



Microsoft Office 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 Forms

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

Method 1:

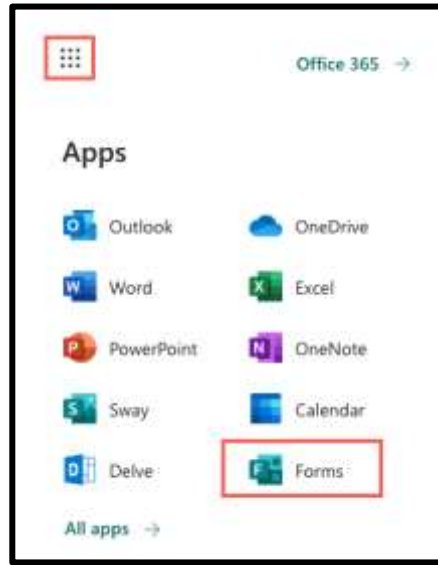
1. [Sign into Office 356 OWA](#) **A)** Enter your uuid, and password, Then **B)** Click **Login**.



2. Authenticate Using Duo.

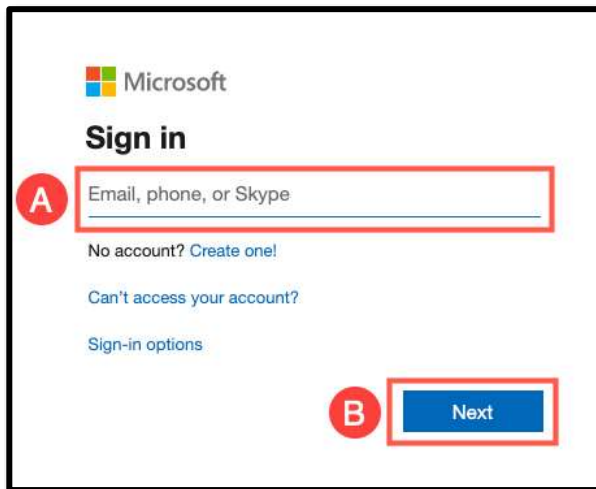


3. Select the 9 tiles in the upper left-hand corner, then choose **Forms**.

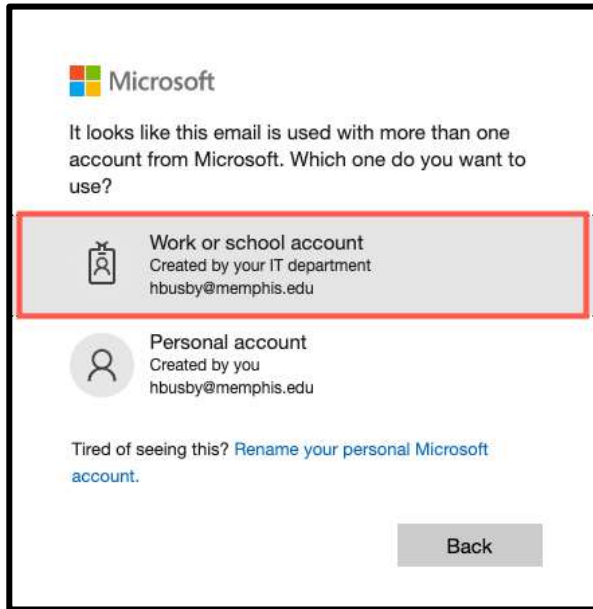


Method 2:

1. You can also navigate to the [Microsoft Forms Website](#)
2. **A)** Enter your UofM email, then **B)** Click **Next**.

