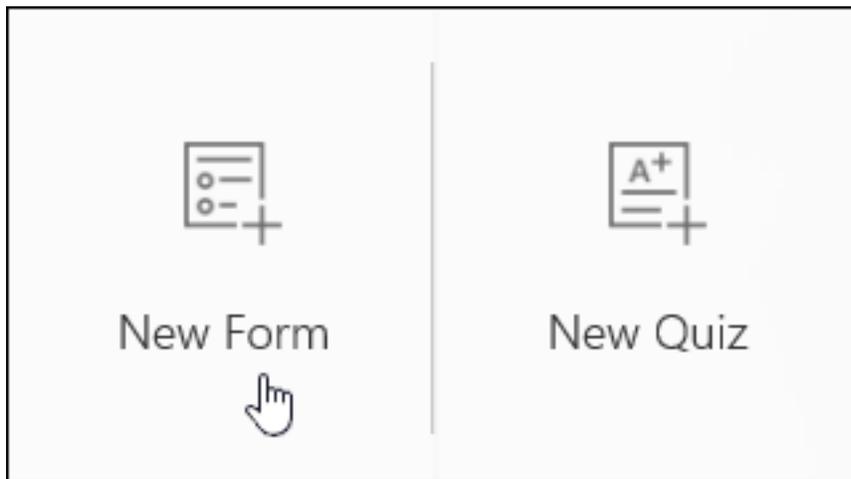


How to Create a form with Microsoft Forms

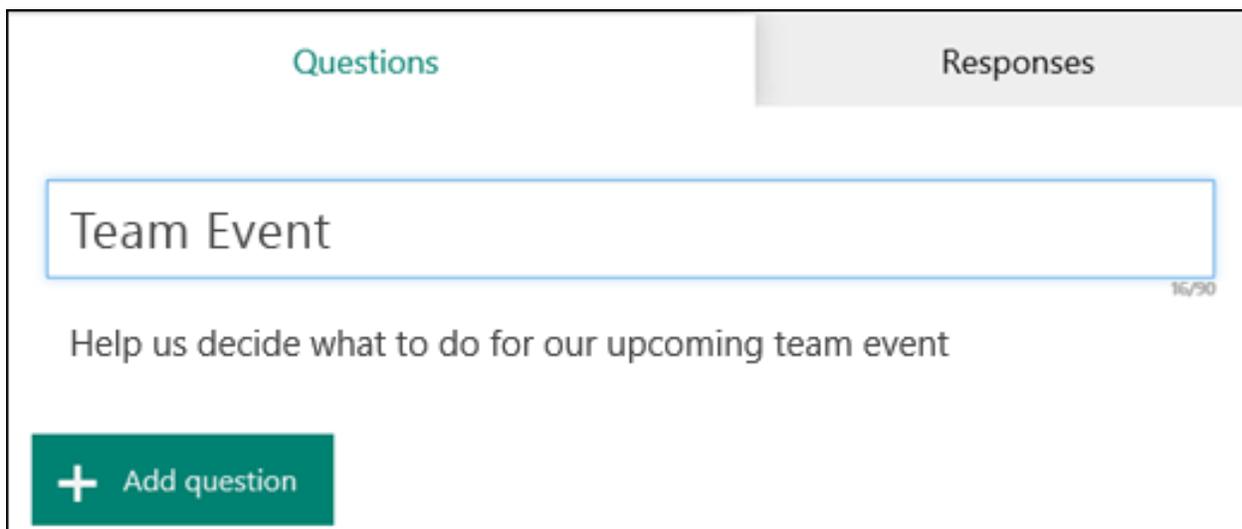
With Microsoft Forms, you can create surveys, quizzes, and polls, and easily see results as they come in.

1. In your web browser, go to forms.office.com.
2. Sign in with your Office 365 account.
3. Under **My Forms**, click **New Form** to begin creating your form.



4. Enter a name for your form. You can also enter an optional subtitle.

Note: Form names can contain up to 90 characters and a subtitle can contain up to 1,000 characters.

A screenshot of the Microsoft Forms 'Questions' tab. The form title is 'Team Event' and the subtitle is 'Help us decide what to do for our upcoming team event'. A green button with a plus sign and the text 'Add question' is visible at the bottom left. The 'Responses' tab is visible at the top right. A character count '16/90' is shown at the bottom right of the title field.

5. Click **Add Question** to add a new question to the form. Choose from **Choice**, **Text**, **Rating**, or **Date** questions. You can also click **More** *******, and select **Ranking**, **Likert**, or **Net Promoter Score®** questions.



