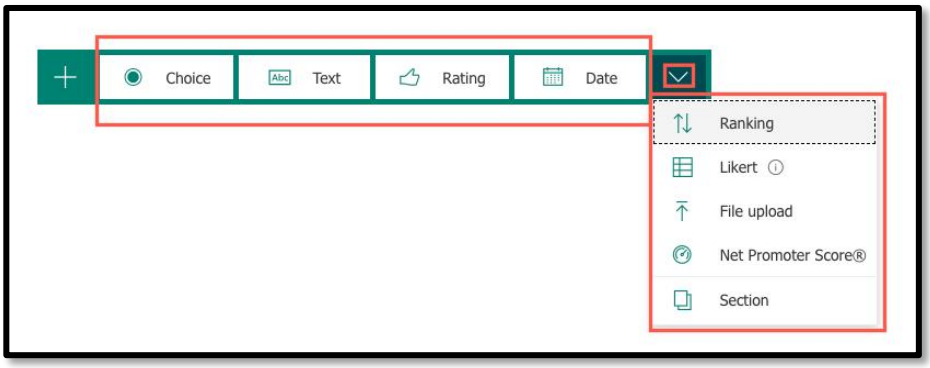


3. Enter a title for your Form or Quiz *(you can also select a Subtitle if you want, this is an optional feature)*.



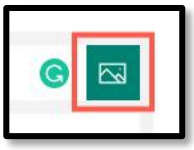
4. Next Select Add New to add a question

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**.

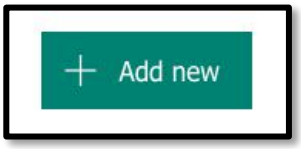


***Note**: The form is automatically saved as it is being created.*

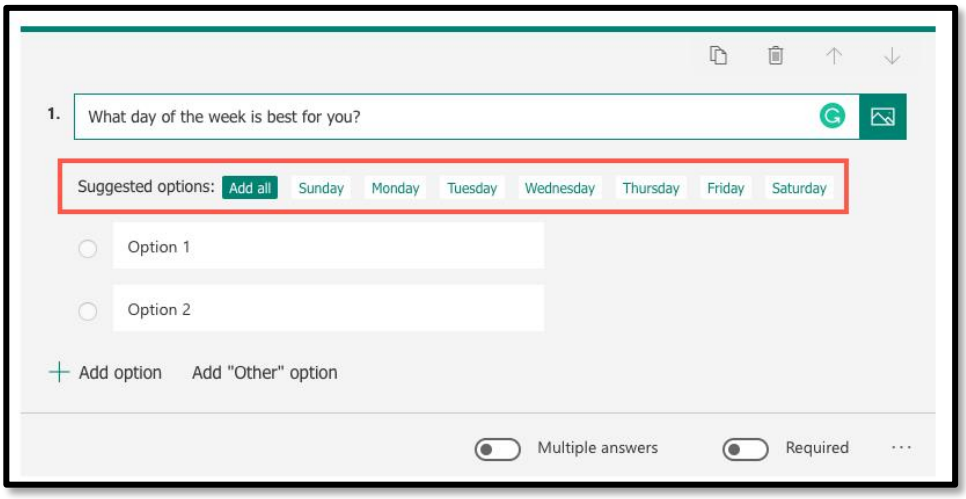
6. You can insert an image or video file into a question by clicking the **Image** icon.



7. To add another question, select the **+ Add New** button.



Note: Some choice questions will trigger auto suggestions.

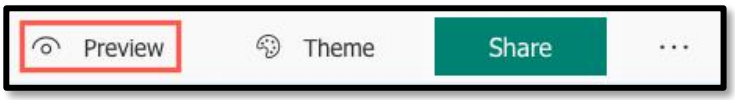


8. You can copy a question using the **Question Copy** button.

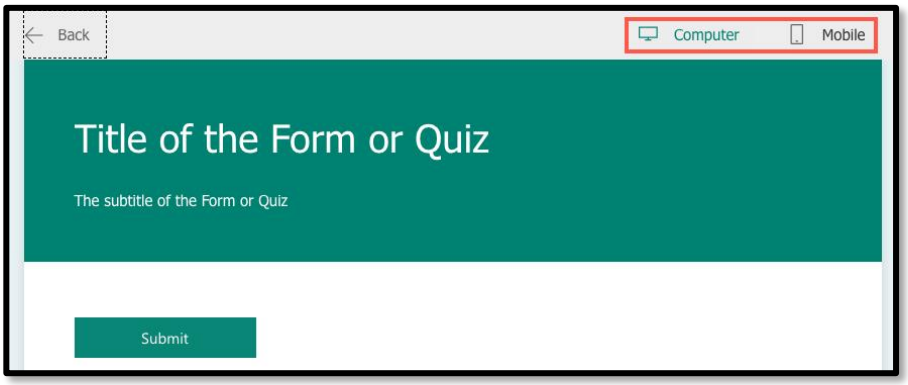
9. Use the **Arrows** to arrange the order of the questions.

