



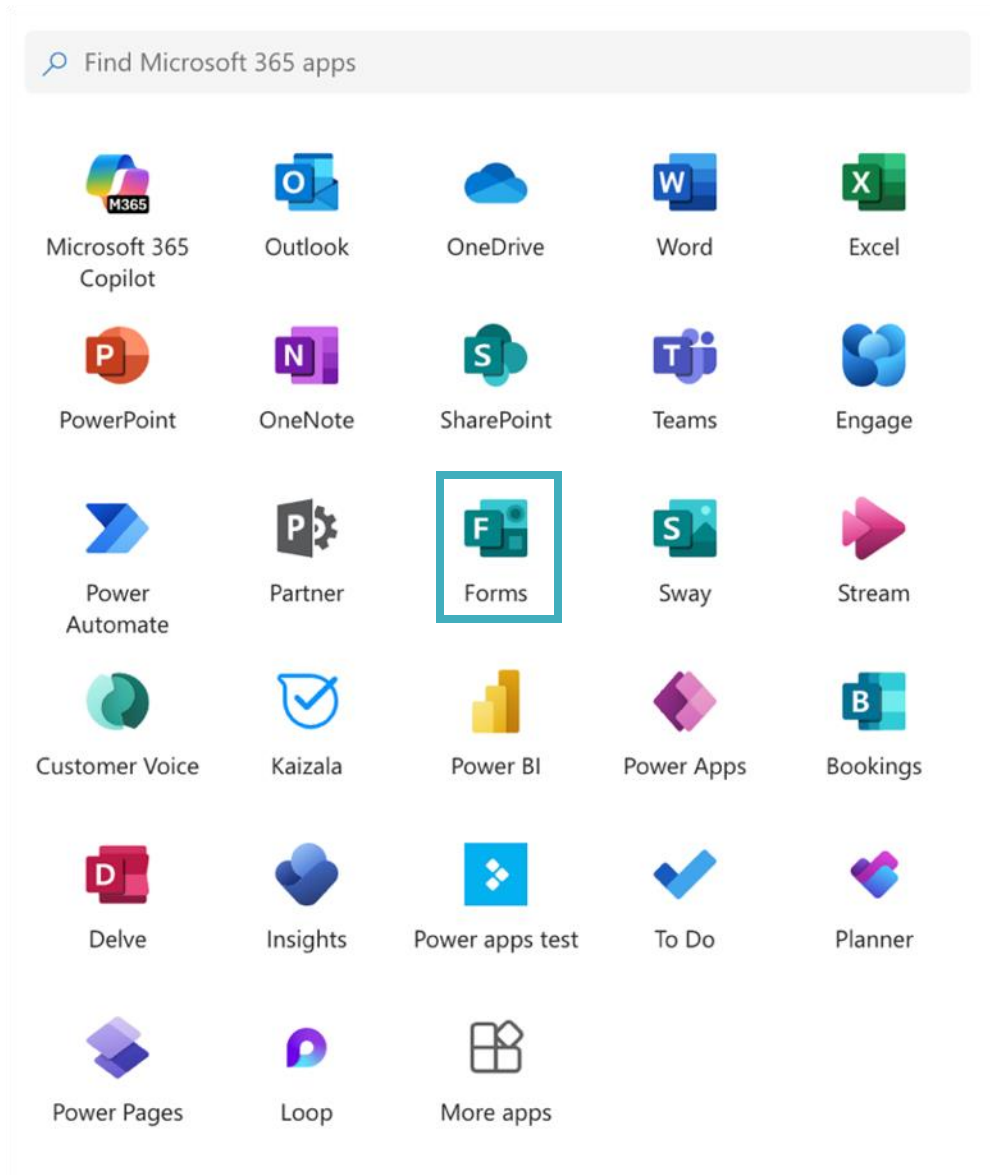
March Spotlight Session
Microsoft Forms

Fast Feedback and Simple Surveys

Agenda

- Creating forms, quizzes, and polls
- Integrating Forms with Teams, Outlook, and SharePoint
- Analysing responses and automating feedback
- Tips for engaging surveys and collecting meaningful data