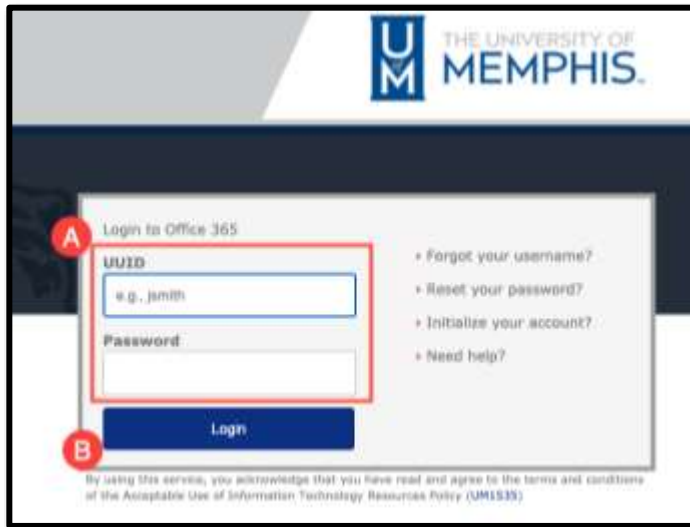


3. Choose **Work or school account**.



The screenshot shows a Microsoft account selection screen. At the top is the Microsoft logo. Below it, the text reads: "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two account options listed: "Work or school account" (Created by your IT department, hbusby@memphis.edu) and "Personal account" (Created by you, hbusby@memphis.edu). The "Work or school account" option is highlighted with a red border. Below the options is a link: "Tired of seeing this? [Rename your personal Microsoft account.](#)". At the bottom right is a "Back" button.

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



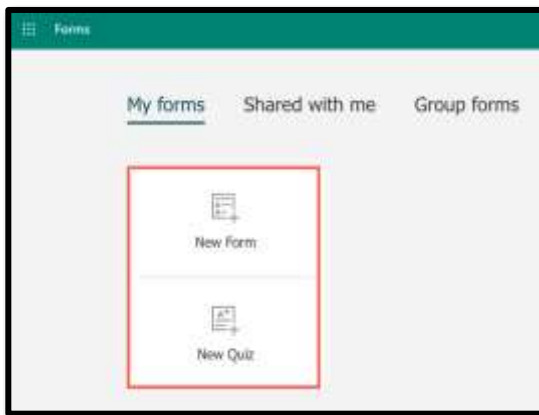
The screenshot shows the Office 365 login screen for The University of Memphis. At the top right is the UofM logo. The main heading is "Login to Office 365". There are two input fields: "UUID" (with the example "e.g., jsmith") and "Password". A red box labeled "A" highlights the UUID field. To the right of the input fields are four links: "Forgot your username?", "Reset your password?", "Initialize your account?", and "Need help?". Below the input fields is a blue "Login" button, which is highlighted with a red box labeled "B". At the bottom, there is a small disclaimer: "By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1533)".

5. Authenticate Using Duo.

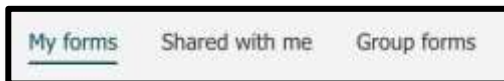


Using Forms

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



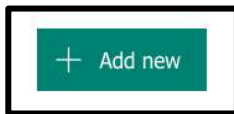
2. The top navigation menu contains **My Forms**, **Shared with Me**, and **Group Forms**.



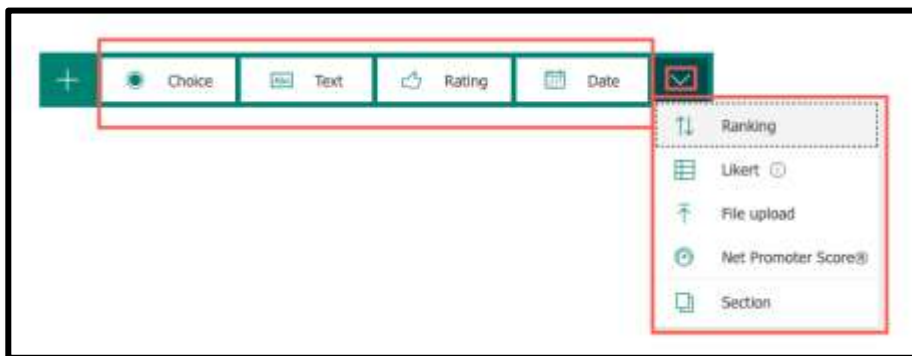
3. Enter a title for your Form or Quiz (*you can also select a Subtitle, but this is an optional feature*).