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

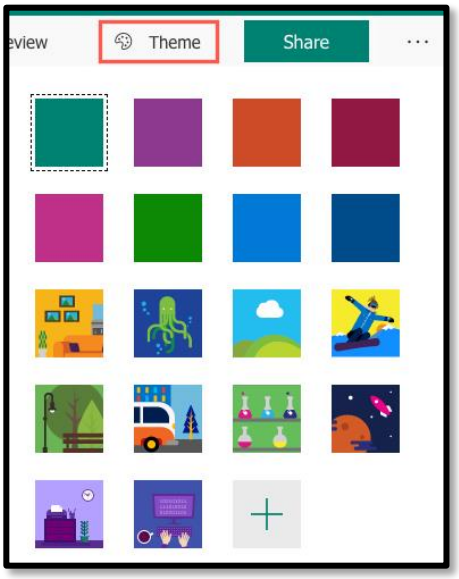
11. To preview your form, use the **Preview** button.



12. From here you can view the form in a **Computer** or **Mobile** device format.



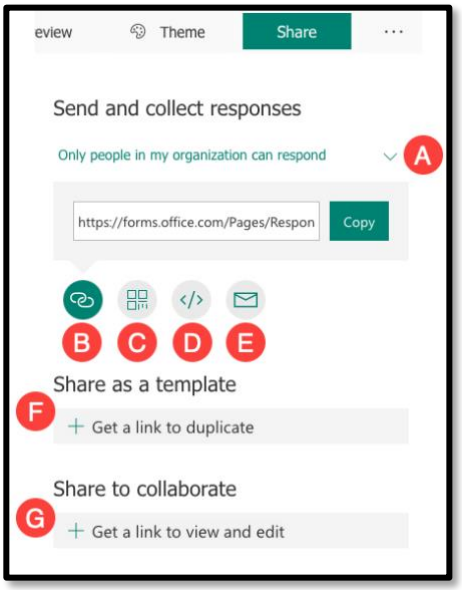
13. Use the **Theme** button to apply different themes to your form.



Sharing your Form or Quiz

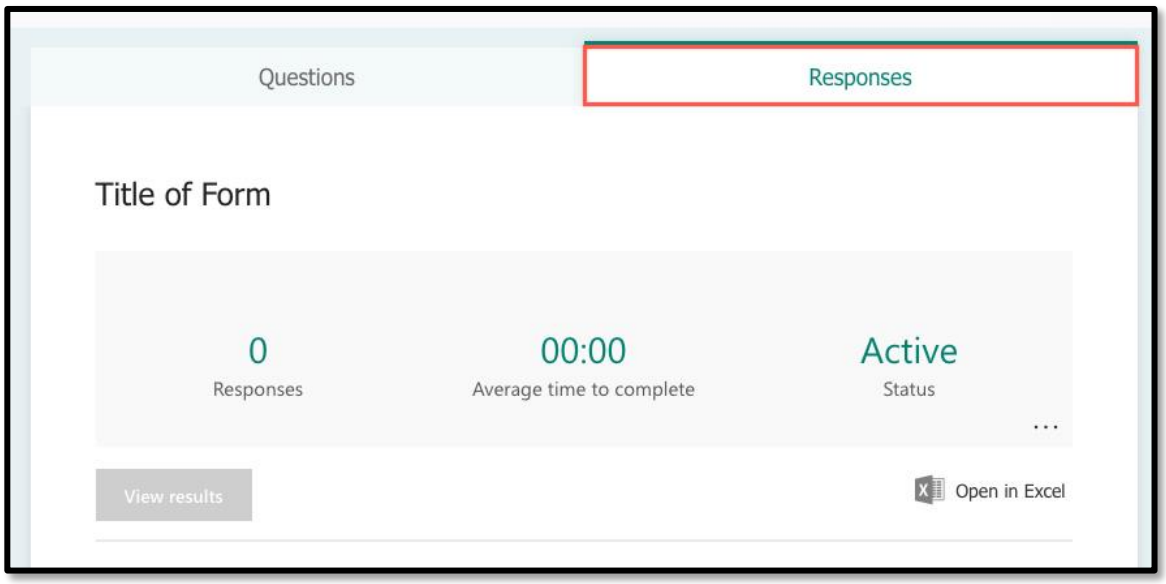
1. Use the **Share** button to Share your form or quiz.

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.



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

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, provides additional assistance, and resources. Such help can be located as follows:

Submitting a Service Request

Login URL: Click here for our service desk ticketing system. After logging in, choose the appropriate form request for services.

Contact the ITS Service Desk — 901.678.8888 any day of the week! *(Excluding Some Holidays)*

ITS Service Desk Hours

Contact the Service Desk for assistance with technical login problems or issues. ALL incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.

Voice messages will be checked regularly and receive priority response the following business day. You may also email umTech at umtech@memphis.edu. *(Using this email will automatically generate a service request).*

Important Links

Explore the umTech Website

Search the Solutions Page