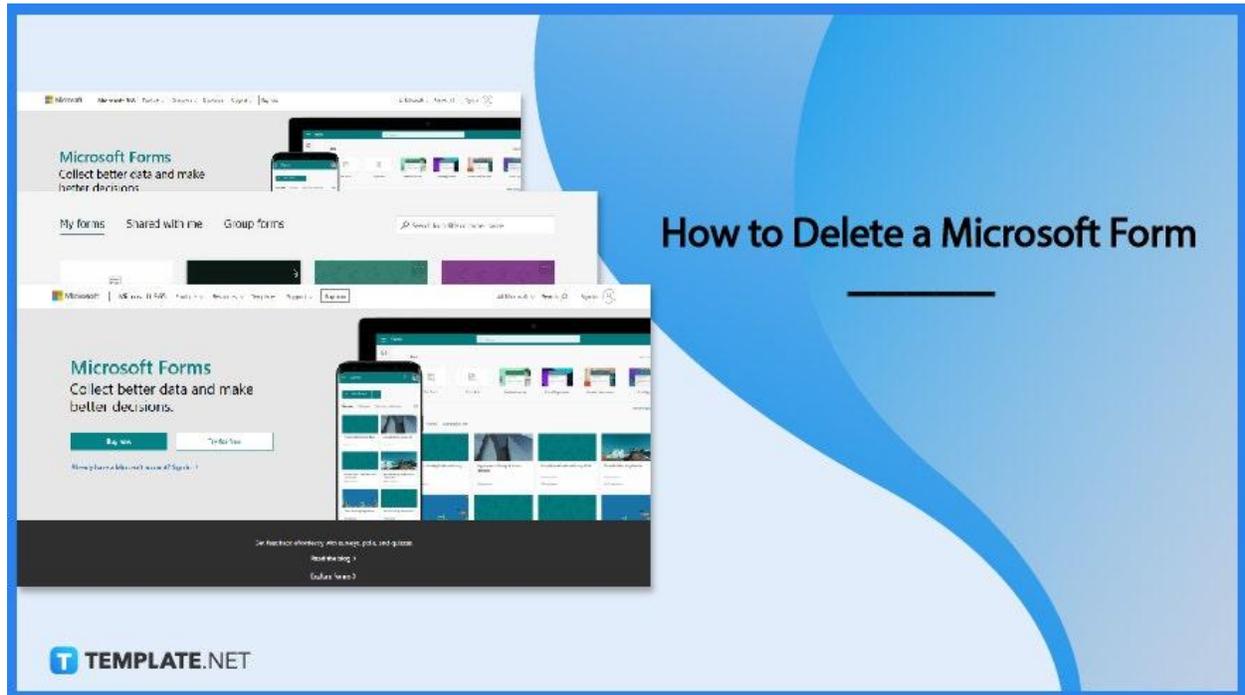


How to Delete a Microsoft Form

Microsoft Forms provide you with ease in creating forms for student quizzes or employee ratings and feedback. Storing a lot of forms in your Forms Portal may cause you to be swamped by them so you may want to get rid of the completed ones.

