

How to Share Microsoft Forms Responses with Others

Microsoft Forms is a useful tool for professionals to create surveys and polls. This allows you to gather responses in real time, which makes it convenient for owners to track the data.



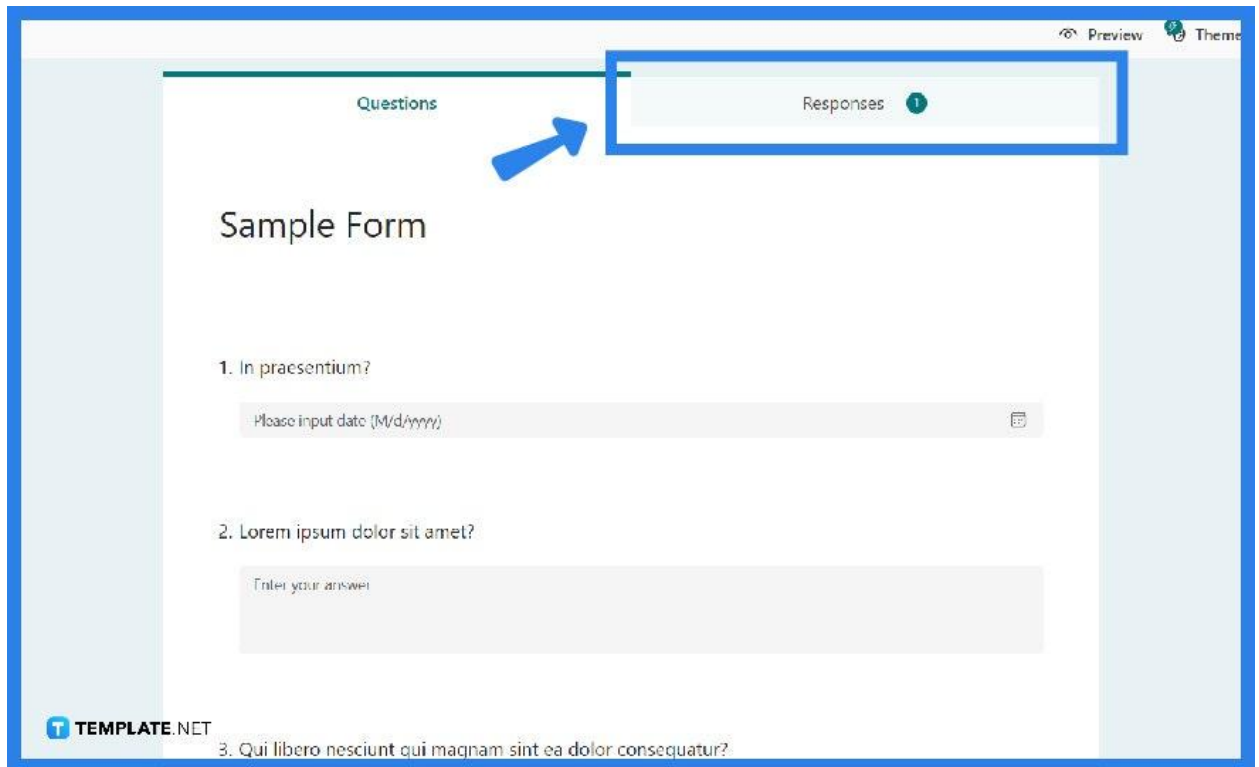
How to Share Microsoft Forms Responses with Others

Since Microsoft Forms offers form owners the convenience of tracking responses, analyzing data will be done with ease. You can even share the form results with others such as colleagues so they can observe the respondents' answers as well.

- **Step 1: Open Microsoft Forms**

Open the form for which you intend to check the results in Microsoft Forms, and then click the “Responses” tab which can be found right beside the “Questions” tab.