Microsoft Forms



Launching Microsoft Forms

forms.office.com

App Launcher in Edge

Where to start

Forms

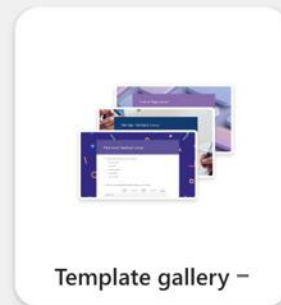
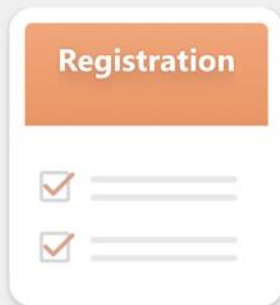
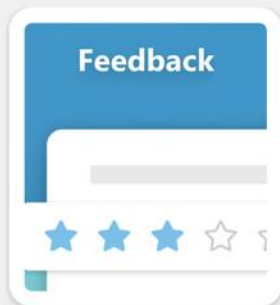
 New Form  New Quiz  Quick import

 Explore templates 

 New Form  New Quiz  Quick import

Hide templates 

Explore templates



Import guidance

Before importing, please take a look at the following tips for best results.

Recommended question types

- Multiple choice
- Open text
(such as fill in the blank, short answer, etc.)

Tips for better import results

- Clear separation between questions