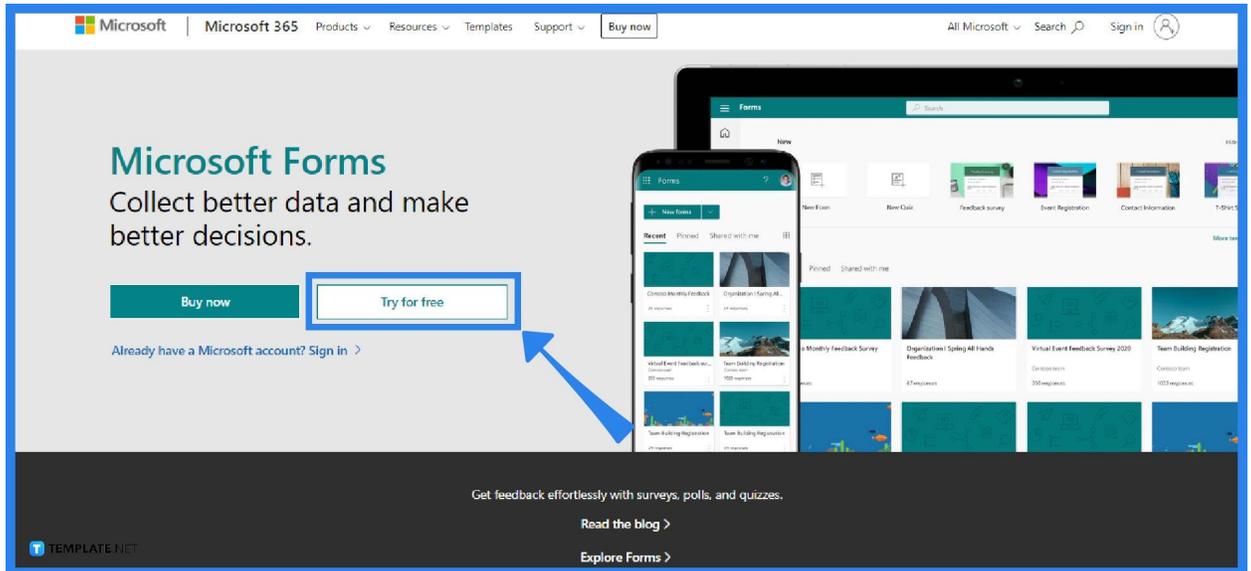


How to Delete a Microsoft Form

With the convenience of Microsoft Form, you can also easily manage the forms you have completed or otherwise no longer want to store in your Forms Portal. You can delete your Microsoft Forms in less than 5 clicks.

