



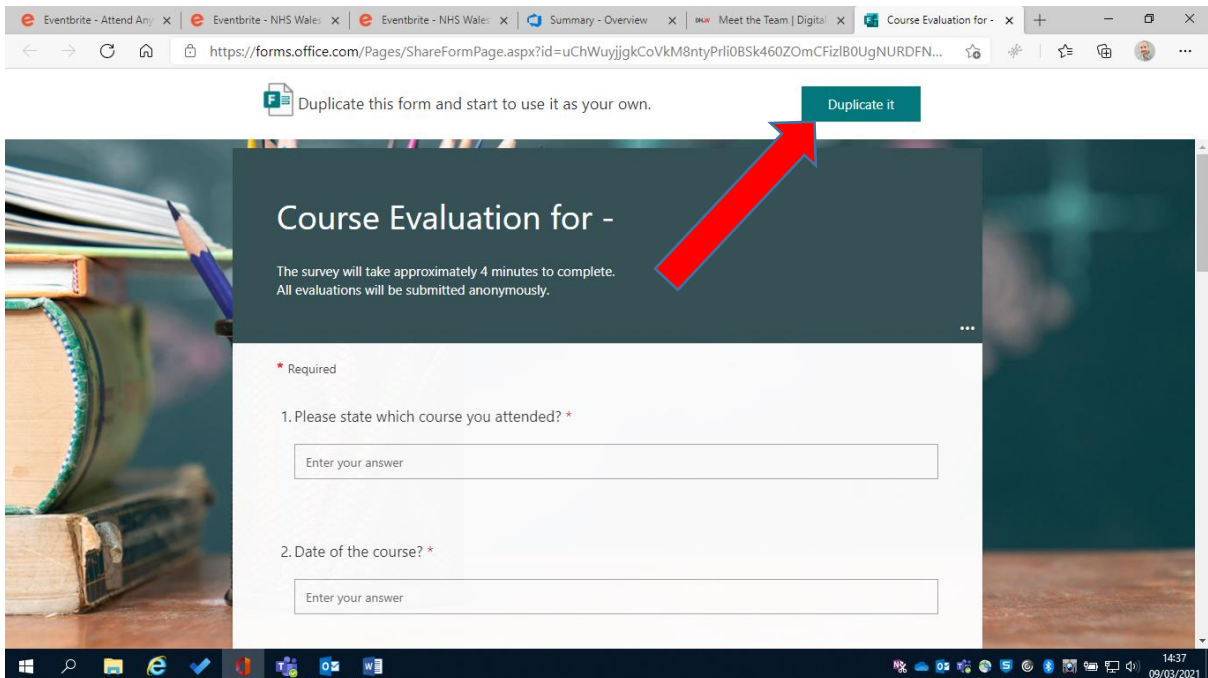
NHS Wales Video Consulting Service

Virtual Agreement and Booking Template

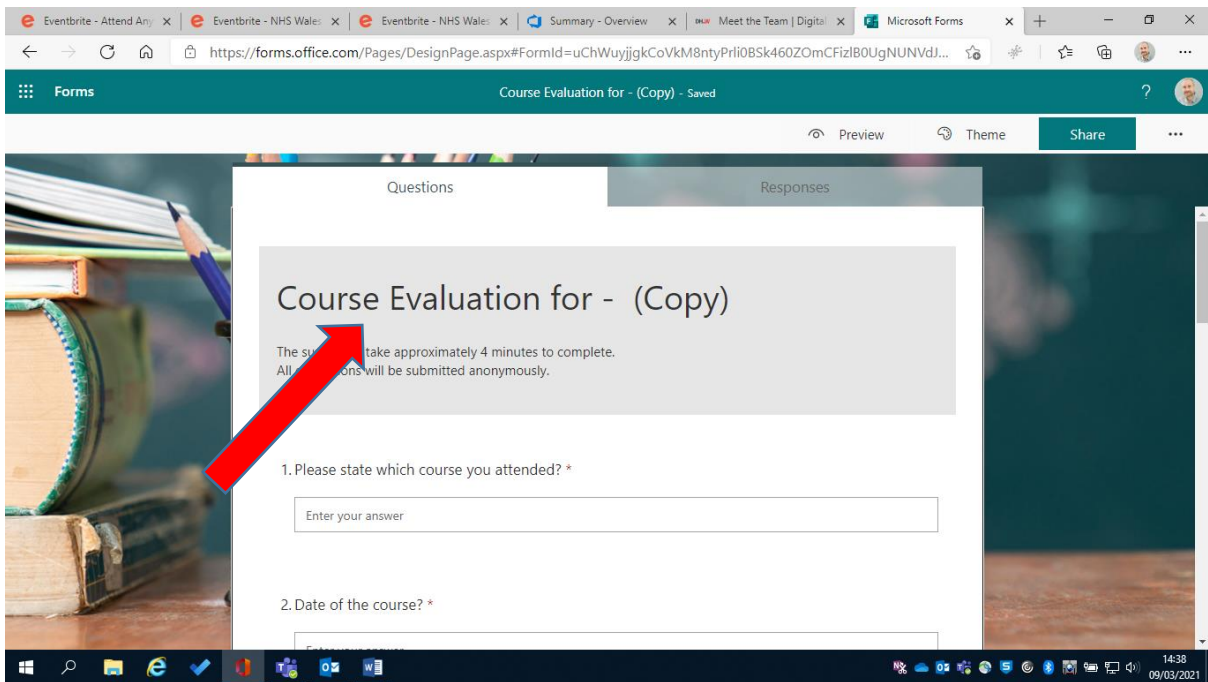
<https://forms.office.com/Pages/ShareFormPage.aspx?id=uChWuyjjgkCoVkm8ntyPrli0BSk460ZOmCFizlB0UgNUMFcwMURJSIM2SERRSDE4V0UxUjY0MUFMSi4u&sharetoken=AiKgzhUq83kKlwyfQy3c>

