

# Introduction to Microsoft Forms

With Microsoft Forms, you can [create forms, surveys, and polls](#), invite others to respond to it using almost any web browser or mobile device, see real-time results as they're submitted, use built-in analytics to evaluate responses, and export results to Excel for additional analysis or grading.

## Get started quickly

**Step 1:** [Sign in](#) with your AUB email and [create a new form](#)

**Step 2:** [Adjust settings for your form](#)

**Step 3:** [Send your form to others and collect responses](#)

**Step 4:** [Check your form results](#)

## Enhance your form

Add a logo to your form or display pictures or videos next to questions.

[Add a picture or logo to a form header](#)

[Add a picture to a question](#)

[Change your picture size](#)

[Delete a picture](#)

[Add a video to a question](#)

## Share and collaborate

With Microsoft Forms, you can collaborate with colleagues on your forms. You can also share your form as a template for others to use independently.

[Share your form and collaborate with others](#)

[Share a form as a template](#)

## **Additional Resources**

[Use branching in Microsoft Forms](#)

[Explore new question types](#)

[Change a form theme](#)

[Copy a form](#)

[Delete a form](#)

[Print a form](#)

[How to get missing data in Forms](#)

## **Training Videos**

[Create a form in minutes](#)

[Share your form](#)

[View form results](#)

[Capture and analyze feedback](#)