Note: Your form is saved automatically while you create it.

6. For choice questions, enter the text you want to display for the question and each of the choices.

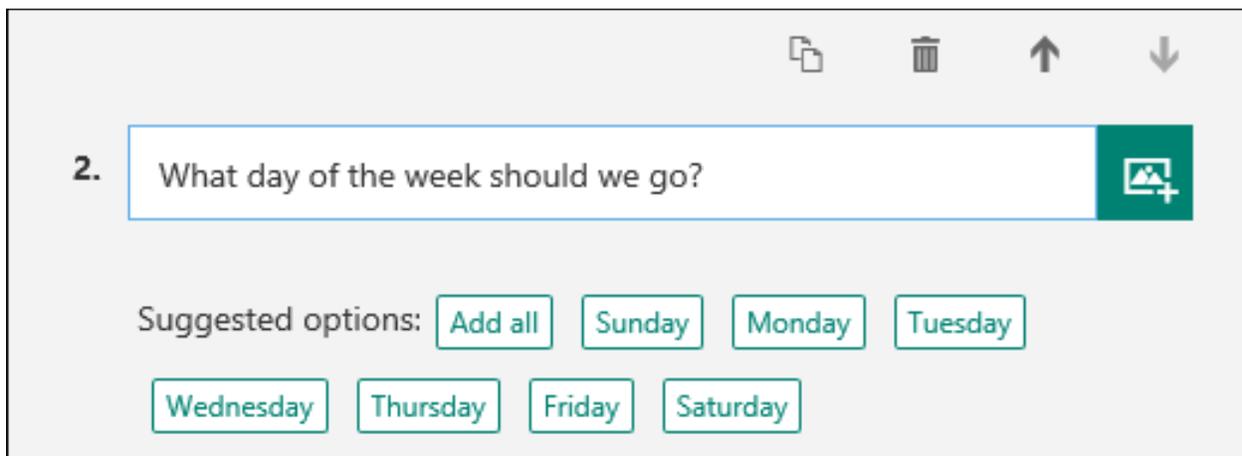
A screenshot of a form titled 'Team Event' with the subtitle 'Help us decide what to do for our upcoming team event'. The form has a light gray background and a dark green header bar. Below the header, there are icons for copy, delete, up, and down. The first question is '1. Where should we go?' in a text box. Below it are three radio button options: 'Museum', 'Art exhibit', and 'Aquarium', each in a text box with a trash can icon to its right. At the bottom of the question area are two buttons: '+ Add option' and 'Add "Other" option'. Below the question area are two toggle switches: 'Multiple answers' (off) and 'Required' (on). At the bottom left is a dark green button with a white plus sign and the text 'Add question'.

Want to add more choices? Click **Add Option** to add more choices than the default two choices. Click **Add "Other" Option** to add a choice option that displays the text Other. To remove a choice, click the trash can button next to it. You can also choose to make a question required or allow multiple choices for a question by changing the settings at

the bottom of the question. To have Microsoft Forms randomly shuffle the order of the options displayed to users of the form, click **More settings for question** **⋮**, and then select **Shuffle options**.