How to use MS Forms

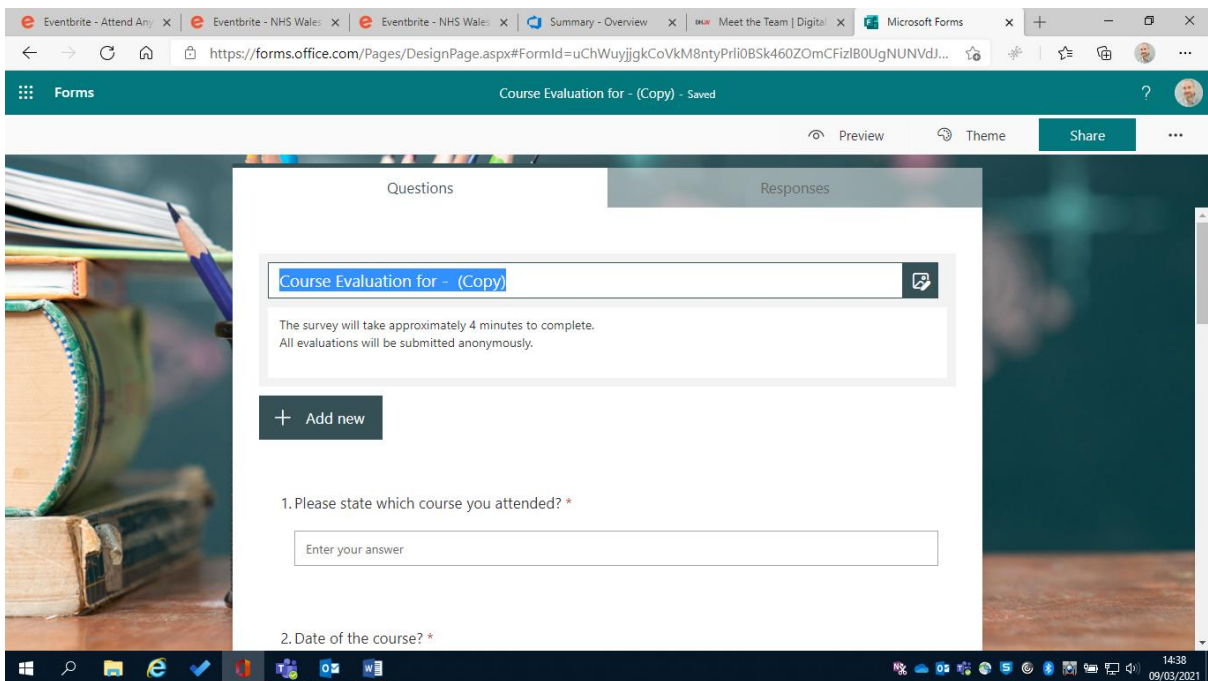
Click on the link above. Provided you have Microsoft Edge set as your browser the following page will open. This is just a template. In order to use it you must duplicate it. Click the button as shown.



