# How to Create the Perfect Microsoft Form

This document is intended to provide you with guidance on how to create your own Microsoft Forms which do what you need them to do.

Navigate through a series of Yes/No questions to determine your form's requirements. For each of your requirements, you will be able to view step-by-step instructions on how to introduce that functionality to the form. You can also click the links on each response to view video demonstrations for each step.

Should you have any requirements which are not referenced here or on our [Microsoft Forms webpages](https://www.aber.ac.uk/en/is/it-services/web/ms-forms/), please [contact Information Services](https://www.aber.ac.uk/en/is/help/contactus/) for further advice.

## Would you like a ready-made template with the University logo and corporate colours to use for your form?

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| [Yes - Here’s a ready-made form template](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Use%20the%20Forms%20Template.mp4?csf=1&web=1&e=7XvZVF&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)We have put together a ready-made template which you are welcome to use to start creating your own forms. To download the template:* Go to: <https://forms.office.com/Pages/ShareFormPage.aspx?id=Dgl71Fo_oEyE0J-J0mnxdQVDZcdzdYxNkpWlawy68m5UNUY2MUxUQVlERjIyMFZISVpTWURGOVVXMi4u&sharetoken=UJyIF8MA7UaqKB6dqNxc>
* Click on ‘Duplicate it’ at the top of the page
* Change the name of the form, and off you go!
 | [No - Create your own styling](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Customise%20the%20Styling.mp4?csf=1&web=1&e=hX4aFT&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)To create your own styling for your form:* Go to: <https://forms.office.com/>
* Click on ‘New Form’
* Click on the ‘Style’ icon on the top right-hand side of the screen
* There will be a number of default layouts and designs that you will be able to choose
* To customise your form with your own background image or colours, click the ‘Customized’ icon, and selected the ‘+ Customised Theme’ icon
* You will be prompted to upload your own image and select a customised colour (a Hex number will be required).
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## Will users without Aberystwyth University user accounts need to complete the form?

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| [Yes - Anyone can respond](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Anyone%20Can%20Respond.mp4?csf=1&web=1&e=3CINiF&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)If any external users will be required to complete the form (i.e. any users which do not have access to an Aberystwyth University user account), the permissions will need to be set so that ‘Anyone can respond’. To allow responses from any user:* Click on the ‘Settings’ icon
* Change the option under ‘Who can fill out this form’ to ‘Anyone can respond’.
 | [No - Only Aberystwyth University users can respond](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Internal%20Responses.mp4?csf=1&web=1&e=0b161h&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)When forms are only to be completed by users with an Aberystwyth University user account, there are two permissions options available:1. Only people in Aberystwyth University can respond – this means that any user signed-in with their University user account will be able to submit a response to the form.
2. Specific people in Aberystwyth University can respond – this means that only specified users or groups who are signed-in with their University user account will be able to submit a response to the form.

To ensure that only people in Aberystwyth University can respond:* Click on the ‘Settings’ icon
* Change the option under ‘Who can fill out this form’ to ‘Only people in Aberystwyth University can respond’
* Confirm whether you wish to automatically record the responder’s name with their submission, and allow more than one response per person. Please note that should users be provided with the opportunity to submit anonymous responses, the form should not record the user’s name.

To ensure that only specific people in Aberystwyth University can respond:* Click on the ‘Settings’ icon
* Change the option under ‘Who can fill out this form’ to ‘Specific people in Aberystwyth University can respond’
* Confirm whether you wish to automatically record the responder’s name with their submission, and allow more than one response per person. Please note that should users be provided with the opportunity to submit anonymous responses, the form should not record the user’s name.
* To specify which users or groups can respond, click on ‘Collect responses’, which will be located on the top right-hand corner of the screen.
* Under ‘Specific people in Aberystwyth University can respond’, enter the names, group details or email addresses of the users who will be required to submit the form.
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## Do you need responses to certain questions to be required/mandatory fields?

