

# Tech Tip

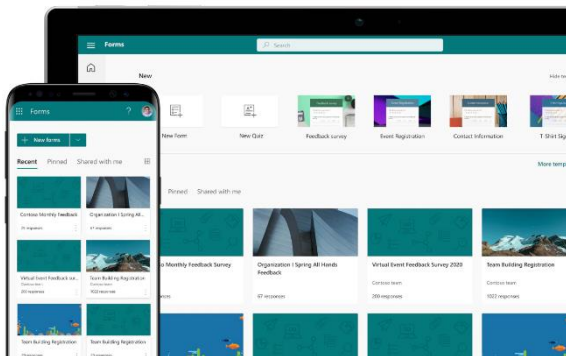
## Get Started with Microsoft Forms

MODERN OFFICE

### What is Microsoft Forms?

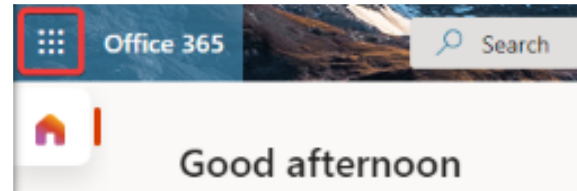
Microsoft Forms is an online tool that enables you to create simple surveys, quizzes, and polls. Collect participant responses to visualise and analyse the data you need to run your business, in-real time.

Forms is part of the Microsoft 365 family and is accessible via desktop, mobile and web devices, and all browsers.



### Sign into Microsoft Forms

1. To get started with Forms, navigate to <http://office.com/signin>
2. Sign in with your Microsoft work account details.
3. On the Microsoft 365 home page, select the app launcher at the top of the browser window.



4. Select **Forms**.

**Note:** If you don't see the **Forms** option, you may need to select **All Apps** or **Explore all your apps** to find it.

5. You are now ready to create a new form and start collecting data to make smarter, faster decisions.

### What are the benefits?

Microsoft Forms empowers organisations to quickly collect and analyse data using different formats for different scenarios.

Forms can be easily shared via URL, QR code and email. Invite participants to respond to your forms using a web browser or mobile device, providing an accessible and convenient experience for everyone. Forms offers built-in analytics to evaluate participant responses as they're submitted.

### Create a new form

You can learn how to create a new form by reading our Tech Tip [Create a New Form in Microsoft Forms](#).

#### About us

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.  
07 3999 7000 | [www.365a.com.au](http://www.365a.com.au) | [sales@365a.com.au](mailto:sales@365a.com.au)

#### Disclaimer

© 365 Architechs 2021. This material is subject to copyright. These Tech Tips are designed to provide general information only. They should not be relied upon without consulting professional advice on your specific circumstances. 365 Architechs will not be held liable for any acts or reliance upon the information provided contained within.