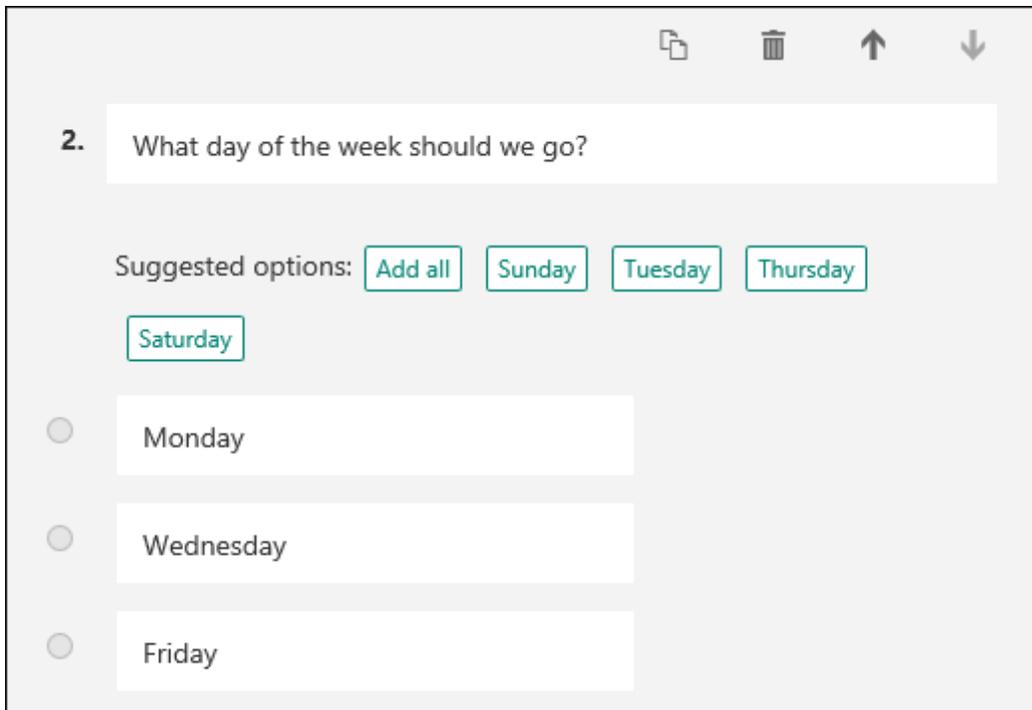
Tip: Click **More settings for question** **⋮**, and then select **Subtitle** to add a subtitle for a question.

Some choice questions will trigger auto suggestions.



The screenshot shows a question editor interface. At the top right, there are icons for copy, delete, move up, and move down. The question text is "2. What day of the week should we go?" and is contained within a text box with a blue border. To the right of the text box is a green button with a white plus sign and a small image icon. Below the question text, there is a section labeled "Suggested options:" followed by a row of buttons: "Add all", "Sunday", "Monday", and "Tuesday". Below this row is another row of buttons: "Wednesday", "Thursday", "Friday", and "Saturday". The buttons for "Monday", "Wednesday", and "Friday" are highlighted with a dark teal background, indicating they are selected.

Click on the suggested options to add as choices. In the following example, **Monday**, **Wednesday**, and **Friday** are selected.



2. What day of the week should we go?

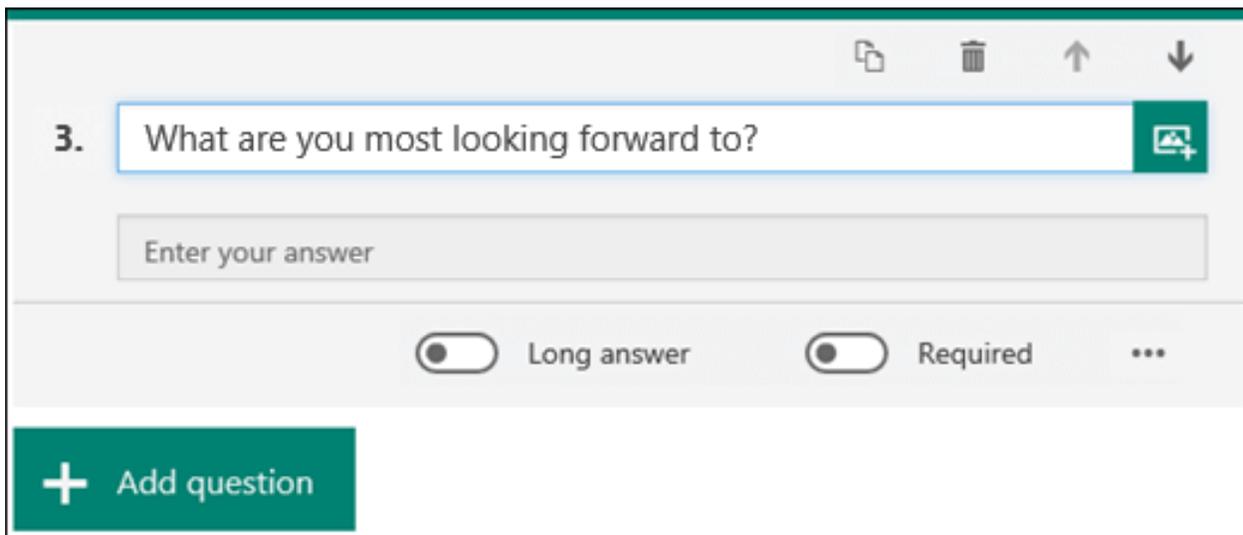
Suggested options:

Monday

Wednesday

Friday

7. Click **Add Question** to add more questions to your form. To change the order of the questions, click the **Up** or **Down** arrows on the right side of each question. For text questions, select the **Long Answer** option if you want a larger text box displayed on the form.



