

## Tech Tip

# Share a Microsoft Form

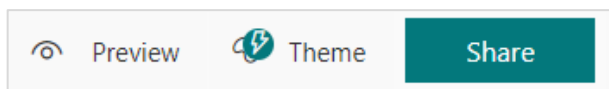
MODERN OFFICE

Microsoft Forms enables you to share forms with people inside and outside your organisation to collect simple data such as customer or event feedback.

### How to share a form

Once you have created a form using Microsoft Forms, you can easily share it with others to collect responses.

1. Open **Forms**.
2. Open the form you want to share and select **Share** in the top right-hand corner.



3. In the **Share** pane, under **Send and collect responses**, you can choose who to share the form with by selecting the drop-down menu arrow.



Options include:


- **Anyone can respond** - Anyone inside or outside of your organisation can submit responses to your form.
- **Only people in my organization can respond** - Only people within your organisation who are signed in with a

work or school account, can submit responses to your form.

- **Specific people in my organization can respond** - Only specific people or groups in your organisation can submit responses to your form.

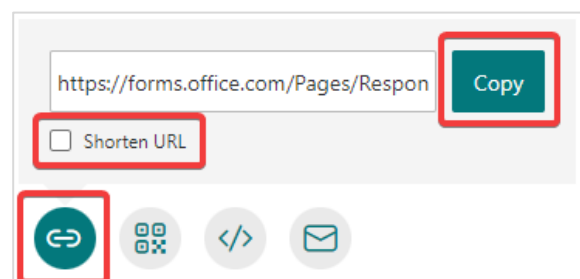
4. Select an option.
5. Next you can choose how you want to share your form.

### Share via a link

To share your form via a link, select the **Link button**  and then select **Copy** next to the URL field.

You can also improve the appearance of the form link by checking the **Shorten URL** box.

You can copy and paste the link wherever you need to share with others. Participants can simply click on the link to open the form and start submitting their responses.




#### 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.  
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## Share via a QR code

To share via a **QR Code**, select the **QR Code** button  then select the **Download** button. You can now download your QR code as a .png file.

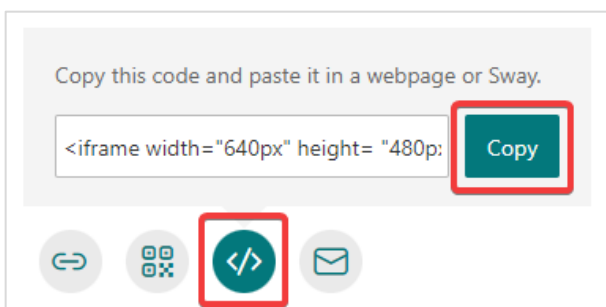
Next, you can insert this file wherever you need so participants can scan it with a QR code scanner, such as a mobile device, to access and complete the form.




## Embed a form

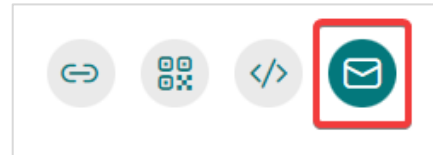
To embed a form, select the **Embed** button  then select **Copy**.

You will now be able to embed your form into a webpage, document, or any other location you need.



## Email a form

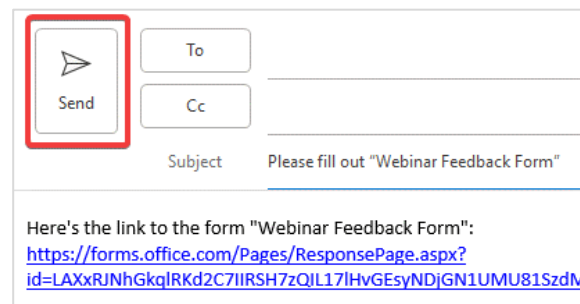
To email a form, select the **Email** button . When your default email application opens, add the email addresses of who you want to share the form with.



Microsoft Forms will include a brief summary of the form content within the body of the email.

You can modify this messaging if you prefer.

Select **Send** to share the form.



## What is Microsoft Forms?

Forms offers easy-to-use tools in a streamlined interface so you can create forms quickly and without training.

When creating your forms, built-in artificial intelligence provides intelligent option suggestions based on the context of your questions.

You also have the ability to customise your form's theme or choose from a selection of pre-designed options.

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