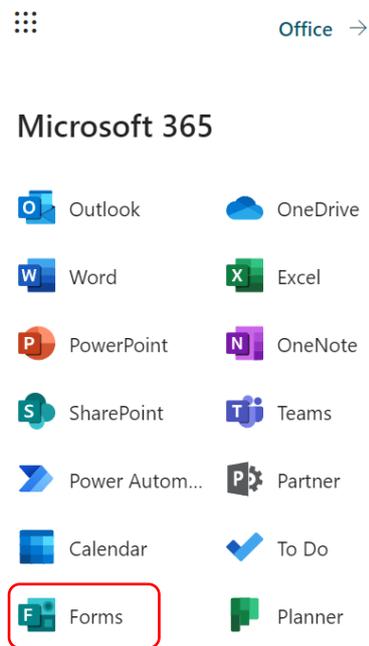


# Office 365 Forms – 3 different options for form creation

## 1. Simply launch from your apps list in the Office 365 portal



## 2. From within Teams

- If you use Teams and you want your team members to access responses as they come in – start your Form from within the relevant Team channel.
- To do this click the  to add a new Tab at the top (next to Posts, Files, Wiki etc) and select Forms.



- Create a shared form that your team can edit and see results

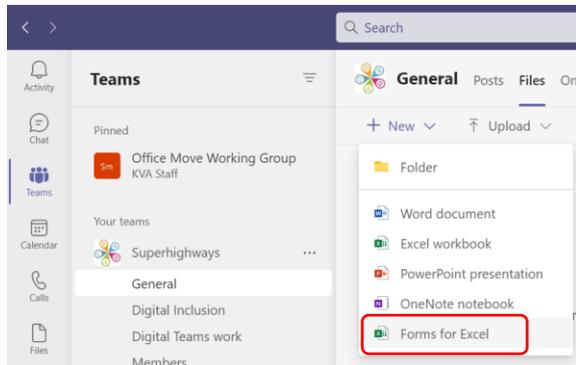
Name your shared form

- Add an existing form

- Now choose to create a new Form or select an existing one to bring into this Team

### 3. Linking your form to an Excel sheet for ongoing data collection

- If you are a Teams user – go to the relevant channel and click on New.
- Then select the Forms for Excel option. This will create an Excel sheet for your new Form to dynamically link to, so that as new responses come in, these will automatically be added in your spreadsheet.



### 4. Other options

- You may have a similar option in Sharepoint when you click New – to create a Forms for Excel
- You may see when you create or edit an Excel file via the web browser in the Insert tab – an option to Insert a Form.

With both the above – this will also create a dynamic link between survey responses from Forms coming into a specific spreadsheet.