

How to Access Microsoft Forms

Utilize Microsoft Forms to create surveys, quizzes, and polls which allows you to quickly track the number of respondents and come up with a summary of the results. It is accessible to all users since you can even invite others to use any web browser or mobile device to respond to your form.

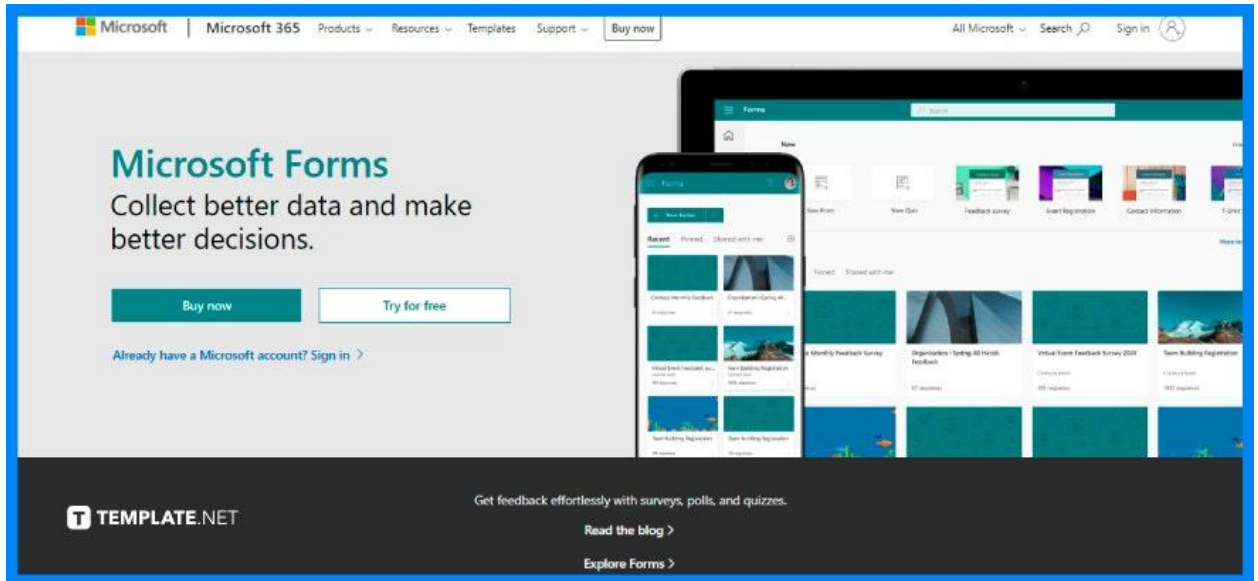


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Analyze replies as they are sent using the built-in analytics. Form data, such as quiz results, can be exported to Excel for further analysis or grading.