- Content is arranged vertically
- Remove figures and complex equations

English grammar quiz

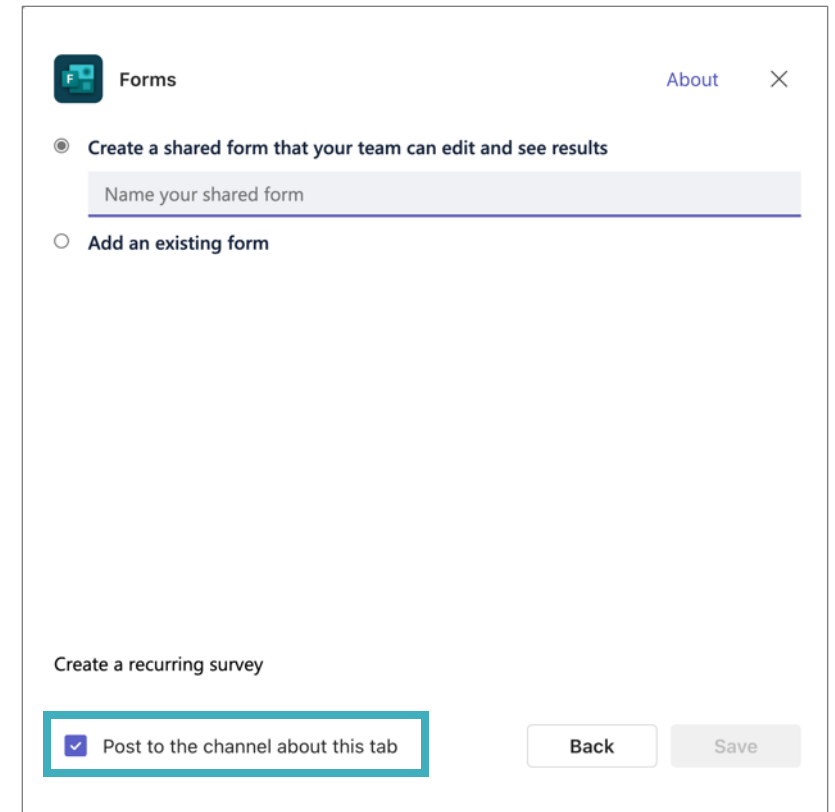
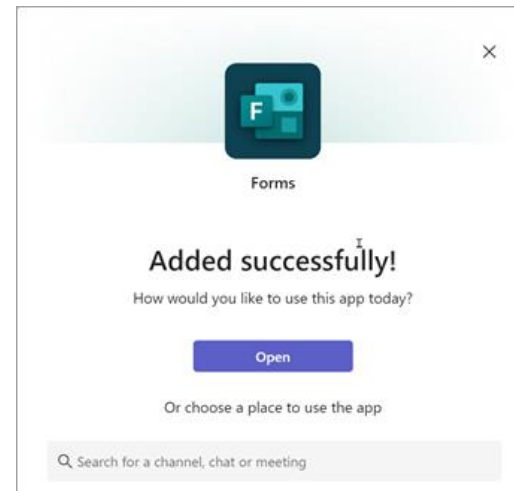
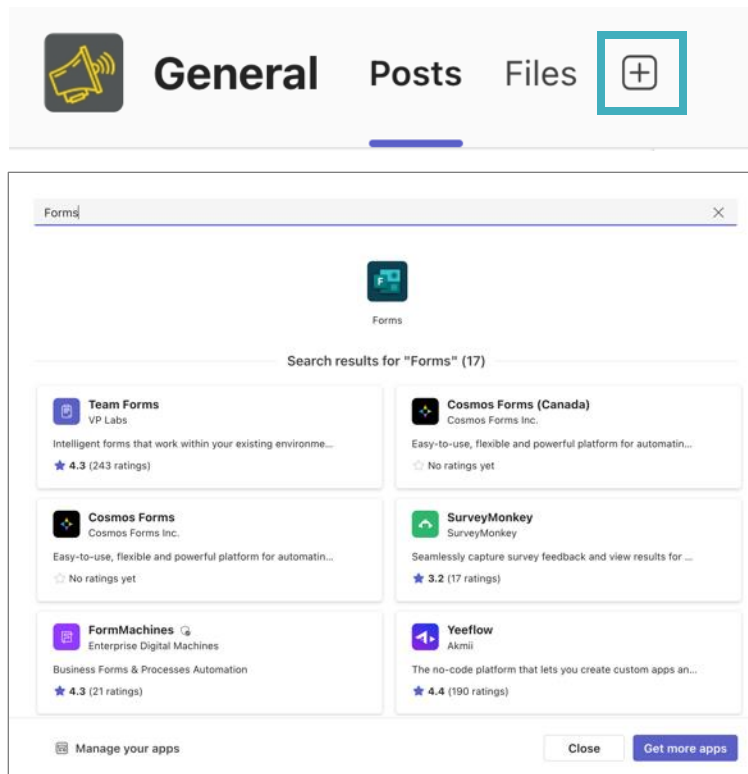
1. You can stand_____the tall building to see the whole city.
A. at the bottom of
B. on top of
C. in top of
D. at the end of
2. -Gina, have you ever heard of the Ginat's Causeway?
-Sure, it's one of the most fantastic_____in the world.
A. ways
B. dreams
C. trips
D. wonders
3. The banana pie tastes delicious. Could I have another_____?
4. There are some fish swimming_____the bottom of the river.
5. Describe the city you live in

