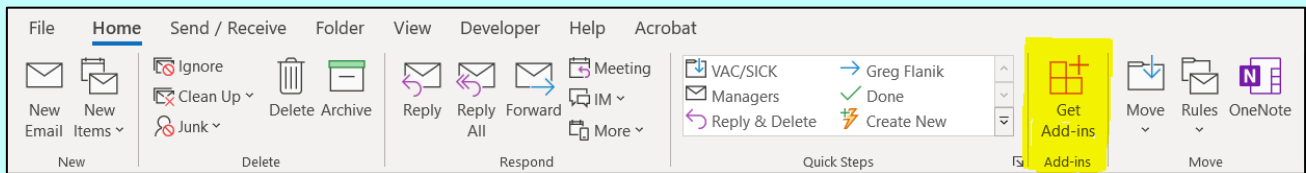


Using Microsoft Forms to Create a Poll, Survey, or Quiz

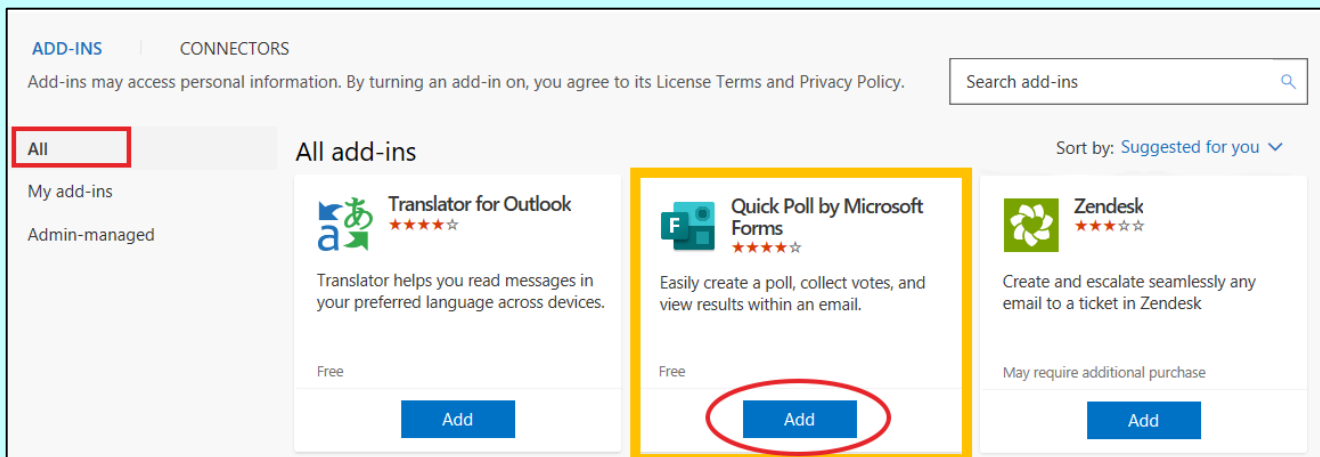
Microsoft Forms is part of BW's Office 365 package. You can use it to create quick polls, surveys, and quizzes. It is also an "add-in" for your Outlook client. This allows you to quickly add polls to an email message. Access Microsoft Forms at: <https://forms.outlook.com>. It will recognize your BW account.

To add Microsoft Forms "Quick Poll" to Outlook:

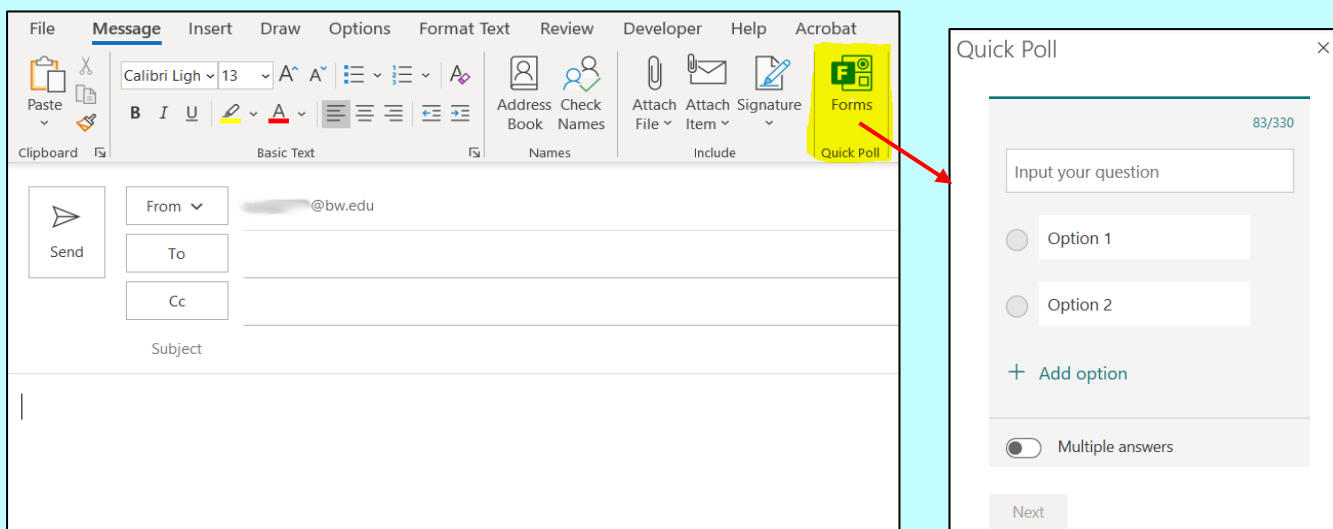
1. Open Outlook. On the top Ribbon, click "Get Add-Ins."