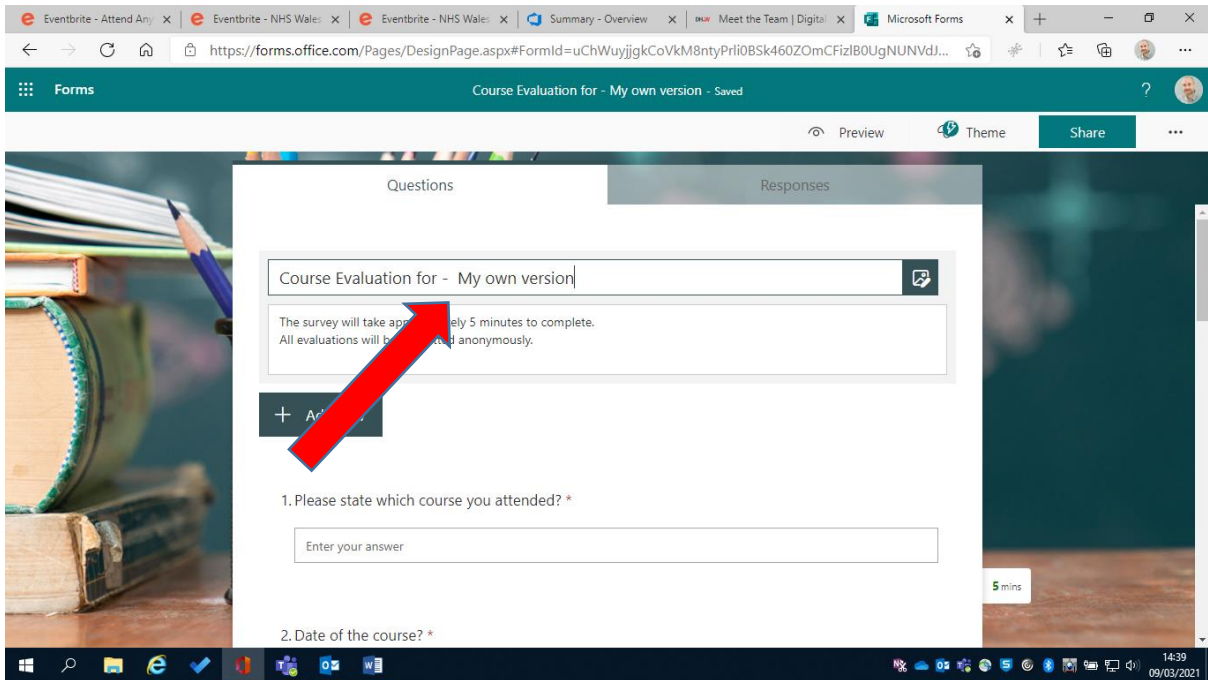
Click on the title of the form to rename.



