

Tech Tip

Get Started with Collections in Microsoft Forms

MODERN OFFICE

Forms Collections are a new feature enabling users to create and manage online archives for forms.

This feature means you can organise and sort your forms without needing to leave the Forms site.

Create a collection

1. To get started, navigate to the Forms site forms.office.com
2. Select **All my forms**.

All My Forms →

3. You'll then see a **New Collection** option at the top right of the page. Select this button to create your first collection.

New Collection

4. Type a name for your collection and select **Create**.

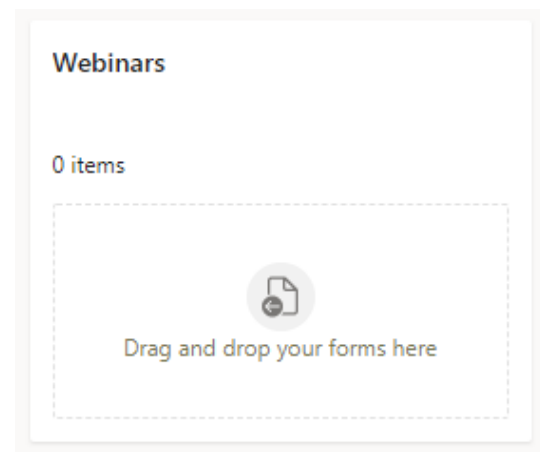
Create a new collection

Collection name

Webinars

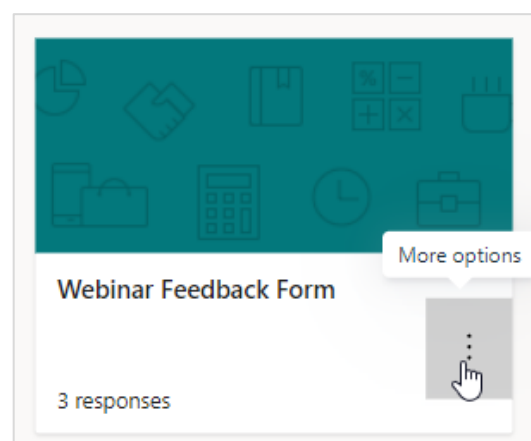
Cancel Create

You now have a new collection and are ready to start adding your forms.



Add a form to a collection

1. Find the form you want to add to your new collection.
2. Select **More Options** on the form.



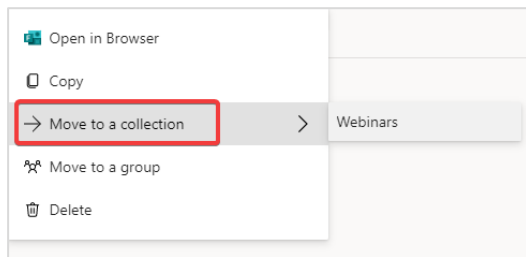
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365 ArchitechS is a technology company based in Brisbane, Australia. We deliver solutions to support organisations on their digital transformation including cloud, modern applications, cybersecurity and artificial intelligence to drive profitability, growth and achievement of strategic objectives.
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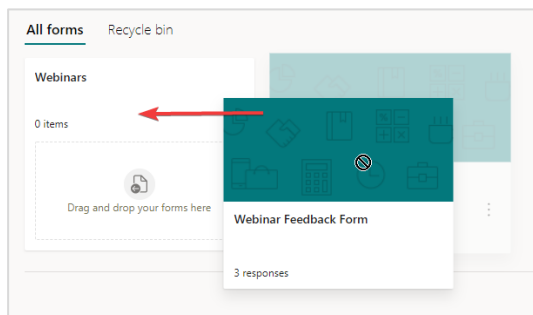
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3. Then select **Move to a Collection** and select the collection you want to move the form to.



4. You can also select a form to drag and drop it into the newly created collection.



Forms can be used within Microsoft Teams and the data can be exported to Microsoft Excel for analysis. Forms is part of the Microsoft 365 family and is accessible via desktop, mobile and web devices, and all browsers.

What are the benefits?

Collections help you store and categorise your quizzes and forms.

You can create as many Collections as you need to organise your files. You can also access your Collections online anytime from your desktop or mobile device.

You can edit, copy, and share a Collection with others, allowing you to easily collaborate on forms with others.

What is Microsoft Forms?

Microsoft Forms is an online tool that lets you create surveys, quizzes, and polls. You can collect responses and visualise your data in real time.

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