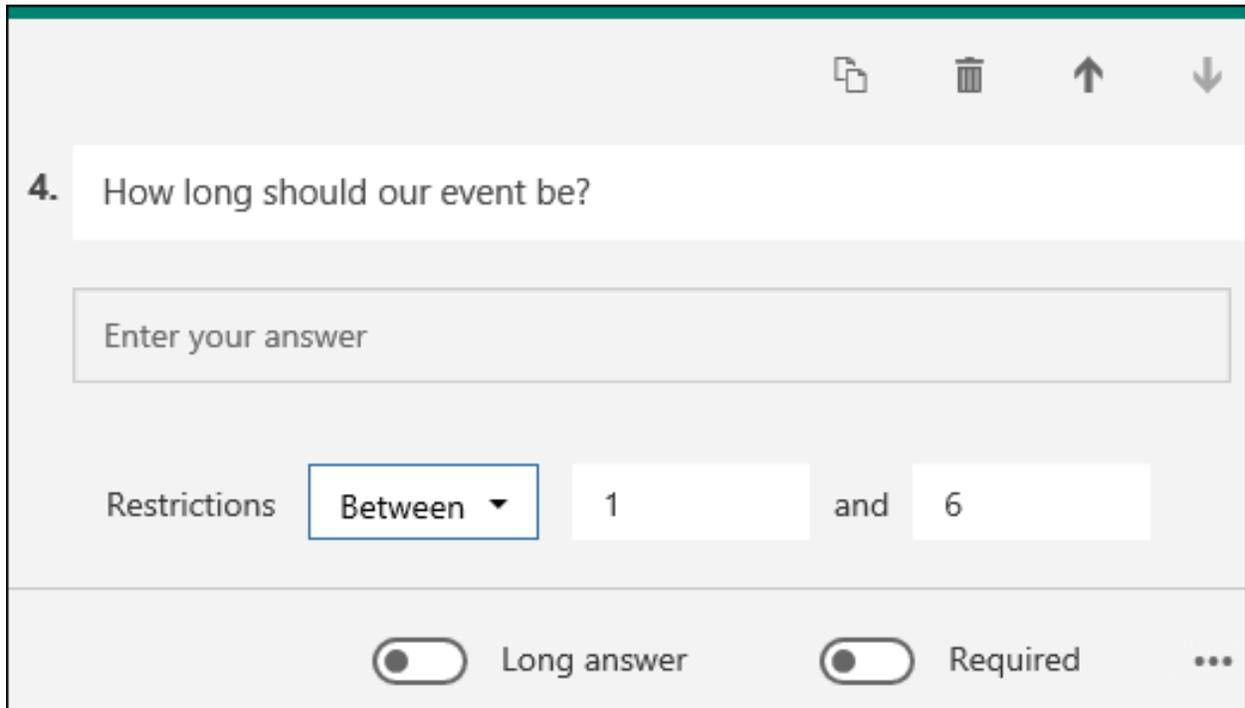
3. What are you most looking forward to?

Enter your answer

Long answer Required ...

