Microsoft Forms

Within your working Microsoft Team, i.e. not the Class Team – your administration Team:

* Create a new document, choosing ''Forms in Excel'' (Image 1)
* Enter survey questions and options
* In the Form ''Settings'' ensure it is accessible by people outside your organisation (Image 2)
* Share your survey using the Share options in the top right hand corner (Image 3)

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| **Image 1** | **Image 2** | **Image 3** |