

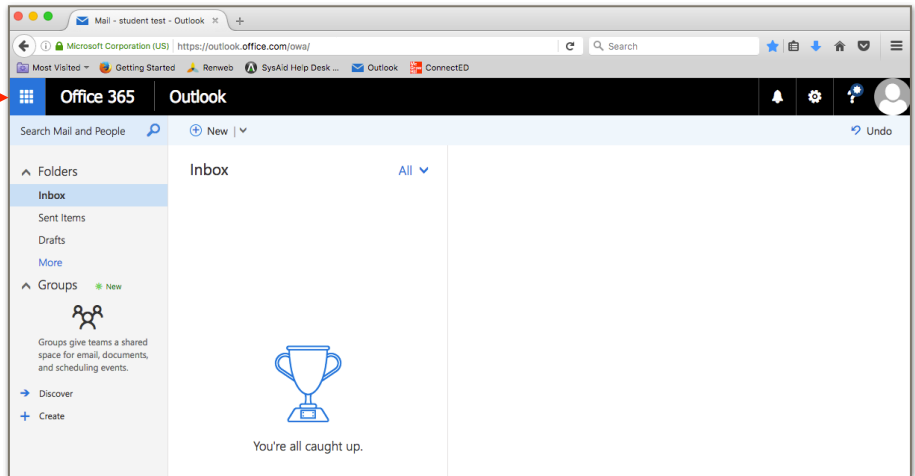


Using Microsoft Forms

In a web browser, visit outlook.office365.com

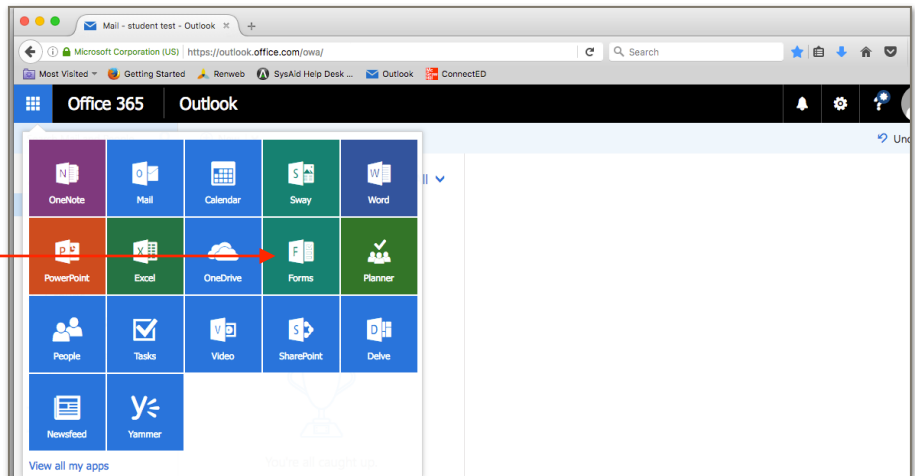
Log in with your school email address and password

Click on the grid

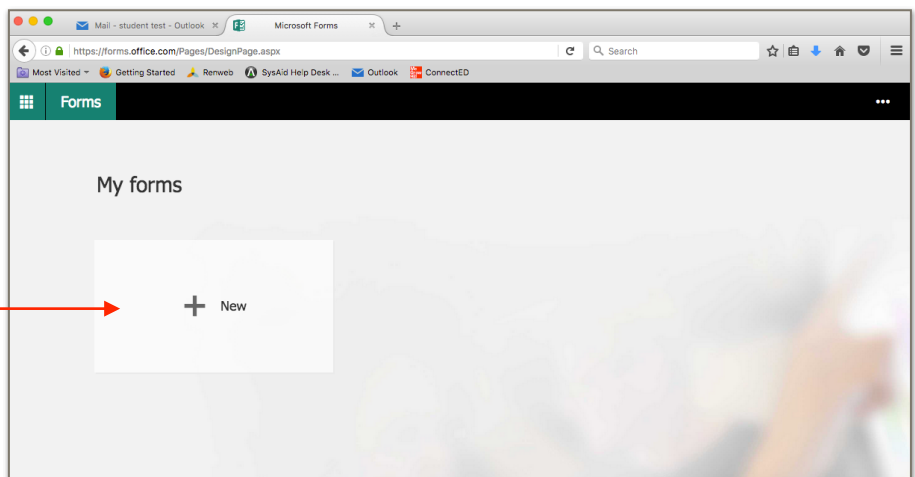


Select Forms

(If you are using an iPad, jump to the last page to see how to navigate to this page)