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| [Yes - Add required/mandatory questions](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Mandatory%20Fields.mp4?csf=1&web=1&e=Lnc9VI&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)* Add the questions that you require on your form using the ‘+’ icon and selecting from the options available.
* For any questions which are required/mandatory fields, toggle the ‘Required’ button to on.
* Required or mandatory fields will be identified with a red asterisk on your form.
 | [No - No required/mandatory questions](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/No%20Mandatory%20Fields.mp4?csf=1&web=1&e=LPpJc9&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)* Add the questions that you require on your form using the ‘+’ icon and selecting from the options available.
* For any questions which are no required/mandatory fields, ensure that the ‘Required’ button is toggled to off.
* Any required or mandatory fields will be identified with a red asterisk on your form.
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## Should form users be completing different questions based on responses to previous questions?

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| [Yes - Branching is required on your form](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Form%20Branching.mp4?csf=1&web=1&e=RWI0we&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)Branching introduces logic to a form so that it changes according to the responses to specific questions. With branching, questions appear only if they are relevant to the particular respondent. If a question doesn't apply, the respondent is redirected.To add branching logic to your form:* Select the question that will determine which questions are asked of form users next.
* For that question click on the more settings ‘…’ icon, and select ‘Add branching’ from the options presented.
* In the ‘Branching options’ screen, open the dropdown for ‘Go to’ against the response or question, and select the question or section that respondents who select that option should be redirected to.
* Please note that you can only branch to consecutive rather than preceding questions. You may also need to introduce branching to skip subsequent questions in the sequence which may only be required for completion following particular responses.
 | No - No branching is required on your formBranching introduces logic to a form so that it changes according to the responses to specific questions. With branching, questions appear only if they are relevant to the particular respondent. If a question doesn't apply, the respondent is redirected.Where no branching is introduced, form users will complete all form questions, which will be displayed consecutively.  |

## Should the responses to certain questions be validated to ensure that the information entered is correct (e.g. that email addresses are entered in the correct format, that numerical values are entered, etc.)?

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| [Yes - Validation required on some questions](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Response%20Validation.mp4?csf=1&web=1&e=oBgw1R&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)The intention of validating the responses is to improve the quality of your response data. This means that form respondents will not be able to submit responses to particular questions which do not meet the restrictions imposed. You are able to introduce validation for particular questions based on one of the following criteria:* Number
* Text
* Length
* Email
* URL

To introduce validation for your form responses: * Select the question that requires some validation of responses.
* For that question click on the more settings ‘…’ icon, and select ‘Restrictions’ from the options presented.
* Select the relevant restriction criteria from the options presented.
* Please note that some of the options will allow you to introduce specific criteria (e.g. minimum/maximum number of characters, text containing or not containing particular words or phrases, and type of number required.
 | No - No validation is required on any of your questionsRespondents will be able to submit forms which include question responses in any format, which may include incorrect values and may impact the quality of your response data.  |

## Do responders need to be able to upload files with their form submissions?

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| [Yes - File Upload](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/File%20Uploads.mp4?csf=1&web=1&e=21fgdA&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)Please note that Microsoft do not allow users outside of the organisation to upload files with their form submissions. As a result, this option is not available when the ‘Anyone can respond’ access permissions option is selected. * Open the question options by using the ‘+’ icon and select ‘Upload File’ from the options available.
* Add text for the question, and update the file number and single file size limit to be permitted.

To discuss alternate options if external users (i.e. those who do not have an Aberystwyth University user account) are required to upload files with their form submissions, contact Information Services at is@aber.ac.uk.  | No - No File UploadAs file uploads are included on a form as a question using the ‘Upload file’ option, you are not required to change any settings to disable them. |