Got it

Integrating Forms

with Teams, Outlook, and SharePoint

Microsoft Teams



Microsoft Teams



General

Posts

Files

Forms



Forms

Search results for "Forms" (17)



Team Forms

VP Labs

Intelligent forms that work within your existing environme...
★ 4.3 (243 ratings)



Cosmos Forms

Cosmos Forms Inc.

Easy-to-use, flexible and p...
No ratings yet



Cosmos Forms

Cosmos Forms Inc.

Easy-to-use, flexible and powerful platform for automatin...
No ratings yet



SurveyMonkey

SurveyMonkey

Seamlessly capture survey...
★ 3.2 (17 ratings)



FormMachines

Enterprise Digital Machines

Business Forms & Processes Automation
★ 4.3 (21 ratings)



Yeeflow

Akmil

The no-code platform that...
★ 4.4 (190 ratings)



Manage your apps



Forms

About



- ☐ Create a shared form that your team can edit and see results
- ☒ Add an existing form



Search

Employee satisfaction survey

Fast Feedback and Simple Surveys(Personal)

Updating contact details and comms preferences(Personal)

Christmas Meal 2024 - Hub Box menu choices(Personal)

✓ Collect responses

Show results

Collaborate

Create a recurring survey



Post to the channel about this tab

Back

Save

 Create from featured templates ✕

Feedback

Registration

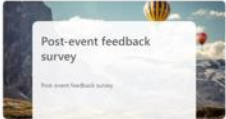
Research

Request

Evaluation



Employee satisfaction survey



Post-event feedback survey



Customer satisfaction survey



Manager feedback survey



Career development satisfaction survey



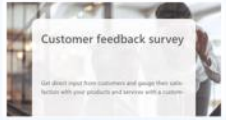
Remote well-being pulse survey



Students remote learning survey



Teacher feedback survey



Customer feedback survey



Volunteer satisfaction and feedback survey

Activity

Chat

Teams

Meetings

Files

Feedback

Search

Favorites

Planning Teams

General

Orlando Tour Plan

New York Tour Plan

London Tour Plan

Beijing Tour Plan

Marketing Campaign

General

Campaign 2017

All employee

General

Add team

Orlando Tour Plan (Planning Team) | Microsoft Teams

Planning Team > Orlando Tour Plan

Conversations Files SharePoint Edit | Survey: Feedback on the New Tour

Forms

Question

Edit | Survey: Feedback on the New Tour

Survey: Feedback on the New Tour

1. What is your overall impression of the new tour?

★★★★★

Levels: 5 Symbol: Star

1 Star Very negative

5 Stars Very positive

Required

Add question

2. Would you recommend this tour to others?

Yes

Kat 9:10 AM

Tab conversation has begun.

Edit | Survey: Feedback...

Miguel Silva 9:12 AM

We should add "activities" as one of the aspects, for question 3.

Jasmin Branner 9:13 AM

We should also add labels to the rating question.

Angela Nelson 9:15 AM

Looks all good now, let's send it out :)

Reply

Orlando Tour Plan (Planning Team) | Microsoft Teams

PT Planning Team > Orlando Tour Plan ☆ ...

Conversations Files SharePoint Edit | Survey: Feedback on the New Tour +

Forms AN JB MS Preview Theme Share More

Edit | Survey: Feedback on the New Tour

Survey: Feedback on the New Tour

1. What is your overall impression of the new tour?

★★★★★

Levels: 5 ▾ Symbol: Star ▾

1 Star Very negative

5 Stars Very positive

Required

+ Add question

2. Would you recommend this tour to others?

☐ Yes

Kat 9:10 AM
Tab conversation has begun.
Edit | Survey: Feedback...

Miguel Silva 9:12 AM
We should add "activities" as one of the aspects, for question 3.

Jasmin Brammer 9:13 AM
We should also add labels to the rating question.

Angela Nelson 9:15 AM
Looks all good now, let's send it out ;)

Reply

Activity Chat Teams Meetings Files Feedback

Search

Favourites

- PT Planning Teams
 - General
 - Orlando Tour Plan
 - New York Tour Plan
 - London Tour Plan
 - Beijing Tour Plan
- MT Marketing Campaign
 - General
 - Campaign 2017
- MT All employee
 - General

+ Add team

Survey: Feedback on the New Tour

1. What is your overall impression of the new tour?

Very negative ★★★★★ Very positive

2. Would you recommend this tour to others?

☐ Yes

☐ No

☐ Maybe

3. Arrange the order of these tour items based on your satisfaction.

Cost

Hotel

Activities

Food



Search



Favourites

PT Planning Teams

General

Orlando Tour Plan

New York Tour Plan

London Tour Plan

Beijing Tour Plan

MT Marketing Campaign

General

Campaign 2017

MT All employee

General



Add team



Planning Team > Orlando Tour Plan ☆ ...

Private | 0

Conversations Files SharePoint Results | Survey: Feedback on the New Tour +



Survey: Feedback on the New Tour

46 Responses 00:07 Average time to complete Active Status

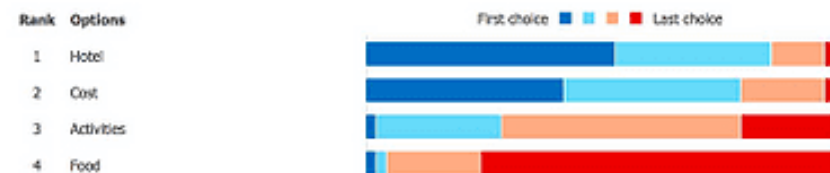
1. What is your overall impression of the new tour?

46
Responses★★★★☆
3.85 Average Rating

2. Would you recommend this tour to others?



3. Arrange the order of these tour items based on your satisfaction.



Kat 9:10 AM

Tab conversation has begun.



Results | Survey: Feedback...



Miguel Silva 9:12 AM

Overall rating is OK, but roughly 20% of people would not recommend this tour, this is lower than expected.