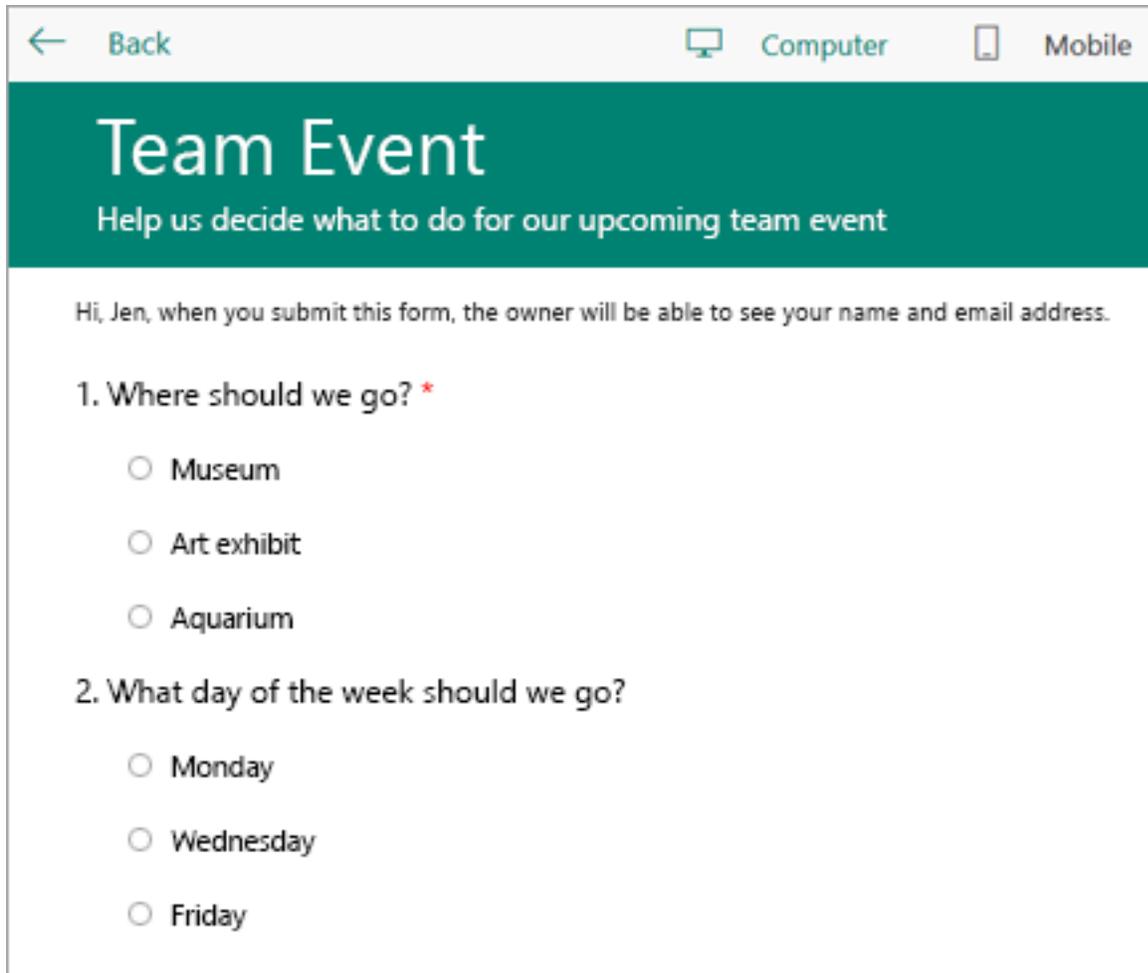
Tip: To copy a question, select it and then click the **Copy Question** button  in the upper right corner.

8. Text questions also allow you to set restrictions when you need to have numbers as the answer. Click **More settings for question** , and then select **Restrictions**. You can choose to restrict the numbers by selecting from the various options such as **Greater than**, **Less than**, **Between**, and many others.



The screenshot shows a question editor interface. At the top right, there are icons for copy, delete, up arrow, and down arrow. The question text is "4. How long should our event be?". Below the question is a text input field with the placeholder "Enter your answer". Underneath the input field, the "Restrictions" section is visible, showing a dropdown menu set to "Between", with input fields for "1" and "6" separated by the word "and". At the bottom, there are two toggle switches: "Long answer" (which is turned off) and "Required" (which is turned on). A three-dot menu icon is located to the right of the "Required" toggle.

9. Click **Preview** at the top of the design window to see how your form will look on a computer. If you want to test your form, enter answers for the questions in preview mode and then click **Submit**.



The screenshot shows a web browser interface. At the top, there is a navigation bar with a left arrow and the text "Back". To the right of "Back" are two icons: a computer monitor icon labeled "Computer" and a smartphone icon labeled "Mobile". Below the navigation bar is a dark green header with the title "Team Event" in large white font, and the subtitle "Help us decide what to do for our upcoming team event" in smaller white font. The main content area has a white background. It starts with a message: "Hi, Jen, when you submit this form, the owner will be able to see your name and email address." Below this are two questions, each with three radio button options. The first question is "1. Where should we go? *" with options "Museum", "Art exhibit", and "Aquarium". The second question is "2. What day of the week should we go?" with options "Monday", "Wednesday", and "Friday".

← Back Computer Mobile

Team Event

Help us decide what to do for our upcoming team event

Hi, Jen, when you submit this form, the owner will be able to see your name and email address.