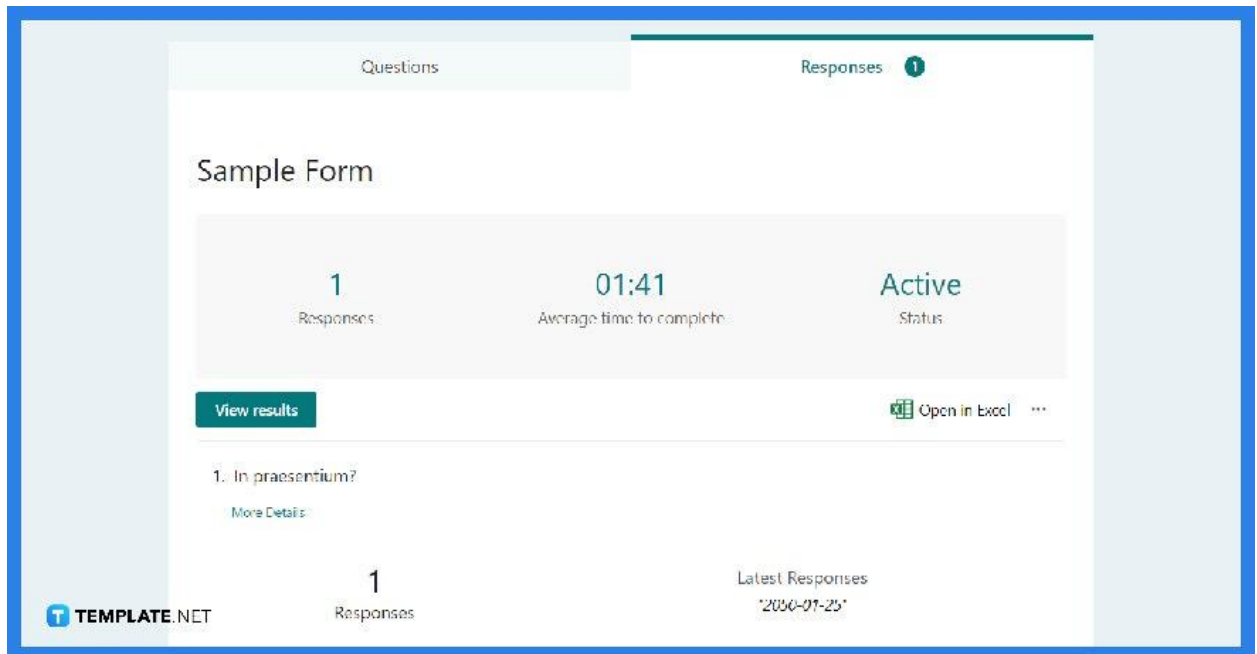
Review the contents whether or not you have received a satisfactory number of responses.



The screenshot displays the Microsoft Forms interface. At the top, there are two tabs: 'Questions' and 'Responses'. The 'Responses' tab is highlighted with a blue box, and a blue arrow points to it. Below the tabs, the main content area shows a 'Sample Form' with three questions. The first question is '1. In praesentium?' with a date input field labeled 'Please input date (M/d/yyyy)'. The second question is '2. Lorem ipsum dolor sit amet?' with a text input field labeled 'Enter your answer'. The third question is '3. Qui libero nesciunt qui magnam sint ea dolor consequatur?'. In the bottom left corner, there is a logo for 'TEMPLATE.NET'.

- **Step 2: View the Summary**

You will see summary statistics about your form, such as the number of replies and the average time it took respondents to complete your form, as well as a chart that gives a breakdown of responses. The summary of results may not be as comprehensive as you desire.