Jasmin Brammer 9:13 AM

Yes, and seems "Food" get a very low ranking in all aspects, which we should pay more attention.



Angela Nelson 9:15 AM

I will talk to the restaurants to see how we can improve.

Reply



Forms in Outlook



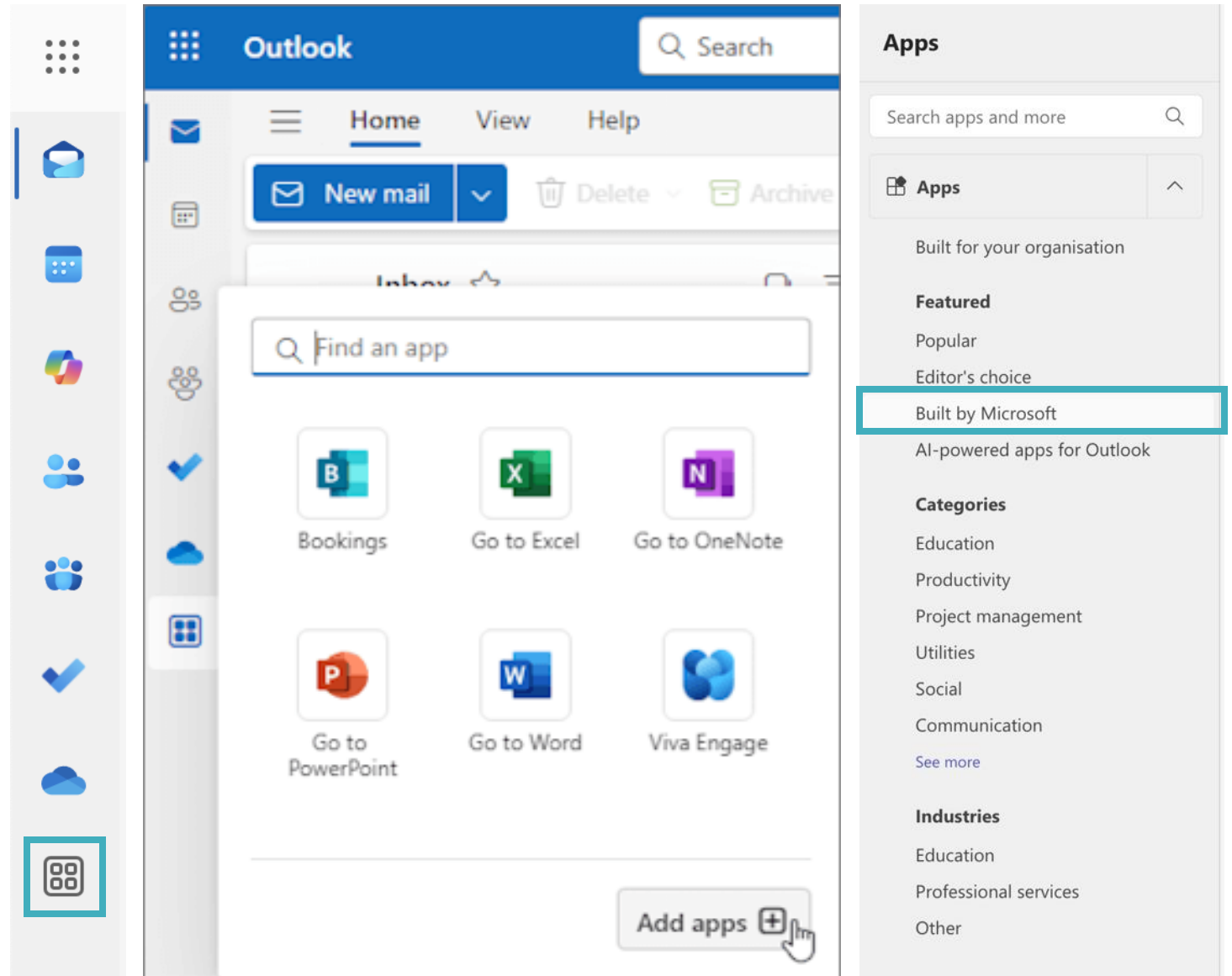
Polls by Microsoft Forms

Microsoft Corporation

Easily create a poll, collect votes, and view results within an email.

Microsoft Polls is an Add-in for Outlook users who sign in with a work or school account.