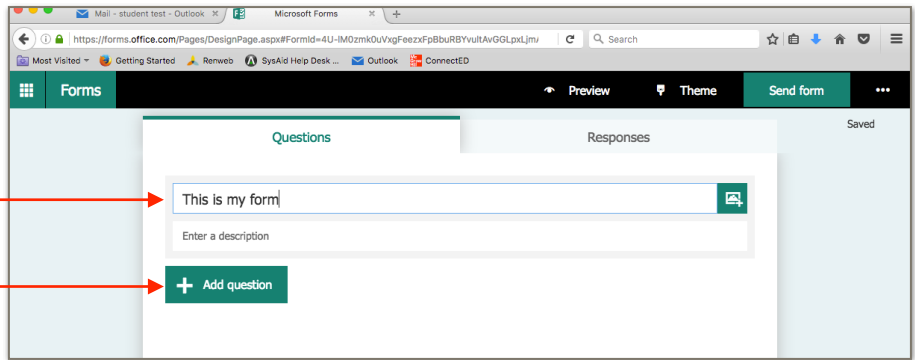


Select New



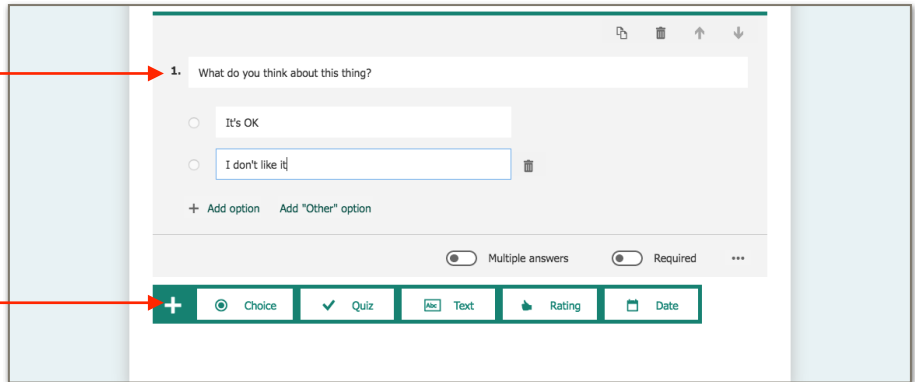
Click here to change the title of your form

