

Microsoft Forms

Quick Reference Card — Blue Ant Media

What is Microsoft Forms?

Microsoft Forms is your new tool for creating surveys, quizzes, polls, and feedback forms. It replaces **Google Forms** and works the same way — build a form, share a link, collect responses.

For Google Forms Users: The experience is very similar. You drag and drop questions, share a link, and view results in charts or export to a spreadsheet. The main difference is that Forms lives inside Microsoft 365.

Getting Started

Opening Forms

1. Go to **forms.office.com** in your browser
2. Or click the **app launcher** (grid icon, top left of any Microsoft 365 page) and select **Forms**
3. Sign in with your @blueantmedia.com email if prompted

Creating a New Form

1. Click + **New Form** (surveys, feedback) or + **New Quiz** (scored quizzes)
2. Give it a title and optional description
3. Click + **Add new** to add questions

Question Types

Microsoft Forms	Google Forms Equivalent	Use For
Choice	Multiple choice	Pick one or many options
Text	Short answer / Paragraph	Open-ended responses
Rating	Linear scale	1–5 or 1–10 star ratings
Date	Date	Collect a date
Ranking	(no direct equivalent)	Rank items in order

Likert	Multiple choice grid	Agreement scales
File upload	File upload	Collect documents or images
Net Promoter Score	(no direct equivalent)	NPS surveys

Key Actions

Making Questions Required

Click the **Required** toggle at the bottom of any question. Respondents can't submit without answering required questions.

Adding Branching Logic

1. Click the **three dots** (...) on a question
2. Select **Add branching**
3. Choose which question to jump to based on the answer

Sharing Your Form

Collecting Responses

1. Click **Collect responses** (or **Share**) at the top right
2. Choose who can respond:
 - **Anyone with the link** — for external surveys (partners, agencies)
 - **Only people in my organization** — for internal Blue Ant surveys
3. Copy the link and share via email, Teams, or wherever needed

Other Sharing Options

- **Embed in SharePoint** — add to a team site page
- **Email invitation** — Forms generates a formatted email
- **QR code** — great for event check-ins or printed materials

Viewing Responses

Action	How
See summary charts	Click the Responses tab

View individual responses	Click View results
Export to spreadsheet	Click Open in Excel

TIP: Exporting to Excel gives you a full spreadsheet with one row per response — same as clicking the Sheets icon in Google Forms.

Common Blue Ant Use Cases

Department	Use Cases
HR	Employee surveys, onboarding checklists, benefits enrollment
Marketing	Event RSVPs, audience feedback, campaign surveys
Production	Location requests, equipment booking, crew availability
Finance	Expense approval requests, budget input forms
Creative	Design feedback forms, asset request intake

Forms vs. Other Tools

Tool	When to Use
Microsoft Forms	Collect structured responses (surveys, RSVPs, feedback, quizzes)
Microsoft Lists	Track items over time (tasks, issues, inventories)
SharePoint	Store and share documents and pages
Outlook	Send a one-off question to specific people

MIGRATION WARNING: Google Forms do not automatically migrate to Microsoft Forms. Blue Ant Media has 1,590 Google Forms across 161 owners. If you own forms that people still use, recreate them in Microsoft Forms before the cutover. Export your Google Form responses first (Responses tab → Sheets icon).

Tips for Recreating Google Forms

1. **Start with your most-used forms** — the ones filled out weekly or monthly

2. **Screenshot your Google Form** before recreating — use as a reference
 3. **Copy question text** from Google Forms and paste into Microsoft Forms
 4. **Test before sharing** — click **Preview** to fill it out yourself
 5. **Update bookmarks and links** — anywhere the old Google Forms link appears needs updating
-

Need help? Contact m365support@blueantmedia.com or visit the **M365 Help** channel in Microsoft Teams.