With Polls, you can create a real time poll in seconds.





 [Polls](#)  

☒ Multiple Choice 

Enter your question here 

☐ Option 1 

☐ Option 2 

 Add option

☐ Multiple selections

☐ Record names of respondents (only visible to creator) 

☒ Share aggregated results with respondents

 Names not recorded | Results shared



Preview

Quick Poll

Where should we go for our next team event?

Museum

9

Art exhibit

16

Aquarium

2

Back

Refresh

Powered by Microsoft Forms

Where do you want to go for next team building? (Web view)

Forms

Responses 28

Where should we go for our next team event?

28
Responses

00:09
Average time to complete

Active
Status

...

View results

Open in Excel

1. Where should we go for our next team event?

Museum

9

Art exhibit

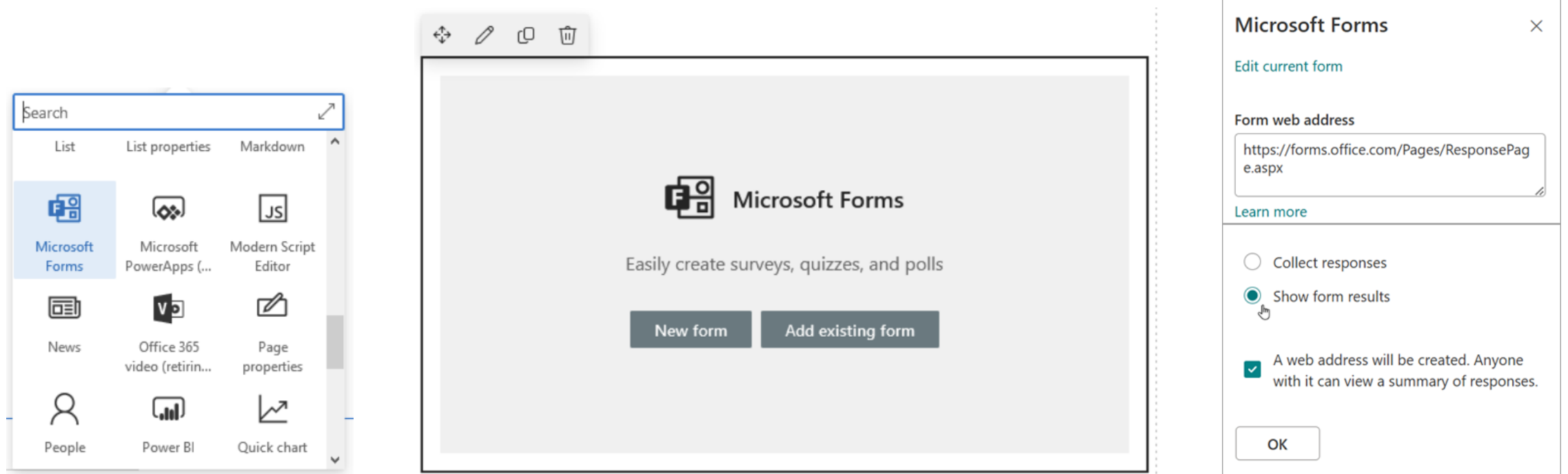
16

Aquarium

3



Adding Forms to SharePoint



A background image of a business meeting with several people around a table, overlaid with a blue gradient. The scene shows people in professional attire, some standing and some seated, with laptops and documents on the table. The overall tone is professional and collaborative.

Analysing

Responses and automating feedback

Forms landing page tiles

Recent

My forms

Filled forms

Shared with me

Favourites

Filter by keyword



Christmas Meal 2024 - Hub Box menu choices

Caroline Ellis

26 responses



Which dates can you make for the Christmas meal

Caroline Ellis

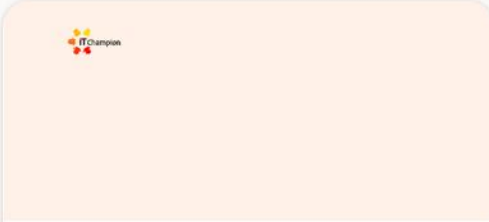
26 responses



Staff ID Cards

ITC Forms

34 responses



Cyber Security Discovery (Updated Jan 2025)

Sam King

9 responses

Style

Settings

Preview

Collect responses

View responses ³⁴

Present

Responses landing page

Responses Overview

Active

Responses

1

Average Score

0

Average Time

00:03

Insights and actions

...