## Should your form only accept responses at certain dates or times?

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| [Yes - Schedule for responses](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Schedule%20for%20Responses.mp4?csf=1&web=1&e=W2KPIR&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)When you have completed your form, and you are ready to make it available for respondents to complete, you will need to ensure that the form has been set to accept responses. To do so:* Click on the ‘Settings’ icon
* Under ‘Options for responses’ ensure that ‘Accept responses’ has been selected
* Please note that while you work on your form, or if you wish to stop accepting responses for any reason, you may wish to temporarily untick this option.
* To schedule a start date from which form submissions will be accepted, tick the ‘Start date’ option, and enter the time and date required. Before this time and date, the form will not be available to respondents.
* To schedule an end date from until which form submissions will be accepted, tick the ‘End date’ option and enter the time and date required. After this time and date, the form will not be available to respondents.
 | [No - Open for responses](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Open%20for%20Responses.mp4?csf=1&web=1&e=PGooV0&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)When you have completed your form, and you are ready to make it available for respondents to complete, you will need to ensure that the form has been set to accept responses. To do so:* Click on the ‘Settings’ icon
* Under ‘Options for responses’ ensure that ‘Accept responses’ has been selected
* Please note that while you work on your form, or if you wish to stop accepting responses for any reason, you may wish to temporarily untick this option.
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## Would you like for form respondents to see a customised message upon submission?

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| [Yes - Customised form submission message](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Custom%20Submission%20Message.mp4?csf=1&web=1&e=Xty9ux&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)When creating your form, you can add a bespoke message that respondents will see upon submission of your form. To do so:* Click on the ‘Settings’ icon
* Under ‘Options for responses’, tick the ‘Customise thank you message’ option
* Enter your text in the box provided
* Your message will be displayed when respondents submit the form.
 | [No - Default form submission message](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Default%20Submission%20Message.mp4?csf=1&web=1&e=Wj11PD&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)To display the default form submission message to respondents upon form submission:* Click on the ‘Settings’ icon
* Under ‘Options for responses’, ensure that the ‘Customise thank you message’ option is unticked
* When this option is not selected, form respondents will see a default thank you message upon form submission.
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## Do you require a bilingual or multilingual form?

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| [Yes - Bilingual Form](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Multilingual%20Form.mp4?csf=1&web=1&e=p31NO7&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)Microsoft Forms allows you to have multilingual versions of the same form. This means that you do not need to create a new form for each language, so that all form results are together regardless of the language of submission. When you’ve completed your monolingual form, and have your translated text ready to enter:* Click on the more form settings ‘…’ icon on the top right-hand corner of the screen, and select ‘Multilingual’ from the options presented
* Please note that you may wish to change the primary language from English (United States) as the default, to either English (United Kingdom) or Welsh (United Kingdom)
* To add another language to your form, click on ‘Add additional language’
* Select the language required from the list
* To add your translated text, click on the pencil icon displayed next to the additional language
* Click on each section of the form, and insert your translated text into the text boxes provided. Ensure that translated text has been entered for all parts of your form

When respondents access your form, they will be able to change the language of the form using the language toggle option at the top of the screen. You can also provide direct links to each language by adding the following to the end of your form’s URL:* English language form: **&lang=en**
* Welsh language form: **&lang=cy**
 | [No - Monolingual Form](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Monolingual%20Form.mp4?csf=1&web=1&e=0xMFbc&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)For monolingual forms, you may wish to ensure that the primary language is correct, as the default will be English (United States). To change the primary language for your form to either English (United Kingdom) or Welsh (United Kingdom):* Click on the more form settings ‘…’ icon on the top right-hand corner of the screen, and select ‘Multilingual’ from the options presented
* Update the language displayed in the ‘Primary language’ field by selecting from the drop-down options.
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## Would you like to embed your form in a page on the University website?

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| [Yes - CMS Form Embed](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/CMS%20Embed.mp4?csf=1&web=1&e=42SCqt&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)It is possible to embed a Microsoft Form on the University website using the CMS. To do so, you will need to be a CMS user will access to the section in which you would wish to put the form. * On the form design page, click on ‘Collect Responses’ on the top right-hand side of the screen
* On the ‘Send and collect responses’ screen, a form response link will be displayed. This is the link which must be used by all responders. **DO NOT** use or circulate the link that you have used to build your form or access the form results. For multilingual forms, you can have direct links to each language **&lang=en** (for English) or **&lang=cy** (for Welsh) at the end of the URL.
* Click ‘Copy link’
* Open the CMS and navigate to the section that you wish to embed your form into
* Click ‘Add content’
* Select ‘Microsoft Forms embed’ from the template options presented. If this is not displayed for your section, please contact Information Services at is@aber.ac.uk to arrange for it to be added
* Give the content a name, then paste the response link into the ‘Form Link’ field.