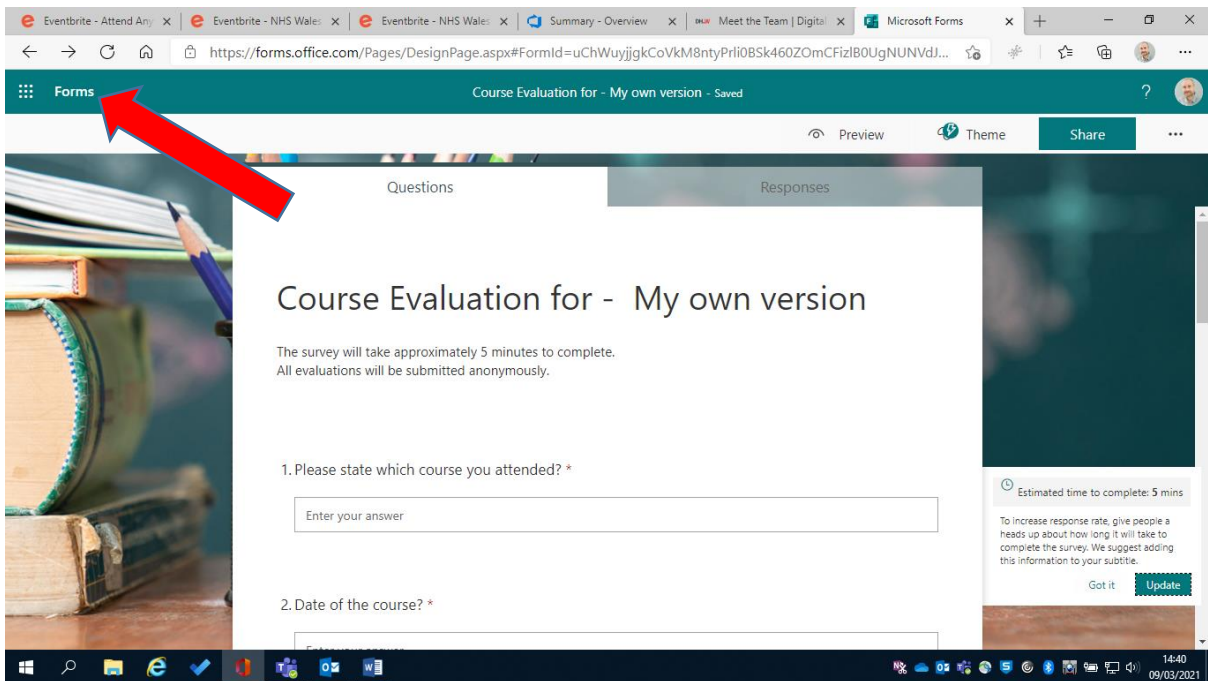
This allows you to edit the form.



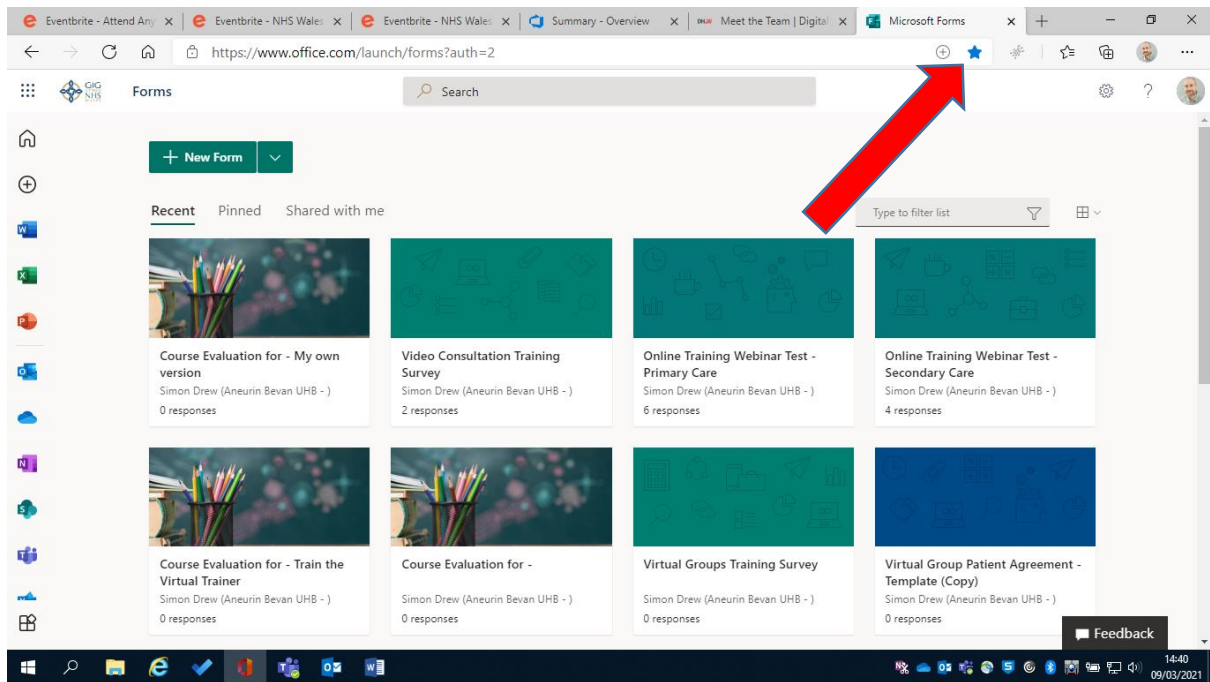
Add in your own title.