Use Excel to view up-to-date results in table and sort, filter, pivot, or chart your data.

Open results in Excel

▼

Boost Responses with Copilot

Review answers

Post scores

Insights and actions

...

Use Excel to view up-to-date results in table and sort, filter, pivot, or chart your data.

Open results in Excel

Delete all responses

Print summary

Share a summary link

Boost Responses with Copilot

Review answers

Post scores

Insights and actions

...

Use Excel to view up-to-date results in table and sort, filter, pivot, or chart your data.

Open results in Excel

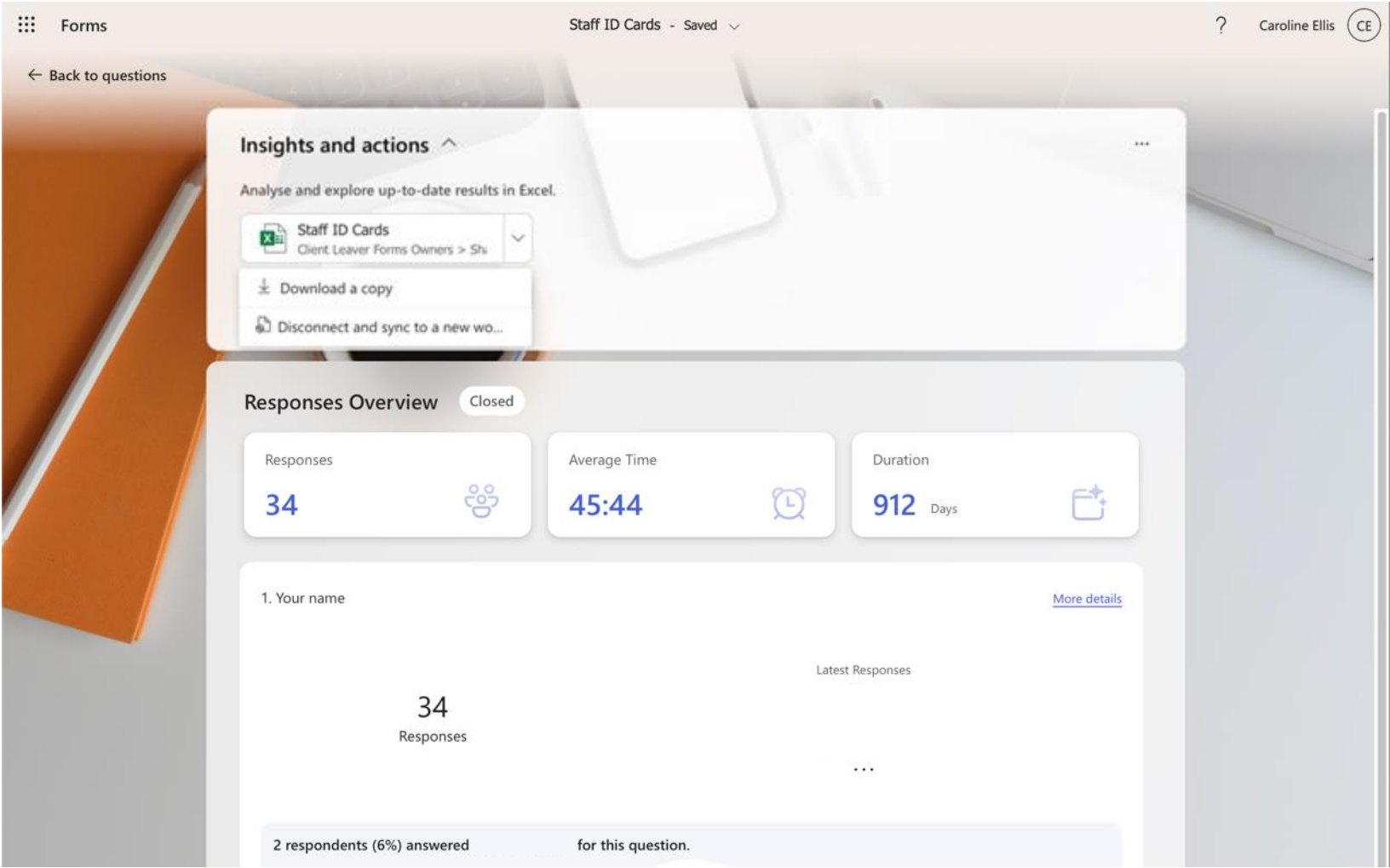
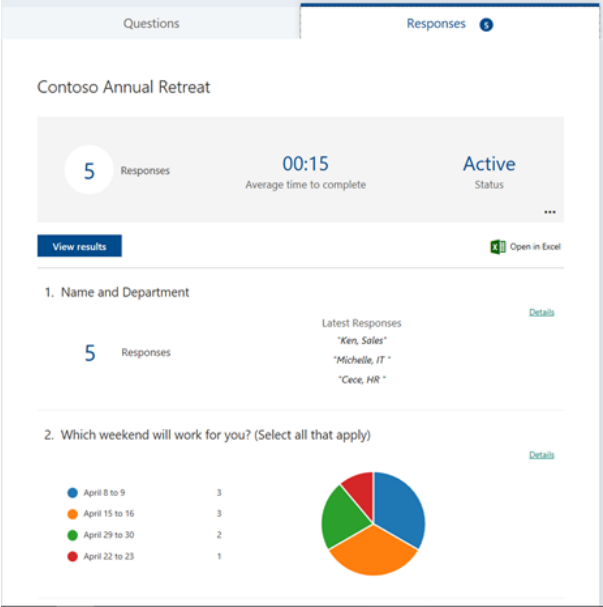
▼

