# What are Microsoft Forms?

Forms allows users to create surveys and quizzes with automatic marking. The data can be exported to Microsoft Excel. Forms Pro gives users the ability to export data into a Power BI dashboard.

Microsoft Forms should not be used to collect formal information from Employment and Social Development (ESDC) staff (e.g., Have you submitted your flexible work arrangement request?).

# How do I Access Microsoft Forms?

You can access Forms and Microsoft 365 (M365) via the official Microsoft 365 website

Visit office.com, select the "App launcher" waffle in the top left-hand corner, and select the Forms icon.

You may be required to sign in using your ESDC credentials if this is your first-time accessing Microsoft 365.

# What is Microsoft Polls App?

The Polls app, powered by Microsoft Forms, is a convenient way to add polls to your Teams meetings. With Polls, you will be able to create a poll before or during your meeting and collect responses in real-time.

Since November 2020, you have had to add a tab-the Forms app-to your meeting to use polls in Teams meetings. Now you'll add the new Polls App as an option for your meeting tab. The experience of preparing, launching, and evaluating polls via the Polls app will be the same as the previous experience via the Forms app. We encourage all employees to use the Polls app moving forward, as it will offer the same functionality.

# How Do I use Microsoft Polls?

Currently, there are four different ways in which you can use Polls:

Method 1: Creating Polls during a Teams meeting (in real-time):

Step 1: During a Teams meeting, select the 'Apps' button from the top right menu bar.

Step 2: Search for 'Polls' and select it.

Step 3: You can now start creating polls and launch them in real-time.

Method 2: Creating Polls before a Teams meeting

Step 1: Go to Teams and select 'Calendar'.

Step 2: Find the meeting you've scheduled for which you want to add polls and select / tap it.

Step 3: Select 'Chat with participants.

Step 4: Select the '+ Add a tab' button from the top menu.

Step 5: Search for and select the 'Polls app'.

Step 6: Select Save. A new Polls tab will be added to your meeting.

Step 7: You can now create polls by using the 'New poll' button.

Step 8: Select 'Save as draft'.

Step 9: When it's time for your meeting, you can simply launch the polls that you have saved by selecting the 'Polls' button from the top menu and selecting 'launch'.

Method 3: From a Teams Chat:

Step 1: In your Teams chat, select the messaging extensions icon

Step 2: Search for 'Polls' and select it.

Step 3: You can now start creating polls in real-time.

Method 4: From a Teams channel:

Step 1: In your Teams Channel, select 'New Conversation.'

Step 2: Select the messaging extensions icon

Step 3: Search for 'Polls' and select it.

Step 4: You can now start creating polls in real-time.

# What is Accessibility Best Practices for Using Microsoft Polls?

Here are some of the best practices to follow when using Polls in your MS Team meetings:

Let users know how to provide their answers.

Be mindful of ESDC colour contrast requirements.

Use the Multilingual option, built into Microsoft Forms, for bilingual content.

Be sure to use Preview option before launching Polls content.

It is important to note that the Microsoft Polls (and Microsoft Forms) application currently has accessibility issues and might cause problems for some users. Issues include navigating the content, missing important information and being unable to complete a task.

For the full list of accessibility best practices, refer to the Accessibility Best Practices Microsoft Forms and Polls guide

# What are Restrictions for Microsoft Forms?

You can only access Forms and M365 in the following ways:

On a managed government furnished laptop or tablet

On a managed government furnished mobile phone that can access work email

On a personal laptop connected to AppGate

On a personal laptop connected to the Secure Access Virtual Environment Desktop (SAVE-D)

Visit the Restricted Devices page for more information.

Microsoft Forms Help and Learning

See the SABA Microsoft Forms class for guidance and training

# What are Information Management Best Practices for Microsoft Forms?

For advice and guidance on managing information, please reference the Information Management page.

# What Information Classification is Microsoft Forms?

Forms can be used to process information up to and including Protected A.

ESDC received Protected B certification for select M365 applications.

Before using an M365 application for Unclassified, Protected A or Protected B information, refer to the Interim guidance.

# Where can I access Technical Support for Microsoft Forms?

All requests for Microsoft 365 technical support should be submitted to the National Service Desk (NSD).

This includes, but is not limited to issues related to:

Login or access

Applications not working properly

File syncing

Audio and video

# Where can I access Non-Technical Support for Microsoft Forms?

The Microsoft 365 Community of Practice is a group of more than 500 employees at ESDC. It includes a sub-community of volunteer Super Users that can help you and your colleagues learn to use Forms and other applications.

This includes, but is not limited to:

Training and learning

Demonstrations

Non-technical assistance with M365 features

Connect with them by asking a question about Forms in the Microsoft 365 Help Team