In addition to making the form available via the University website, you can also use the ‘Send and collect responses’ screen to:1. Click ‘Copy link’ and circulate the details via your preferred communication channels; and/or
2. Send an Email or Teams message to individuals, groups or channels with the link, or generate a QR code which will take users directly to the form.
 | [No - Response link](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Response%20Link.mp4?csf=1&web=1&e=XL7RcH&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)The most common method of generating submissions for your form is to publicise the form’s response link:* Click on ‘Collect Responses’ on the top right-hand side of the screen
* On the ‘Send and collect responses’ screen, a form response link will be displayed. This is the link which must be used by all responders. DO NOT use or circulate the link that you have used to build your form or access the form results. For multilingual forms, you can have direct links to each language **&lang=en** (for English) or **&lang=cy** (for Welsh) at the end of the URL.

With the response link, you can either: 1. Click ‘Copy link’ and circulate the details via your preferred communication channels; and/or
2. Send an Email or Teams message to individuals, groups or channels with the link, or generate a QR code which will take users directly to the form.
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## Will an email notification be required following each form submission?

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| [Yes - Email notification required](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Email%20Notification.mp4?csf=1&web=1&e=OZBmId&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)Form owners can set-up their form so that an email notification is sent to them after each response:* Click on the ‘Settings’ icon
* Under ‘Response receipts’, select the ‘Get email notification of each response’ option
* Please note that email recipients when using this option will need to be the same as your form’s contributors, therefore do not add an user or address unless you want them to have full access to edit your form and/or view all submissions.

Should you wish to send a notification to email addresses that don’t require access to the form or its results (e.g. an office or shared account) and without affecting the access permissions of the form, this can be done using Power Automate:* Go to <https://make.powerautomate.com/>
* In the left-hand navigation menu, select ‘Create’
* Under ‘Start from a connector’, select ‘Microsoft Forms’
* For the trigger, select the ‘When a new response is submitted’ option
* Give your Power Automate a name
* Click on the trigger and enter the Form ID or select the form from the dropdown options
* Click on the ‘+’ symbol to add a new action
* Select ‘Mail’ from the options presented and ‘Send an email notification’
* Enter the email addresses that you wish to send a notification to, the email subject text, and the text for the body of the email
* Click ‘Save’
* Test your Power Automate by making a test submission of your form.
 | [No - No notification required](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/No%20Notification%20Required.mp4?csf=1&web=1&e=R5Tqtj&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)When accessing your form, you will be able to see if there are any responses as there will be a numerical value displayed in the corner of the ‘View responses’ button.  |

## Would you like to see details of individual form responses in addition to details of all form submissions?

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| [Yes - Individual Form Responses](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Individual%20Form%20Responses.mp4?csf=1&web=1&e=rda7Gx&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)To view details of individual responses for your form:* Click on ‘View responses’ on the top right-hand corner of the screen (when there are responses to view, there will be a numerical value displayed on this button)
* The ‘Responses Overview’ screen provides a breakdown of the responses for each question
* Click on ‘Check individual results’, which will be displayed under ‘Insights and action’
* The submission data of each respondent will be displayed on the ‘View results’ screen. Use the directional arrows at the top of the page to navigate between different respondents.

To save a PDF of the submission data for a particular respondent:* Navigate to the respondent required using the directional arrows
* Click on the more options for responses ‘…’ icon and select ‘Print response’ from the options presented
* Change the printer selected to ‘Microsoft Print to PDF’
* Click ‘Print’
* Enter a file name, select the location in which you wish to save the file, and click ‘Save’.