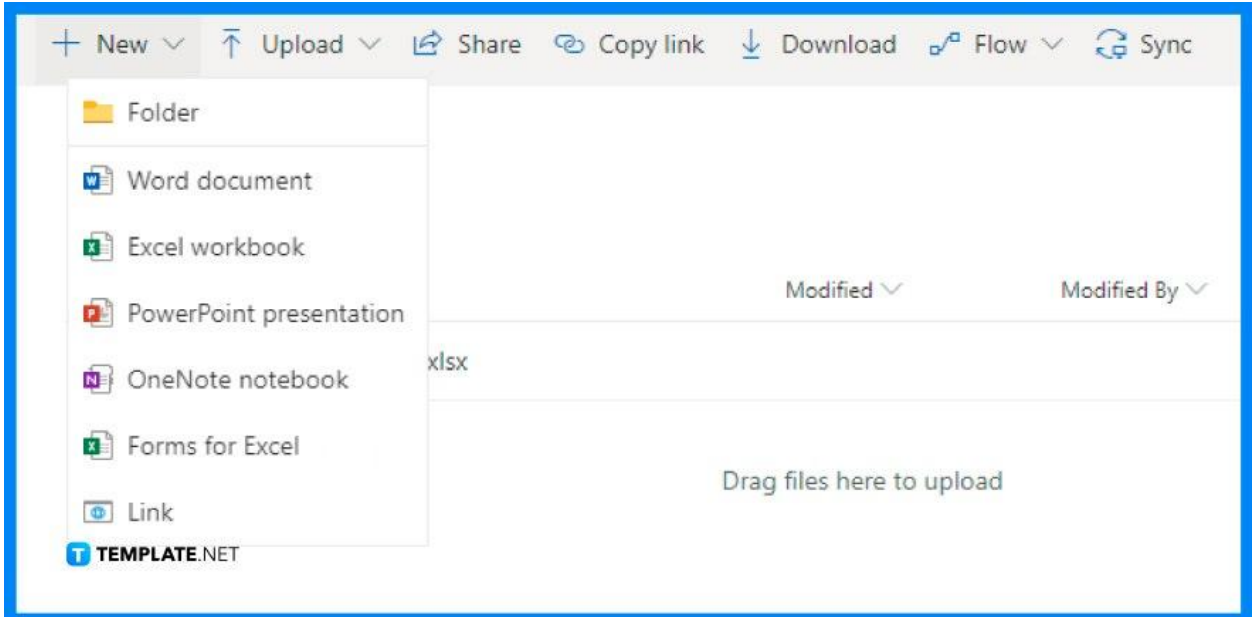
- **Step 1a: Open Through Office**

Start by typing or copying and pasting the link <https://forms.office.com> to your preferred web browser or mobile device. This will open up your account and be brought to the Forms portal where all the forms you have made will be available to you. Though if you are new, then no existing form is presented.



- **Step 1b: Open Through OneDrive**

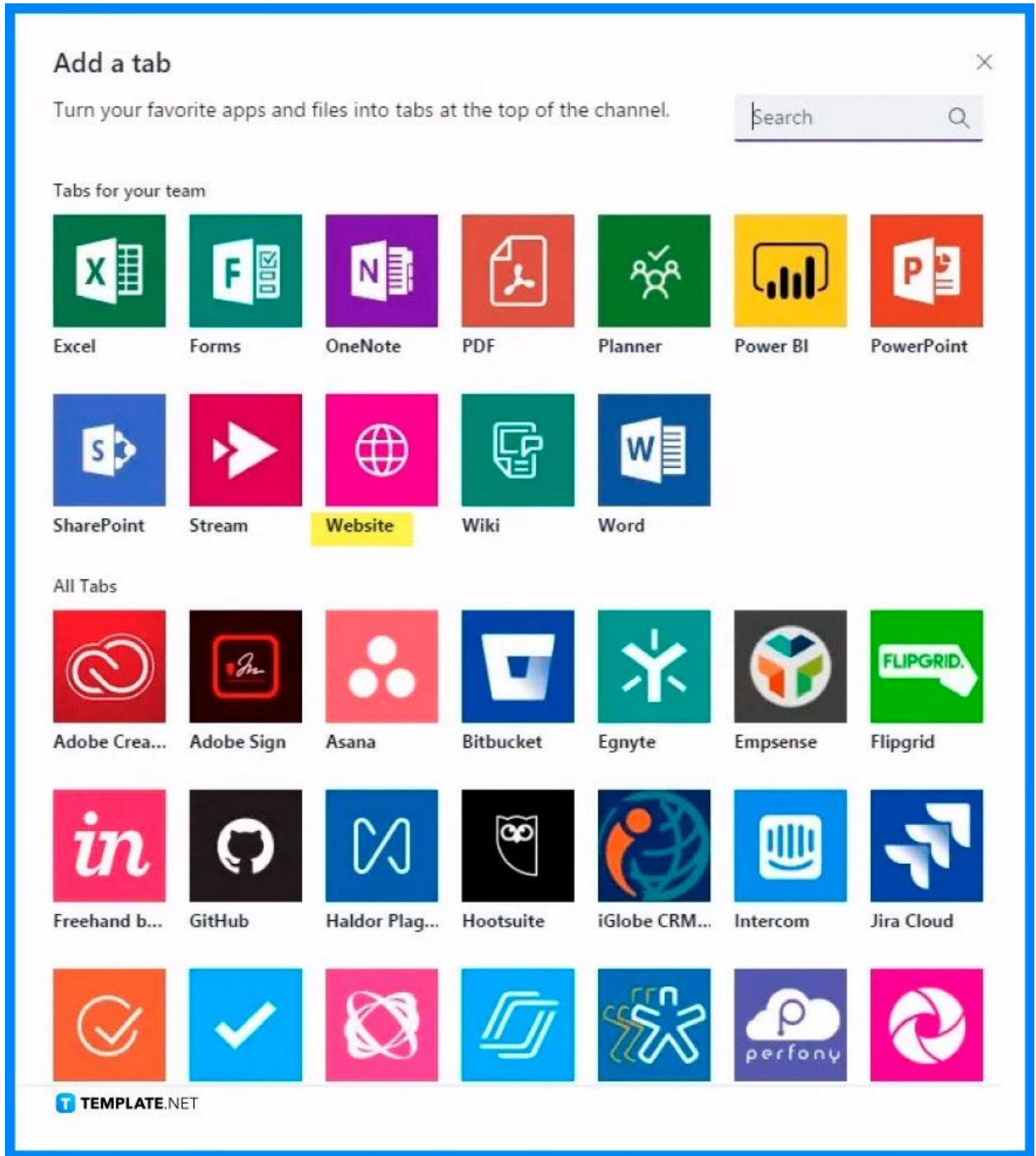
An alternative method to access Microsoft Forms is through OneDrive. Since OneDrive is a Microsoft cloud service that allows you to access all of your files from anywhere, you can find it helpful in tracking all your documents in one storage system. Proceed to sign in with your school or work credentials to Microsoft 365.