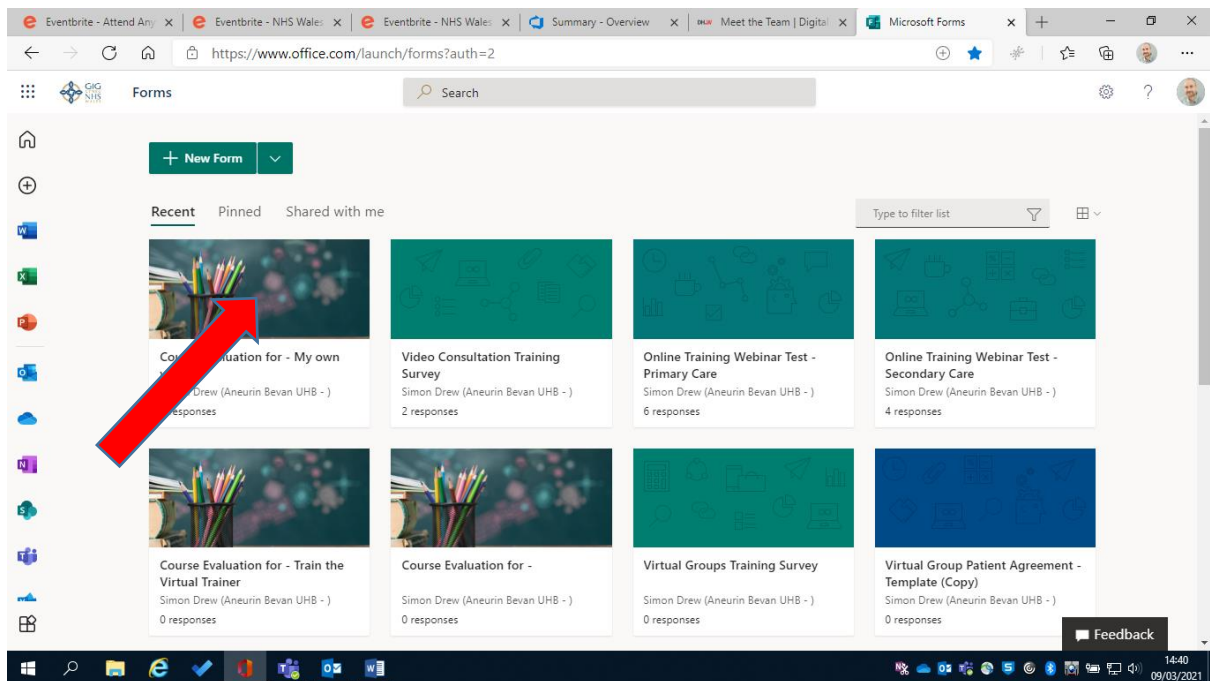
Once you have edited the form and added any additional questions you may want. Click here to take you to where the form is stored.