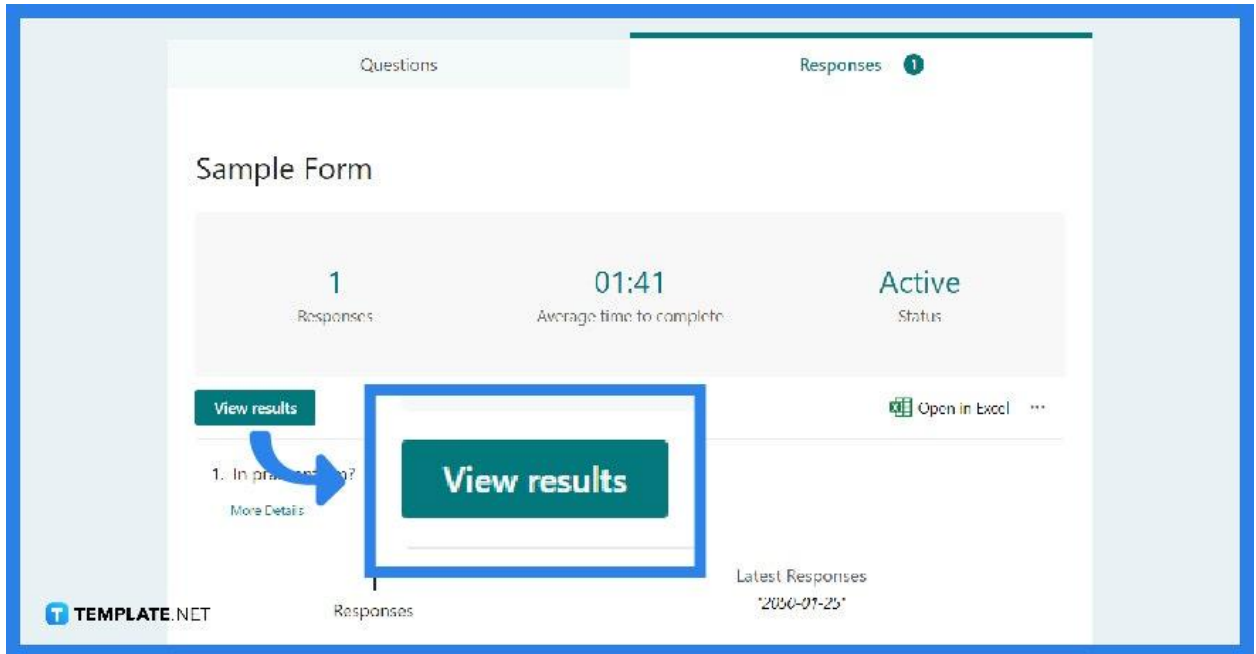
The screenshot shows a web interface for a form titled 'Sample Form'. At the top, there are two tabs: 'Questions' and 'Responses', with the 'Responses' tab selected and showing a count of 1. Below the tabs, the form's status is displayed in three columns: '1 Responses', '01:41 Average time to complete', and 'Active Status'. A 'View results' button is located below the first column, and an 'Open in Excel' button is to the right. Below this, a question is listed: '1. In praesentium?' with a 'More Details' link. At the bottom, there is a '1 Responses' section and a 'Latest Responses' section showing a response from '2020-01-25'. The Template.net logo is visible in the bottom left corner.



If there are insights created for your form,
you will see the 'Ideas' icon.

