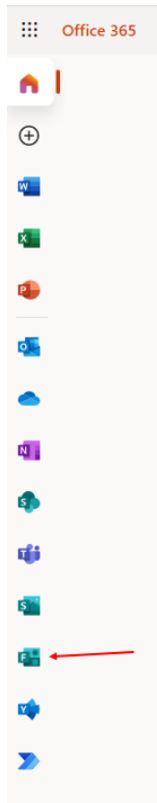


# Microsoft Forms

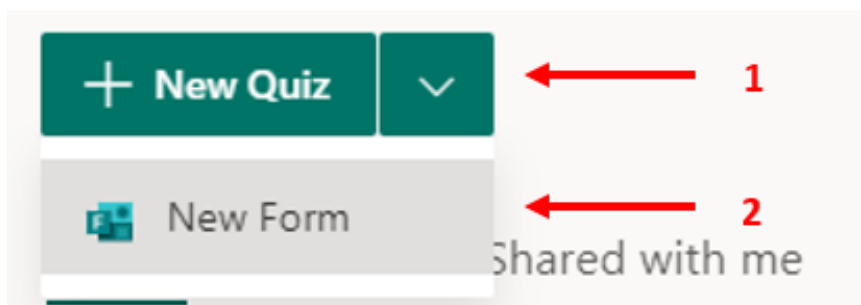
Useful steps for creating a Microsoft form.

## Step-by-step guide

1. Go to Office 365. On the left hand side, click on the Forms icon indicated by the arrow.



2. To create a new form, select the down arrow and then "New Form".




3. Add questions by selecting "+ Add new" and then question type.

The screenshot shows the 'Questions' tab of a Microsoft Forms interface. At the top, there are two tabs: 'Questions' (active) and 'Responses'. Below the tabs, the text 'Untitled form' is displayed. At the bottom left, there is a teal button with a white plus icon and the text 'Add new'. A red arrow points to this button from the right.

4. Once the form has completed and you wish to send the form to others to fill out, select "Share" (1) on the top right hand side of the screen. This will open a tab underneath where you can copy the link (2) to send to others.

The screenshot shows the 'Share' tab of the Microsoft Forms interface. At the top, there are three tabs: 'Preview', 'Theme', and 'Share' (active). A red arrow labeled '1' points to the 'Share' tab. Below the tabs, the text 'Send and collect responses' is displayed. Underneath, there is a dropdown menu with the text 'Only people in my organisation can respond'. Below this, there is a text box containing the URL 'https://forms.office.com/Pages/Respon' and a teal 'Copy' button. A red arrow labeled '2' points to the 'Copy' button. Below the text box, there is a checkbox labeled 'Shorten URL'. At the bottom, there are four circular icons: a teal link icon, a QR code icon, a code icon, and an email icon. A red arrow labeled '3' points to the email icon. Below the icons, the text 'Share as a template' is displayed, followed by a button with a plus icon and the text 'Get a link to duplicate'. Below this, the text 'Share to collaborate' is displayed, followed by a button with a plus icon and the text 'Get a link to view and edit'.

 Alternatively, you can send a QR code, HTML embedded code, or email by selecting the respective buttons below. (3)