Click here to add a new question

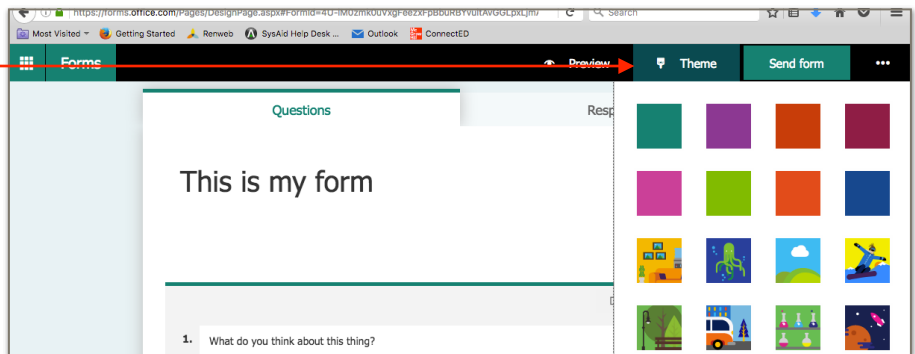


Click on the placeholder text and replace it with your text

Change the type of question here



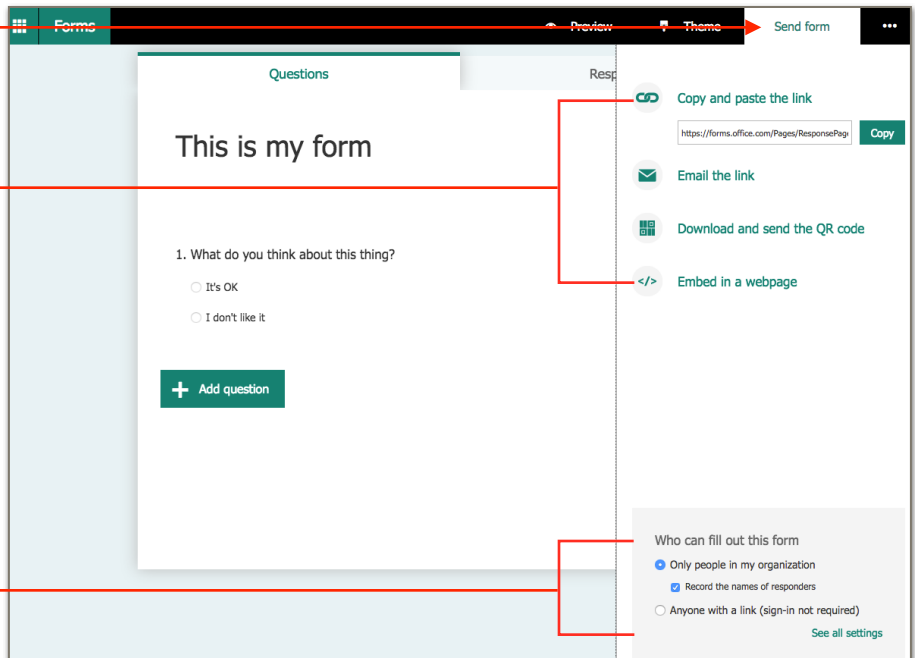
Change the look of your form under theme



Under the send form tab

Use this area to send your form to people

Use this area to control who can see your form

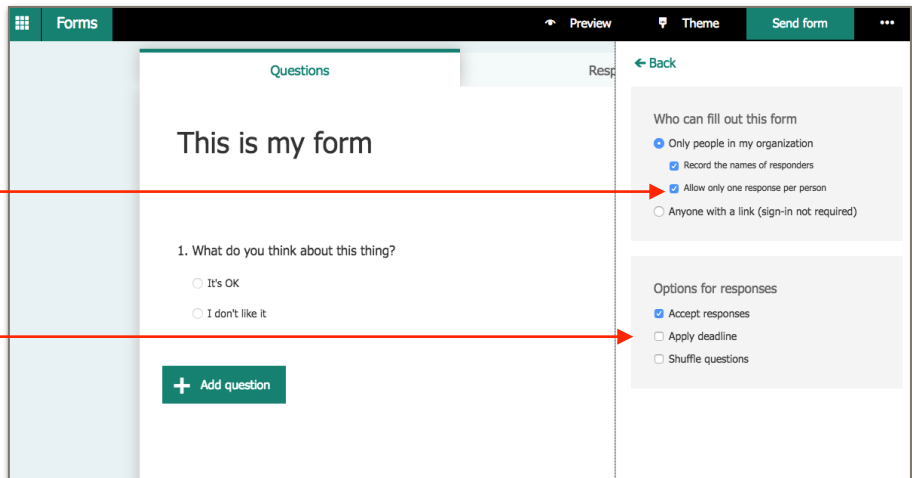


Click "see all settings"