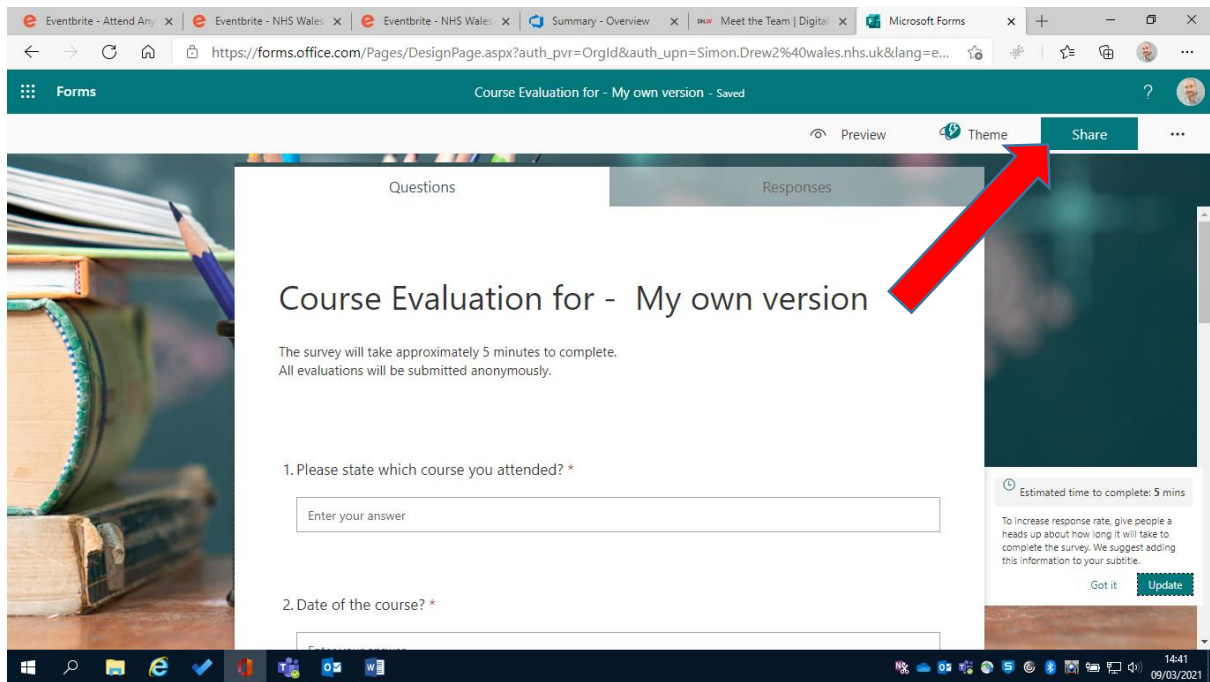
Save this page as a favourite this is where you access all your MS Forms.



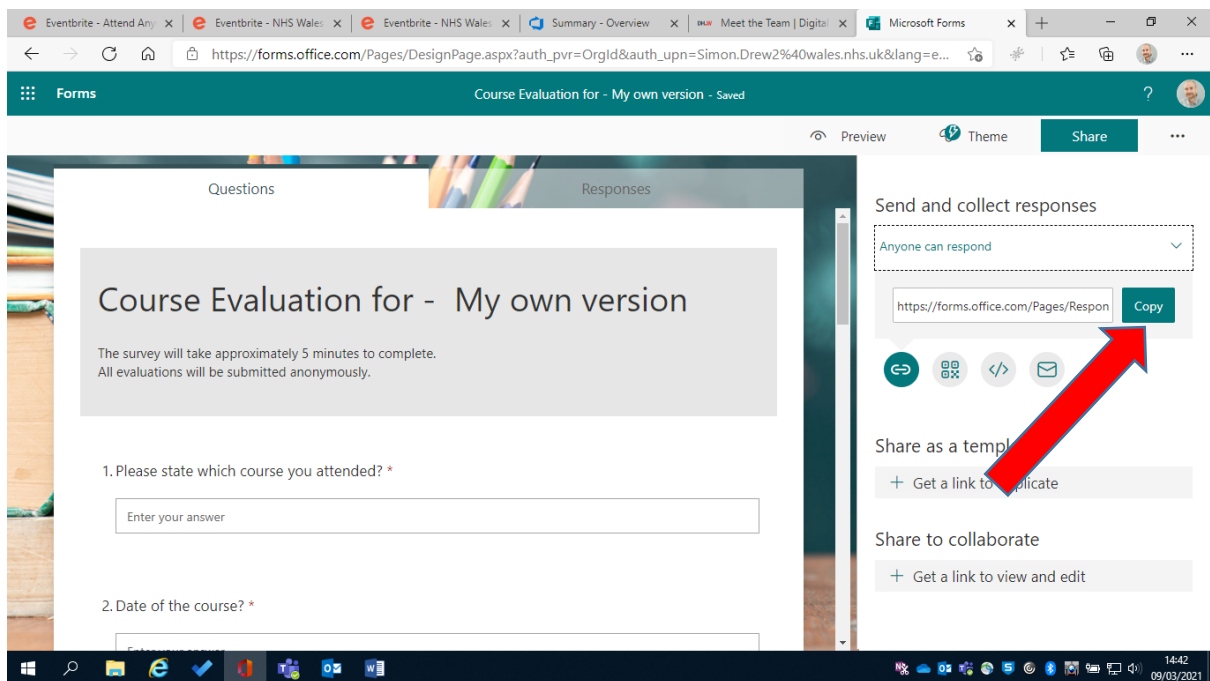