Forms for Excel are only accessible for OneDrive for business or education, as well as new team sites linked to Microsoft 365 Groups.

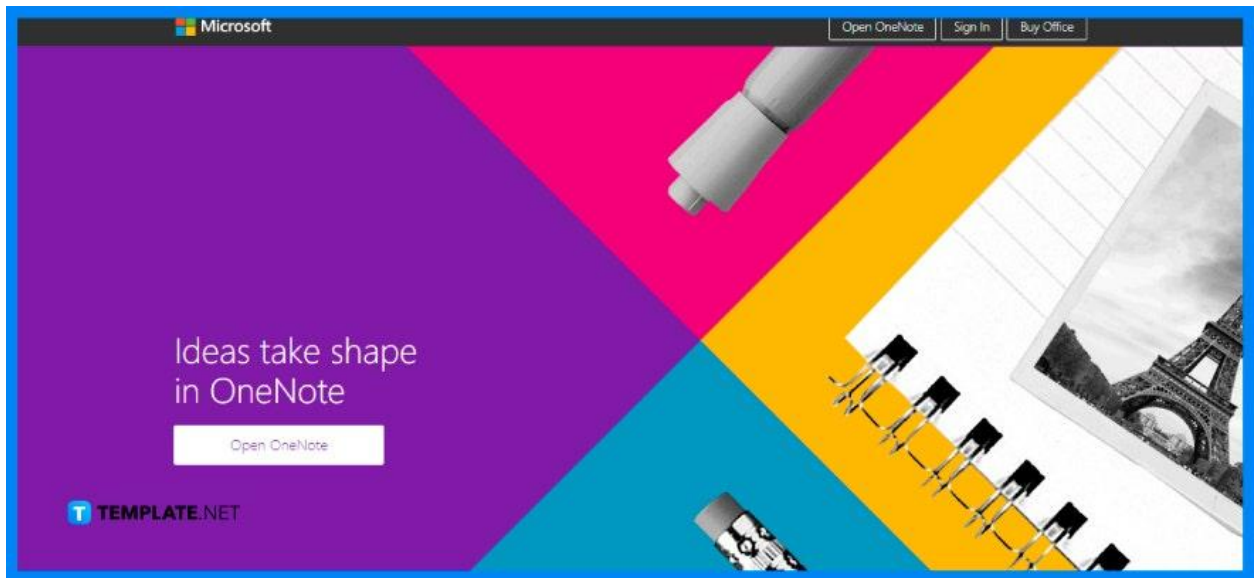
- **Step 1c: Open Through Microsoft Teams**

Establish a Forms tab in Microsoft Teams, add an existing form to collect responses or show survey results, interact with your team on a form, create notifications for your form, or run a fast poll exclusively for your team. In front of the form title on each form tab, there will be an action status. Because this survey is being produced in the following example, Edit appears in front of the form title.