To view all submitted information for your form:* Click on ‘View responses’ on the top right-hand corner of the screen (when there are responses to view, there will be a numerical value displayed on this button)
* The ‘Responses Overview’ screen provides a breakdown of the responses for each question
* Click on ‘Open results in Excel’, which will be displayed under ‘Insights and action’
* This will open a spreadsheet which includes all form submission data.
 | [No - All Form Responses](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/All%20Form%20Responses.mp4?csf=1&web=1&e=JSRLn8&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)To view all submitted information for your form:* Click on ‘View responses’ on the top right-hand corner of the screen (when there are responses to view, there will be a numerical value displayed on this button)
* The ‘Responses Overview’ screen provides a breakdown of the responses for each question
* Click on ‘Open results in Excel’, which will be displayed under ‘Insights and action’
* This will open a spreadsheet which includes all form submission data.
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## Do any other colleagues need access to edit the form or view the form results?

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| [Yes - Grant access permissions](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Grant%20access%20permissions.mp4?csf=1&web=1&e=UyNzq7&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)To share access to your form to edit and view the form results:* Click on the more form settings ‘…’ icon on the top right-hand corner of the screen, and select ‘Collaborate or Duplicate’ from the options presented
* Under ‘Add collaborators’, click on ‘Share the link to collaborate and view result’
* Select ‘Specific people in Aberystwyth University with the link can edit and view result’
* Please **DO NOT** select either ‘Anyone with an Office 365 work or school account can edit and view result’ or ‘People in Aberystwyth University with the link can edit and view result’ as any user with access to the link will be able to access your form and its results
* Enter the names, group details or email addresses of the users who will require access to edit the form and view its results
* Copy the link to share with relevant colleagues
* To view details of who can access, click the ‘…’ icon.

Alternatively, it is recommended that Forms are owned by a group rather than an individual. This means that all members of the group will automatically have access to edit and view the form results. It also means that Forms will not be deleted if their owner were to leave the University. Groups are automatically created when you make a team in Microsoft Teams, so if you already have a team containing the people you want to share your form with, you can use this group. If you do not already have a suitable team, you can create one and use these groups to share ownership of your forms. To transfer ownership of your form to a Group (please note that you can only transfer ownership of a form once):* Go to <https://forms.office.com>
* Find your form under ‘My Forms’ and click the More options ‘…’ icon for that form
* Select ‘Move to a group’ from the options presented
* Choose a destination from the options presented, and click ‘Move’ (note that the available destinations will only be groups or teams that you already have access to).
 | [No - Consider transferring ownership to a group](https://prifysgolaber.sharepoint.com/%3Av%3A/r/sites/SharePointCommunicationSiteTraining/Shared%20Documents/Microsoft%20Forms/Transfer%20Owenership%20to%20Group.mp4?csf=1&web=1&e=JMQBXU&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)Even if no other colleagues require access to your form, it is recommended that Forms are owned by a group rather than an individual. This means that all members of the Group will automatically have access to edit and view the form results, and ensures that others will be able to access the form and its results if you are unavailable. It also means that Forms will not be deleted if their owner were to leave the University. Groups are automatically created when you make a team in Microsoft Teams, so if you already have a team containing the people you want to share your form with, you can use this group. If you do not already have a suitable team, you can create one and use these groups to share ownership of your forms. To transfer ownership of your form to a Group (please note that you can only transfer ownership of a form once):* Go to <https://forms.office.com>
* Find your form under ‘My Forms’ and click the More options ‘…’ icon for that form
* Select ‘Move to a group’ from the options presented
* Choose a destination from the options presented, and click ‘Move’ (note that the available destinations will only be groups or teams that you already have access to).
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## You've created your own Microsoft Form!

By following these instructions, you will have been able create your own Microsoft Form, and tailored it to meet your requirements.

Microsoft Forms are incredibly easy to tweak and update, meaning that you can always revisit particular elements if you later decide that the settings or content should be slightly different.

We hope that you found this guidance useful. Should you have any requirements which are not referenced here or on our [Microsoft Forms webpages](https://www.aber.ac.uk/en/is/it-services/web/ms-forms/), please [contact Information Services](https://www.aber.ac.uk/en/is/help/contactus/) for further advice.