Download a copy

Boost Responses with Copilot

Review answers

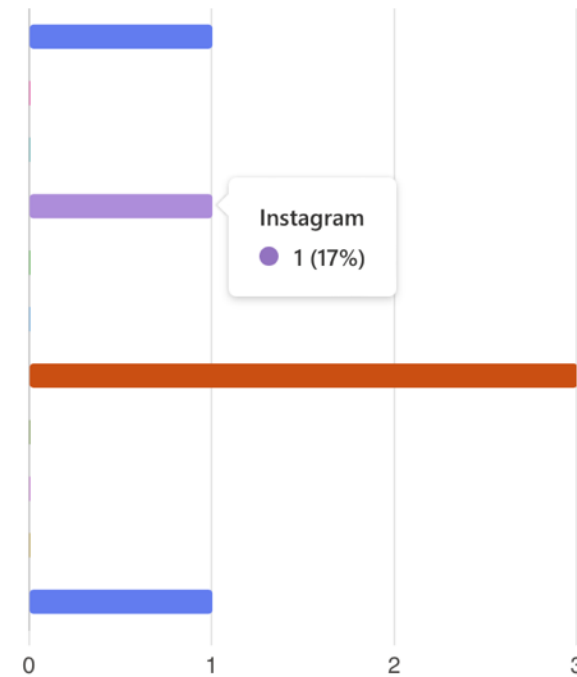
Post scores



6. Most used social app

[More details](#)

None	1
Discord	0
Facebook	0
Instagram	1
LinkedIn	0
Reddit	0
TikTok	3
Twitter	0
WhatsApp	0
YouTube	0
Other	1



2 respondents (6%) answered

for this question.

Automating feedback

Inbuilt feedback in Forms

- When the form is closed
- Customise a thank you message
- Allow receipt of responses after submission
- Owner can get an email notification of each response

Using Power Automate workflow

- Send a Thank you note
- Summary of their responses
- Next steps or additional resources
- Use conditions for personalised feedback

Best practice

For engaging forms and surveys



Effective and Engaging Forms



- Keep it concise
- Use clear language
- Mix question types
- Test before sharing
- Act on feedback

Recap

- Come to Forms **with a clear idea** of the questions and any branching.
- Use different format **options** (wisely) when creating a form.
- Utilise the ability to **share and collaborate** on designing and creating a form.
- Take advantage of the **different ways to share** a form, when gathering responses.
- You can see **simple analysis** within the Forms platform OR download an Excel file for **deeper analysis**.





Thank you

Spotlight sessions are an easy way to discover M365 applications that you might not be familiar with.

April focuses on Microsoft OneNote