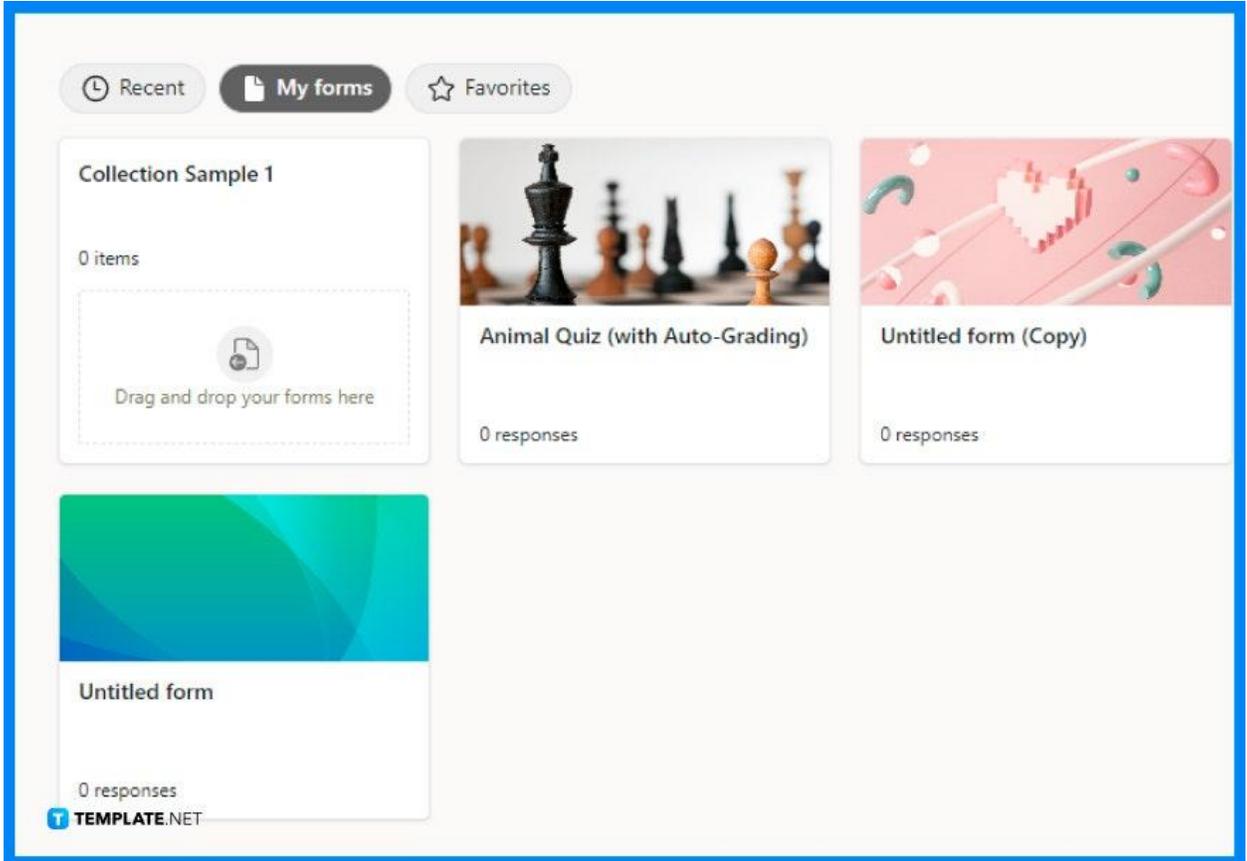
- **Step 1: Sign In Microsoft Form**

The very first thing you should do is open Microsoft Form with your preferred web browser or mobile device. At the top right corner of the screen, you can find the ‘Sign In’ button. Clicking it will redirect you to a log-in window, and encode your information to begin.



- **Step 2: Select Form You Want to Delete**

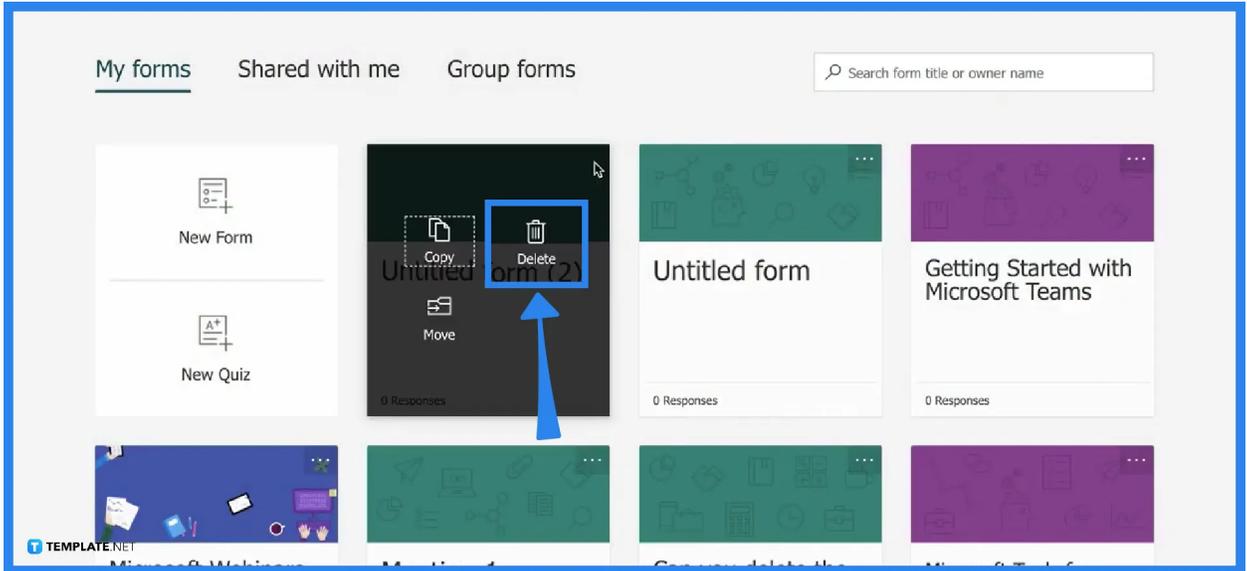
Microsoft Forms will open your account and present you with the forms you have made before or have completed. Click on 'All My Forms' to see a full view of your forms which can help you to select which form you want to delete with convenience.



There are two options to view your forms, either as a tile view or a list view.

