

Word, Excel & Microsoft 365 | Easy | 2 min read

Microsoft Forms: how to make a survey or quiz

Microsoft Forms lets you build a survey, sign-up sheet or quiz, send a link, and see the answers collected for you. It is included with most Microsoft 365 plans, and people can answer on a phone or computer.

Microsoft updates the look from time to time, so buttons may be in slightly different places.

Create a form

1. Sign in to Microsoft 365 in your web browser, open the app launcher (the grid of dots at the top left), and choose **Forms**. If you do not see it, search for it.
2. Click **New Form** (or **New Quiz** for scored questions).
3. Click the title and give it a name. You can add a short description under it.
4. Click **Add new** and choose a question type, such as **Choice**, **Text**, **Rating** or **Date**.
5. Type the question and, for a choice question, the answers.
6. Use the **Required** switch for questions people must answer.

Preview it

Click **Preview** at the top to see how it looks on a computer and a phone. Fill it in yourself to test it.

Share it

1. Click **Collect responses**, or **Share**.
2. Choose who can answer: **Anyone can respond**, or only **People in my organization**. The second option is safer for staff forms.
3. Copy the link and send it by email or Teams, or use the QR code.

See the results

Click the **Responses** tab. You will see charts, and you can click **Open results in Excel** for a spreadsheet of all answers.

Be careful

- Never ask for passwords or card numbers.
- If you collect personal details, tell people why and keep the data safe. This is a UK GDPR matter.
- Think about whether you need names. Anonymous responses can get more honest answers.

Common problems

- **People cannot open it:** check the setting for who can respond.
- **Answers missing:** make sure the form is still accepting responses. This is a setting under the three dots.

When to get more help

If you need a form that handles personal data or payments, contact us before you send it out.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.