4. Next, Select Add New to add a question

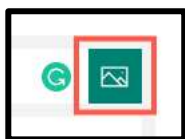


5. From here, you can select the type of question (**Choice, Text, Rating, Date**) to select more question types (∨) to choose the following question types: **Ranking, Likert, Upload a file, Net Promoter Score**, or to add a new **Section**.

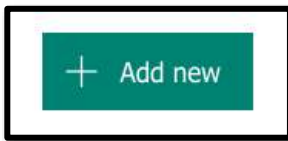


Note: *The form is automatically saved when it is created.*

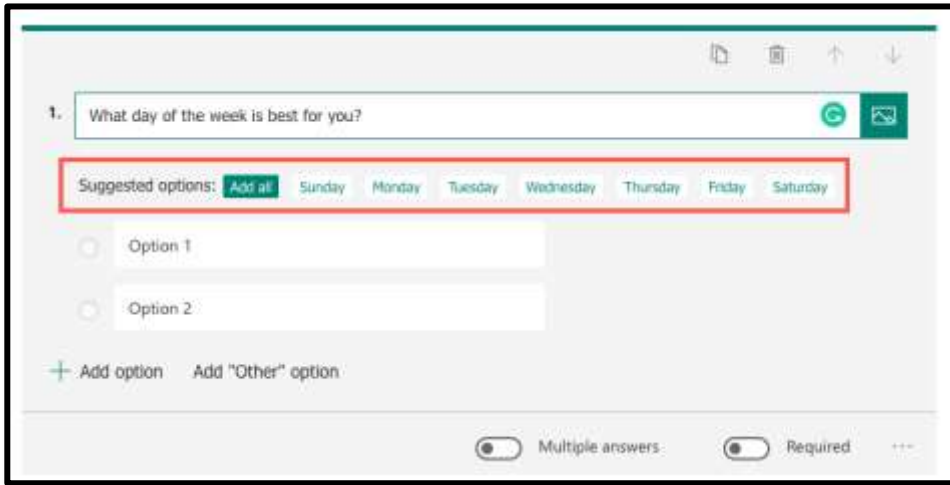
6. You can insert an image or video file into a question by clicking the **Image** icon.



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.



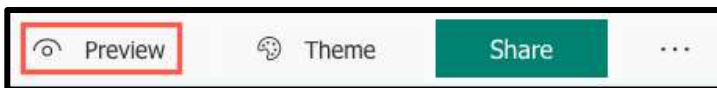
9. Use the **Arrows** to arrange the order of the questions.



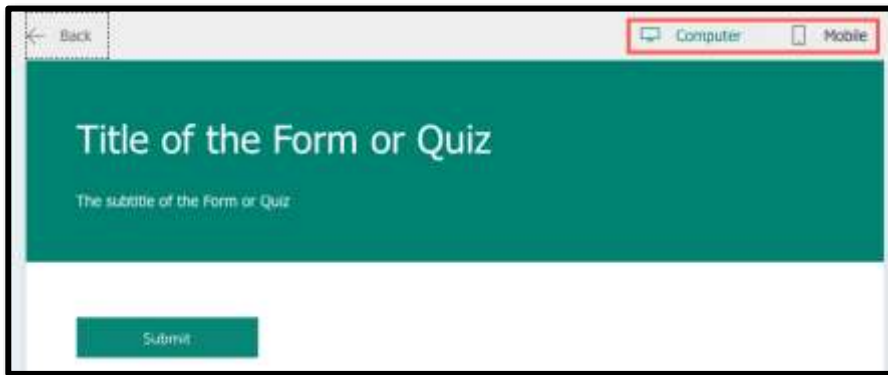
10. To delete a question, use the **Trash** icon.