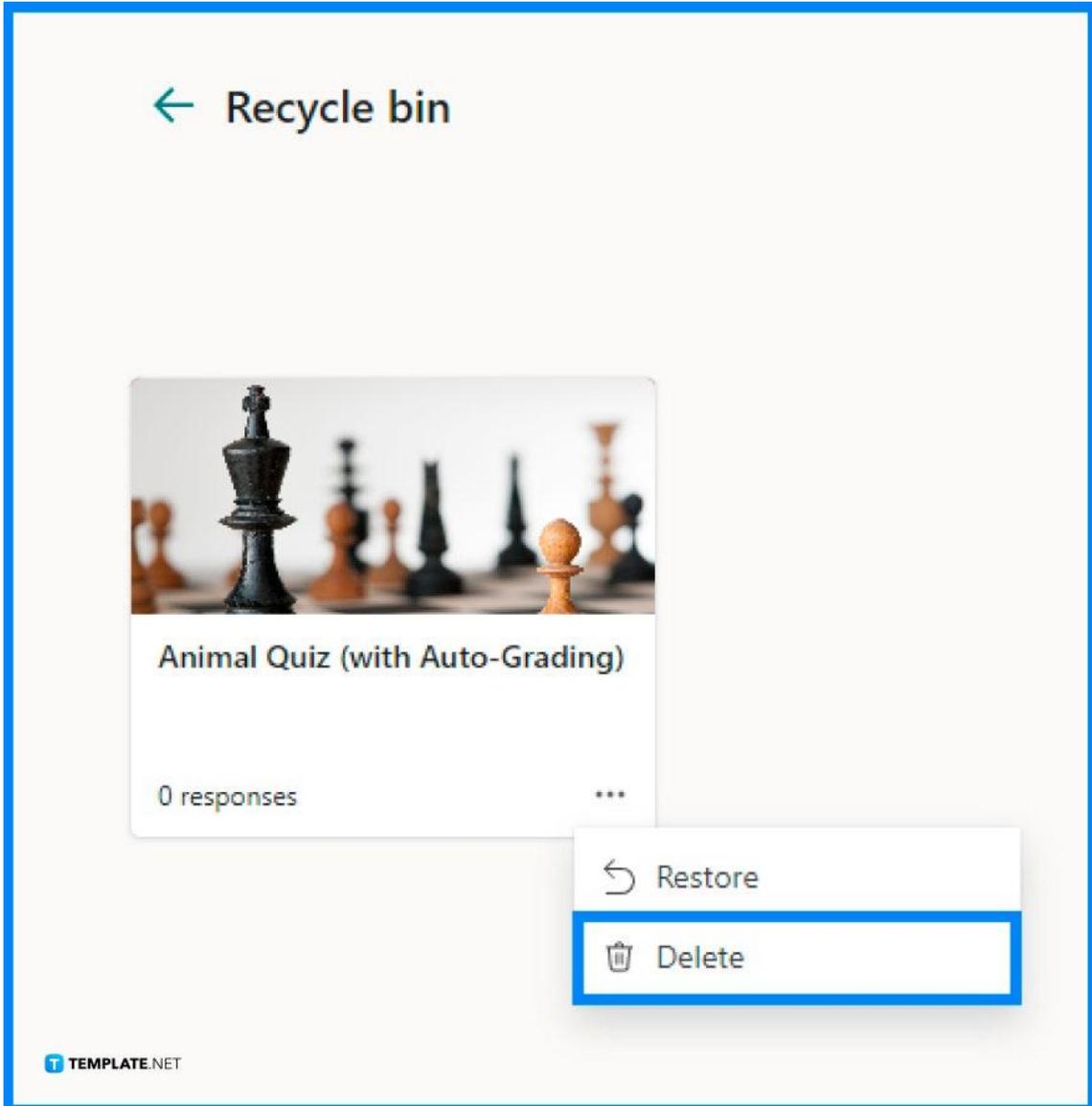
- **Step 3: Click 'More Options'**

After you have selected which form you want to delete or permanently remove, choose 'More Options' in the top right corner of its tile which will be followed by another panel to open. The panel will present you with options and you can locate the 'Delete' button at the end.



- **Step 4: Go to 'Deleted Forms'**

Deleted forms will immediately be removed from your list of forms, but they will not be permanently gone. To do so, you will need to click on 'Deleted Forms' and locate your recently deleted form. Click 'More Options' and select 'Delete' so it can no longer be stored in the recycle bin.



You won't be able to permanently delete your forms in bulk, you must do it one by one.

FAQs

How do you delete a question in Microsoft Forms?

You can delete the question in your MS Forms by clicking the trash can icon, together with your question, any of the data sent by respondents will be permanently removed.

How do I empty the Microsoft Forms recycle bin?

As you select the Recycle bin icon found at the bottom right corner of Microsoft Forms, you can then click on the 'Empty recycle bin' dialogue box that opens up, afterward select yes to permanently delete all forms within your recycle bin.

Can Microsoft Forms archive?

You may monitor and archive your forms or quizzes from home or while traveling. It is simple to move and organize forms.

Does Microsoft Forms collect email address?

Microsoft Forms will not save the names and email addresses of the respondents.

How do you reset responses in Microsoft Forms?

Click the 'Responses' tab, click the three dots or ellipses in the responses panel, and then choose 'Delete all responses' to reset your responses.