- **Step 1d: Open OneNote for Web**

Sign in to Microsoft 365 using your school email address. This functionality is only available to Office 365 Education subscribers who have Class or Staff Notebooks.

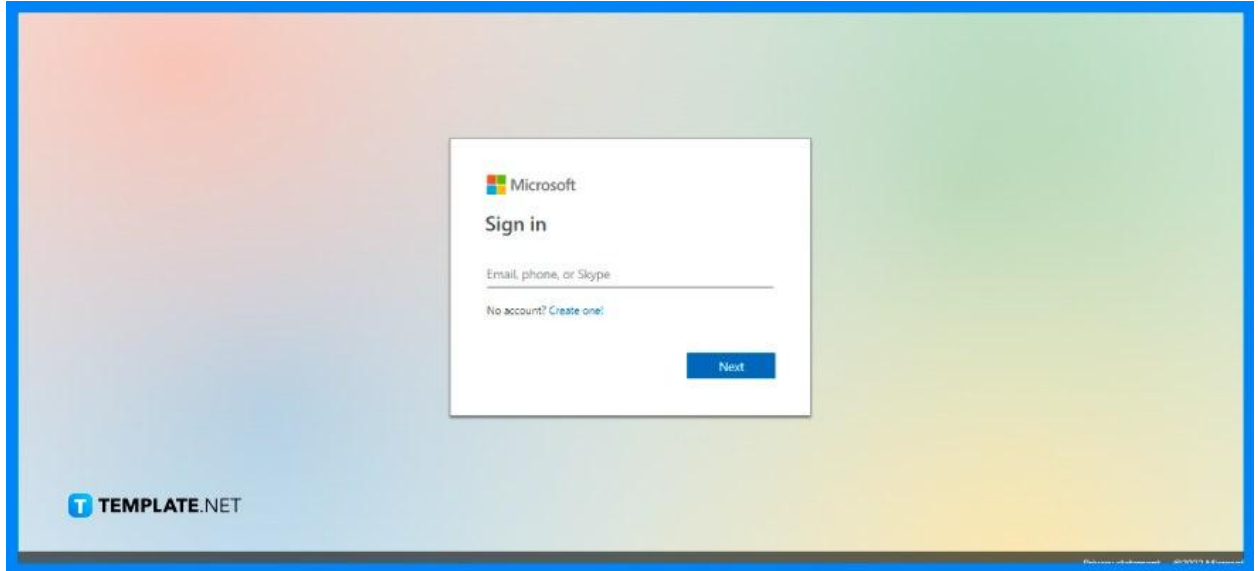


Consider signing in with your school account to access Forms in OneNote for the web.

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- **Step 2: Sign In**

Sign in with your Microsoft 365 school or work credentials, or your Microsoft accounts such as through Hotmail, Live, or Outlook. If you forgot your login details, you may need to do some retrieving.



FAQs

How do I access Microsoft Forms from Teams?

Open your Teams application and locate the 'Forms' application to power up, sometimes it may not appear right away so you may need to view all the available applications that Microsoft offers.

Is there a Microsoft Forms desktop application?

Microsoft Forms is currently only available online through the site of Microsoft Office, which means there is no available offline application that can be downloaded unlike Microsoft Word, Excel, or even Powerpoint.

Why is my Microsoft Forms not working?

If you find the 'Microsoft Forms not loading' issue, make sure that the browsers you are using can support forms, and that you don't have a third-party add-on interfering with the form's operation.

Do Microsoft Forms work on a phone?

Microsoft Forms is a lightweight and responsive tool that can be accessed from any current Windows or Mac browser, as well as mobile browsers on iOS and Android.

How do you get an email when a Microsoft form is submitted?

Once you open your Form, select the ellipsis button at the top-right corner of the menu, proceed to select the settings then check the 'Get email notification of each response' box.