- **Step 3: Check for Detailed Results**

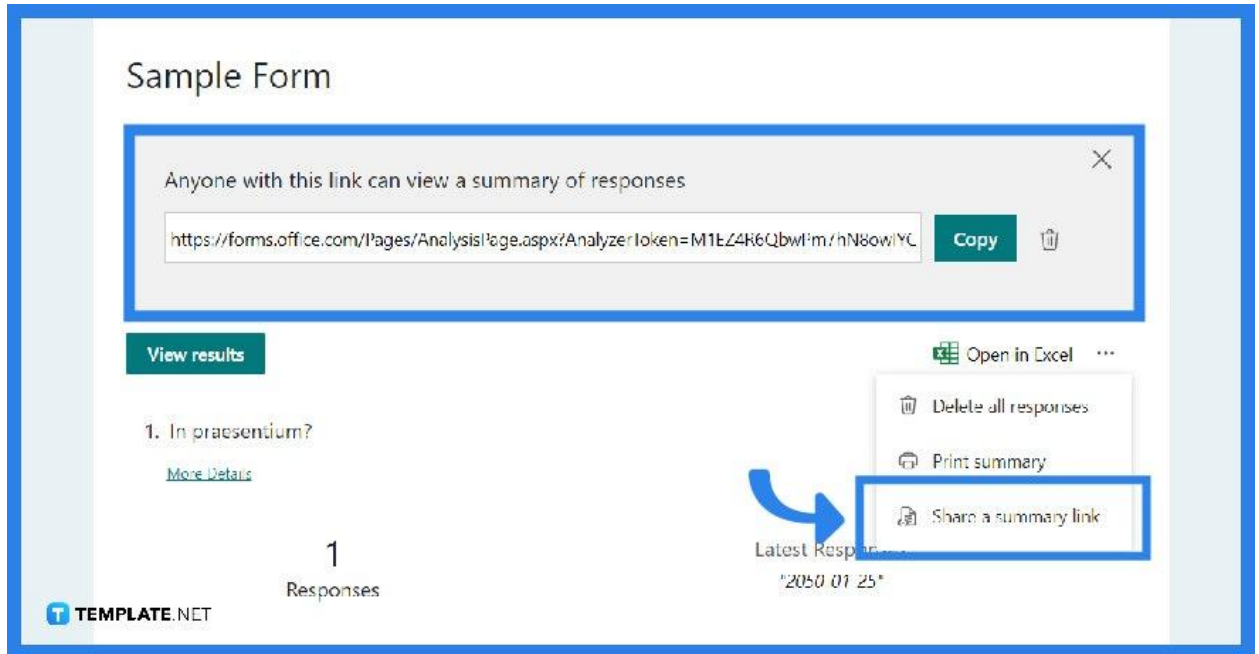
Alternatively, if you want a more comprehensive review of the results, skip the earlier step and immediately refer to this one. To access the specific information for each respondent, click “View results.” Toggle through the outcome details of other replies by using the left and right arrows.



To show the remaining replies, scroll down to the bottom of the drop-down list and click ‘Show more respondents’.

- **Step 4: Sharing the Results**

Your colleagues may want to check on the results themselves, to share the results, click on “More options.” Afterward, go to “Create a summary link” and then choose “Copy.” Doing so allows anyone who has the link to access and read a summary of answers to the contents of your form.



Sample Form

Anyone with this link can view a summary of responses

<https://forms.office.com/Pages/AnalysisPage.aspx?AnalyzerToken=M1Ez4R6QbwI'm/hN8owIYC> **Copy**

View results

1. In praesentium?

[More Details](#)

1 Responses

Open in Excel ...

Delete all responses

Print summary

Share a summary link

Latest Responses

"2050 01 25"

TEMPLATE.NET



If you are working on a form with particular people in your company, only you, as the form owner, may establish a summary link if one doesn't already exist.

FAQs

Can other people view the replies on Microsoft Forms?

Only the form's owners can view the replies, but you can offer your colleague full access to administer the form and see the responses by clicking the "Share to Collaborate link" in the upper right.

Can you export Microsoft Forms to Word?

Through Power Automate, "Convert HTML to Word" is now accessible internationally in all Microsoft Power Automate areas where the action converts an HTML file, HTML data, or a link results into a Microsoft Word document.

Can you create a PDF from Microsoft Forms?

When a Microsoft Form is submitted, build a DOCX or PDF file from a template, which works as well with SharePoint, DropBox, Google Drive, and other storage systems and allows you to make applications, orders, invoices, and so on.

How do I share Microsoft Forms with external users?

Send a link to the Microsoft Form to people outside your company, collect replies from those people, and work on the form with those people.

How can I allow anybody to answer Microsoft Forms?

Go to the form's settings and choose the "Anyone with the link" can respond option, which should address the problem and automatically authenticate people without requiring their identification.