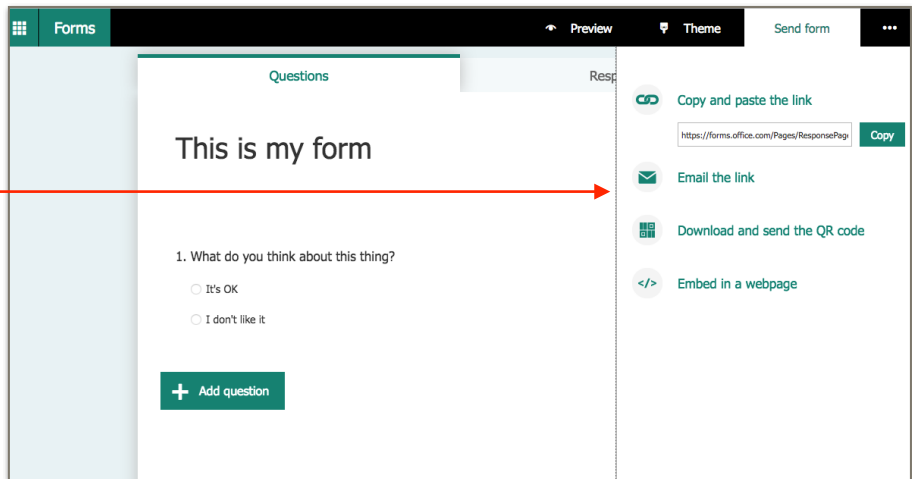


Here is where you can allow only one response per person

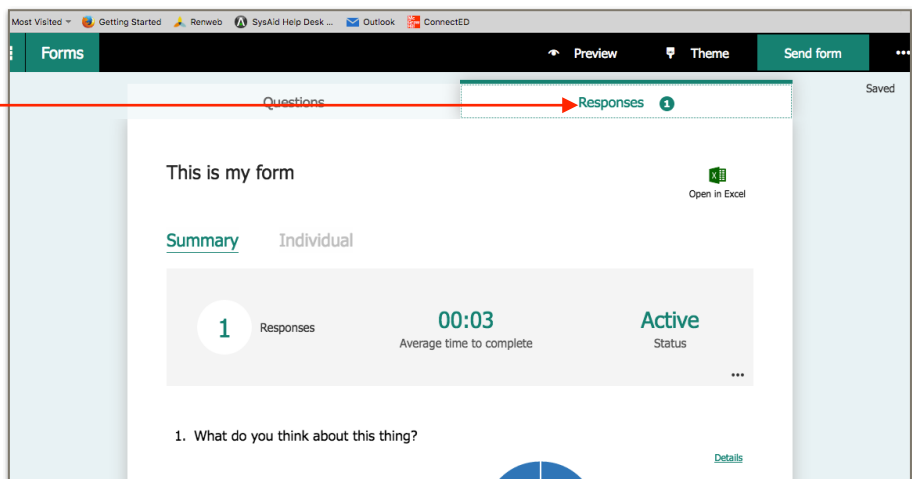
and a few other settings



Now go back and use one of these options to send out your form



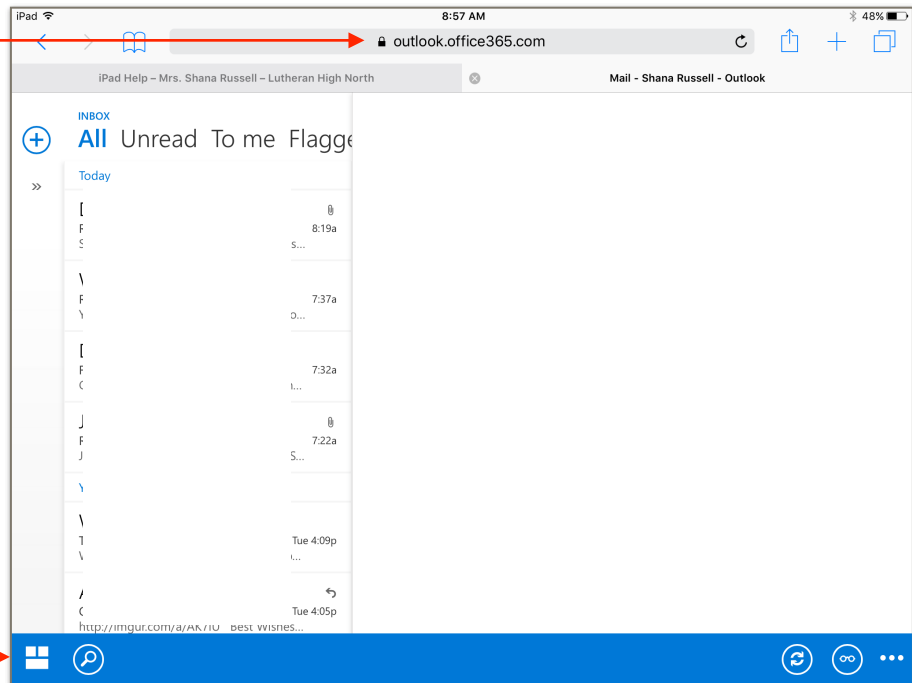
Come back to your form later and click on the Responses tab to view the responses.



