

MICROSOFT FORMS



IT SOLUTIONS

By Rob Landis,
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Microsoft 365 is one of the most popular cloud platforms in the world, with about 345 million

paid seats. Users get a stable of over 20 different apps, including the core MS Office suite.

With so many different apps, it's not uncommon for some to go unused. Companies may not even be aware they have access to these other helpful tools. One of the handiest apps you get with a Microsoft 365 subscription is Microsoft Forms.

From sending year-end customer surveys to assessing change readiness, Forms makes it easy. This online survey and form-building tool has a lot to offer organizations. And if you have a subscription to Microsoft 365, then you already get Forms included for free.

What Is Microsoft Forms?

Microsoft Forms is a drag-and-drop form, quiz, and survey creator. It's simple to use and allows you to send out surveys via a link. Recipients can fill out your form online from any device.

Once recipients fill out the survey, the results come into the software instantly. You can see the collated results charted in the software. You can also export the results to Excel.

What Are Some Ways You Can Leverage Microsoft Forms?

• Annual Customer Satisfaction Survey: Using a web-based survey can increase your response rate from customers. They can fill out your satisfaction survey from any device, making it quick and easy for them.



• Employee Security Awareness Quiz:

Send a security awareness quiz to your employees using Forms. It can be easily integrated into your cybersecurity awareness training. The platform also tells you the average response time per person.

• Change Readiness Survey: Change management is a growing focus of many organizations. This is due to the speed of technology-driven transitions. You can use Forms to improve user readiness for change adoption. Create and send out a change readiness survey to affected groups.

• Event Registrations: Are you hosting an event? You can easily gather registration details. Send out a Forms link via QR code, social media, text, or email.

Would You Like to Get More Out of Microsoft 365?

There is a good chance that your company may be leaving some value on the table with M365. Give us a call today to learn more about our Microsoft 365 support services.



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