

Our Top Microsoft Forms Features

Microsoft offers many innovative tools to ease collaboration for your teams. One of our favorites? **Forms**.

Here are six of our favorite features of Microsoft Forms:

1. Integration



Microsoft Forms can integrate easily with other apps. It integrates with Excel to collect and view data in a spreadsheet, you can use it in a PowerPoint presentation, you can share it and store it through SharePoint and you can utilize it in a direct channel in Teams or in a Teams meeting.

2. Personalization



You'll have control over the themes and questions used, and you can even modify the color scheme, background image and logo and add in a photo or video.

3. 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.

4. Email Notifications



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

5. 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.

6. 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.