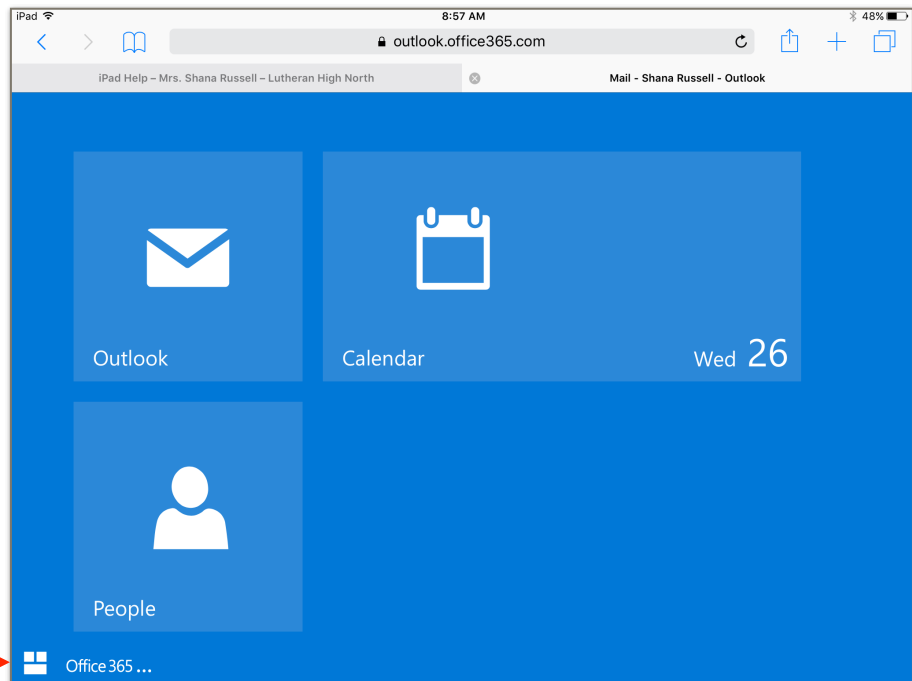
Create and Edit forms on an iPad

Microsoft Forms work much better on a computer, but if you need to use an iPad, follow these instructions to navigate to Forms

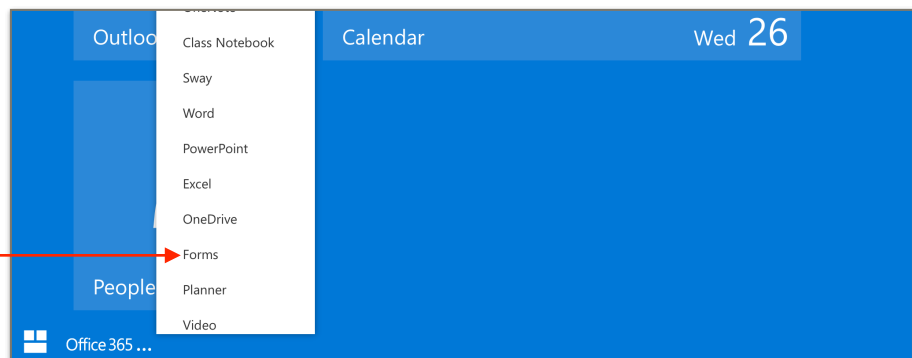
In Safari, visit outlook.office365.com



Touch this button to get to the menu



Now touch Office 365... to see more options



Choose Forms

From this point on, your interface will look the same as the instructions on pg 2&3