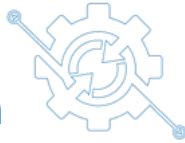# Our Top "Microsoft Forms" Features

Microsoft offers many innovative tools to ease collaboration for your teams.

One of our favorites? **Forms**.

Microsoft Forms is a valuable platform to build, preview, and share forms, surveys, and quizzes. Thanks to its built-in analytics, it is an excellent tool for collecting data and sharing information. Best of all? It is easy to use and integrates well with other Microsoft apps.

Here are six of our favorite features of Microsoft Forms:

Integration

One of the most convenient aspects of Microsoft Forms is that it integrates easily with other Microsoft apps.

Response data is collected in real time and can easily be viewed in an Excel spreadsheet. From there, the data can be imported into Power BI for further analysis and data manipulation. Forms data can also be integrated directly into a PowerPoint presentation!

It also offers document integration with SharePoint to easily store and access your forms. It integrates into Teams; you can share your form directly in any channel or meeting.

Email notifications

This feature allows you to set email notifications for when someone submits a form.

Personalization

There are plenty of options to personalize your form. You will have access to different themes and question branching to help you get the correct information from the right people.

You can also personalize your form with different colors, a background image or logo, and even add a picture or video to each question.

Lastly, it's possible to divide the survey into different sections, add options for comments, and attach files when submitting a form.

Easy sharing

Forms can be shared easily with recipients, even if they are not Office 365 customers. Once your form is ready, you can create a link to the form by clicking Share. Your audience can then access this via any web browser or mobile device.

Multiple languages

Microsoft Forms is great for collecting information across a diverse audience as it can create a form or survey in multiple languages.

You will create the form in your preferred language, and then the audience can respond in their preferred language – the responses will be stored in a single document in the survey owner's default language.

Anonymity

Another great feature is the ability to have anonymous form entries. The app automatically captures a respondent's name and email address, but you simply need to uncheck the record name checkbox if you prefer to keep responses anonymous.

Talk to a designDATA Expert
Forms is an excellent platform for research and collaboration and is an invaluable tool for any enterprise managing diverse teams across multiple locations. If you want further information about the best Microsoft solutions for your organization, designDATA's experts can help.

Talk With a Microsoft Expert