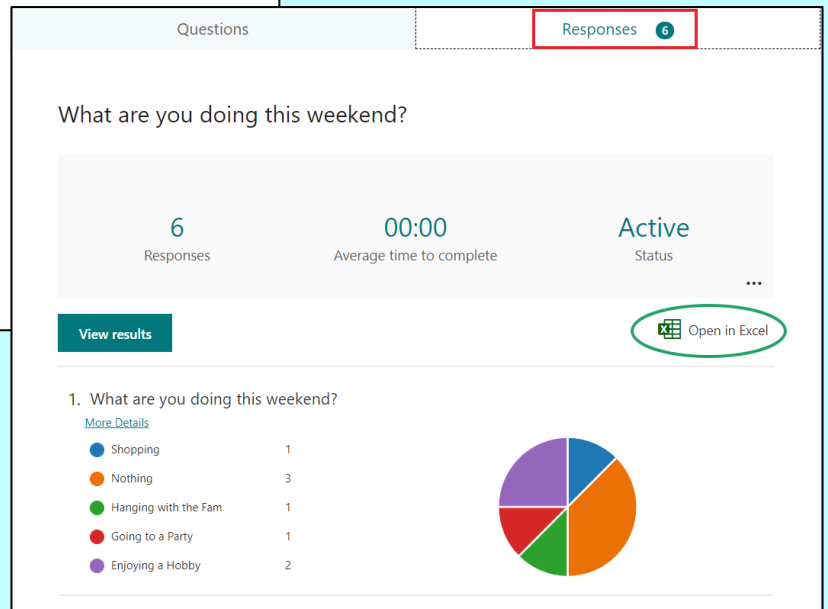
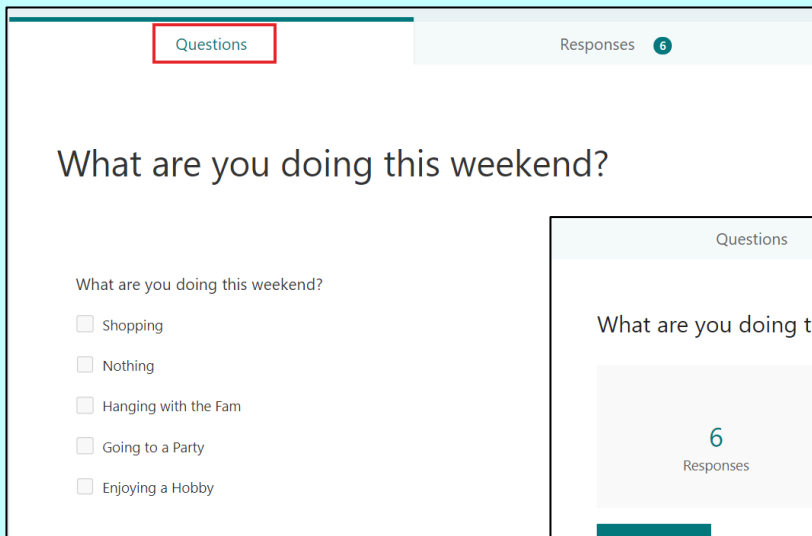
2. Select "All" on the left and search for Quick Poll by Microsoft Forms. Click "Add."



3. Begin a new email message. From the Ribbon, click Forms. This opens a Quick Poll in the sidebar where you will input the questions. When finished, the poll will be visible in your email.



4. Here is an example of a quick single question poll. When recipients receive your email, they will answer the questions right within the email. Responses are NOT sent back to your Inbox, but instead, are saved in your poll, which resides in Microsoft Forms. This helps keep your Inbox free from clutter!



5. Return to your Microsoft Forms home page (forms.office.com). Locate your poll. Click on the “Responses” tab to see the responses you’ve received.

6. You can also select the “Open in Excel” link. This provides you with additional details and the responses each recipient has provided.

	A	B	C	D	E	F
1	ID	Start time	Completion time	Email	Name	What are you doing this weekend?
2	1	9/10/21 15:43:40	9/10/21 15:43:40	[REDACTED]	[REDACTED]	Going to a Party;Enjoying a Hobby;
3	2	9/10/21 15:43:50	9/10/21 15:43:50	[REDACTED]	[REDACTED]	Nothing;Enjoying a Hobby;
4	3	9/10/21 15:44:19	9/10/21 15:44:19	[REDACTED]	[REDACTED]	Hanging with the Fam;
5	4	9/10/21 15:48:34	9/10/21 15:48:34	[REDACTED]	[REDACTED]	Shopping;
6	5	9/10/21 15:48:57	9/10/21 15:48:57	[REDACTED]	[REDACTED]	Nothing;
7	6	9/10/21 15:49:02	9/10/21 15:49:02	[REDACTED]	[REDACTED]	Nothing;