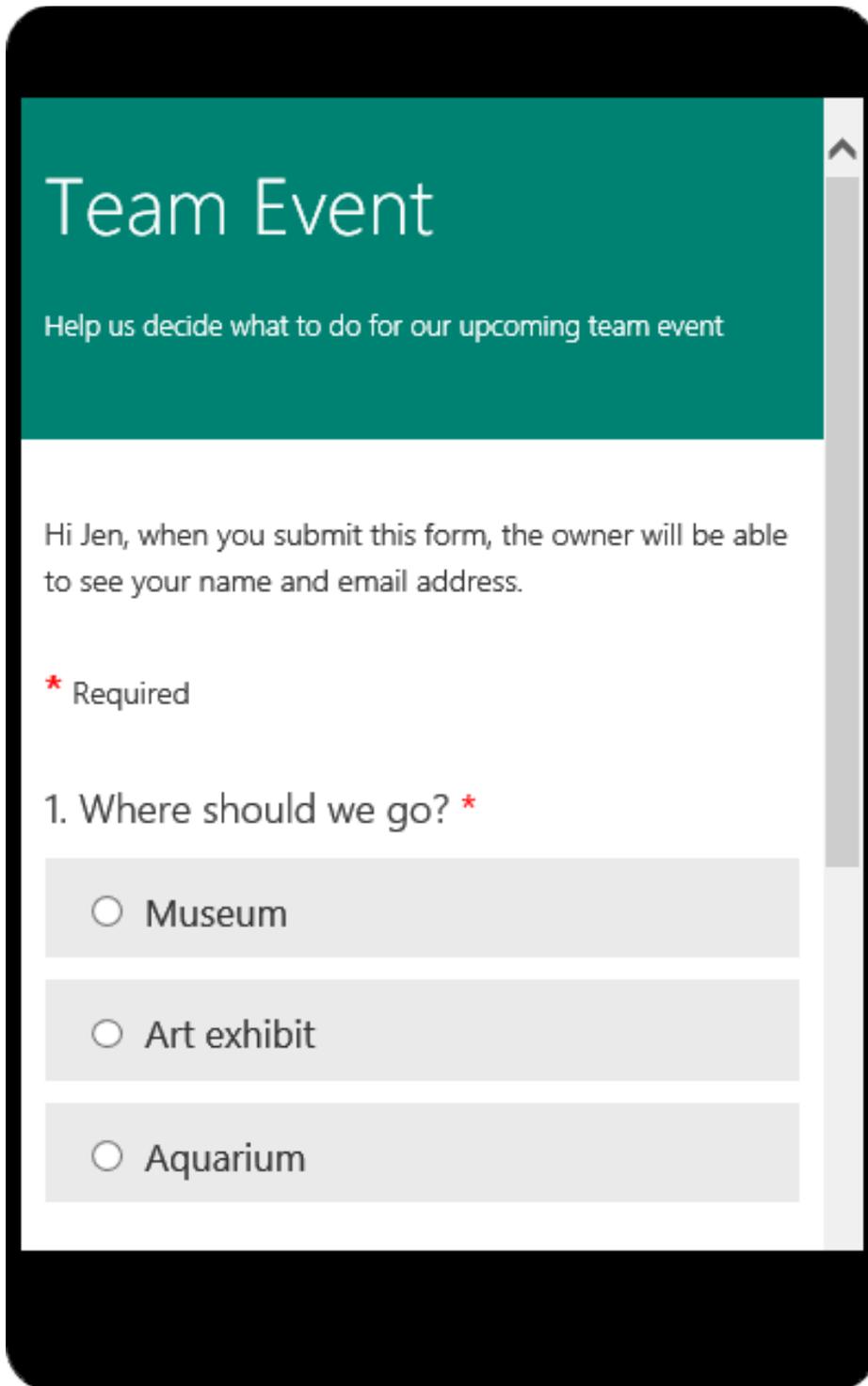
1. Where should we go? *

- Museum
- Art exhibit
- Aquarium

2. What day of the week should we go?

- Monday
- Wednesday
- Friday

10. Click **Mobile** to see how your form will look on a mobile device.

A mobile device screen displaying a form titled "Team Event". The form has a teal header with the title and a subtitle "Help us decide what to do for our upcoming team event". Below the header, there is a message: "Hi Jen, when you submit this form, the owner will be able to see your name and email address." A red asterisk indicates a required field. The first question is "1. Where should we go? *". There are three radio button options: "Museum", "Art exhibit", and "Aquarium". A vertical scrollbar is visible on the right side of the form.

Team Event

Help us decide what to do for our upcoming team event

Hi Jen, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Where should we go? *

Museum

Art exhibit

Aquarium

Click **Back** when you are finished previewing your form.