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



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

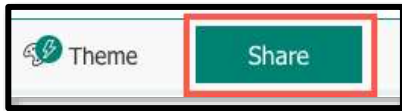


13. Use the **Theme** button to apply different themes to your form.

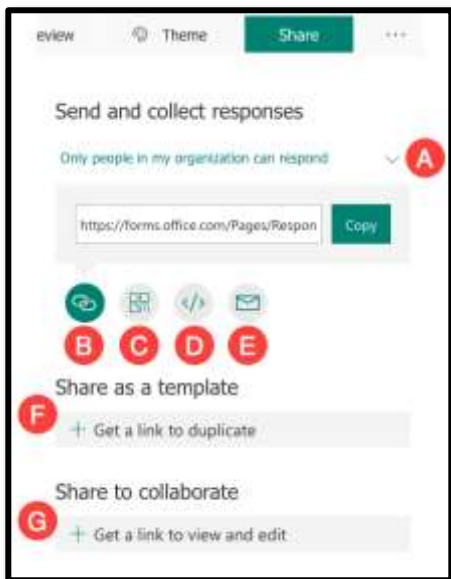


Sharing your Form or Quiz

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

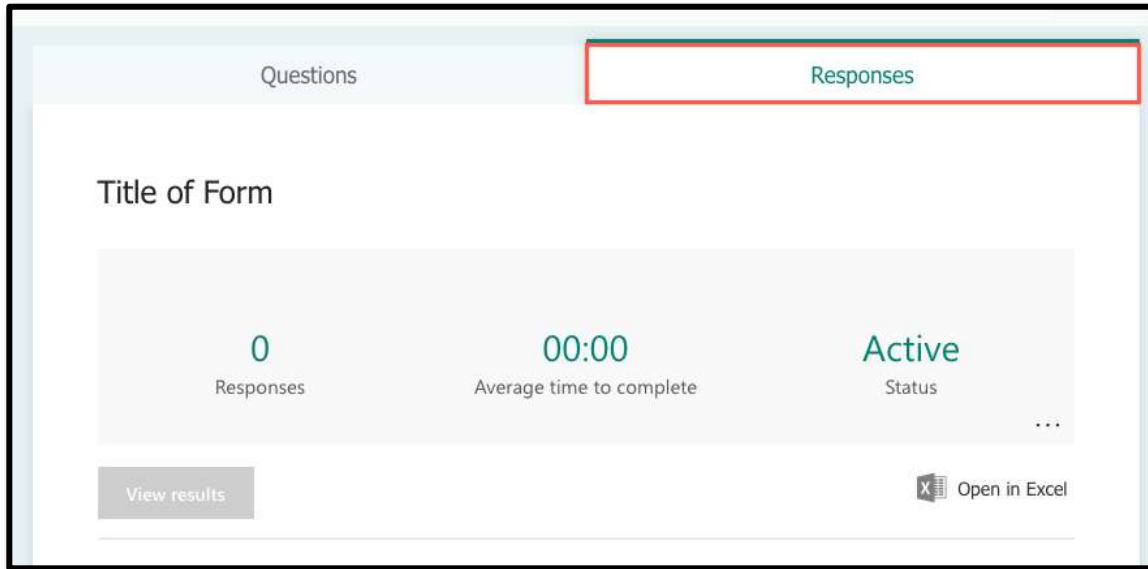


2. From here, you can: **A)** Decide who can respond to your form, **B)** Copy a link to your form, **C)** Use a QR code, **D)** Copy the code for the form to embed in a website, or **E)** Email the form. **F)** You can share the form as a template, or **G)** Share the form to collaborate.

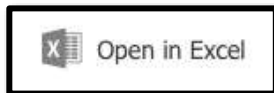


Viewing Responses

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



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



When clicked, the three dots above Open in Excel 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 direct you to **Microsoft's Help Center** and FAQ for Forms.



Locating Help Resources

umTech offers technical support and resources to faculty, staff, and students. Assistance can be found through any of the support services below:

Submitting a Service Request

Login URL: [Click here to access our service desk ticketing system.](#) After logging in, choose the appropriate form to request services.

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

ITS Service Desk Walk-In hours (Admin Building Room 100):
Monday – Friday 8:00 am – 4:30 pm

The ITS Service Desk Call Center hours:
Monday – Friday 8:00 am – 8:00 pm
Saturday 10:00 am – 2:00 pm
Sunday 1:00 pm – 5:00 pm

Contact the Service Desk for assistance with technical login problems or issues. Voicemail services will handle ALL incoming calls after hours. If you require assistance after 8:00 pm, please leave a message or [submit a service request](#).

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

Important Links

[Explore the umTech Website](#)
[Search the Solutions Page](#)