To access any form simply click on it.



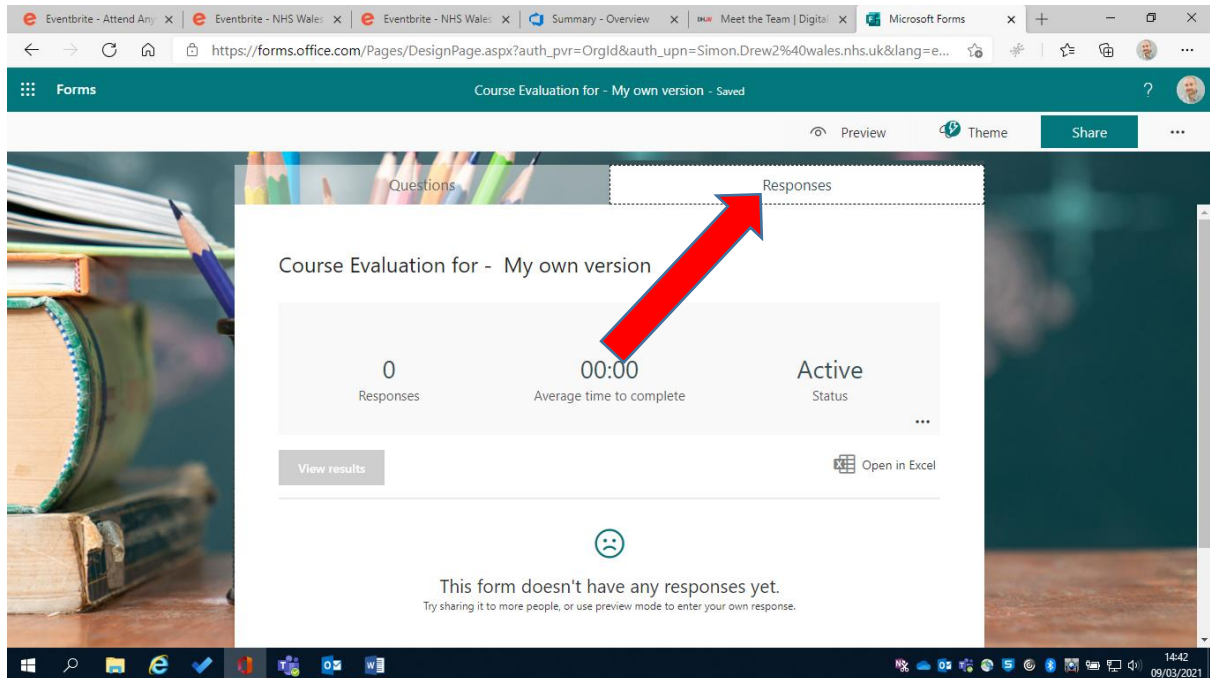
To share your form with course attendees click the share button.



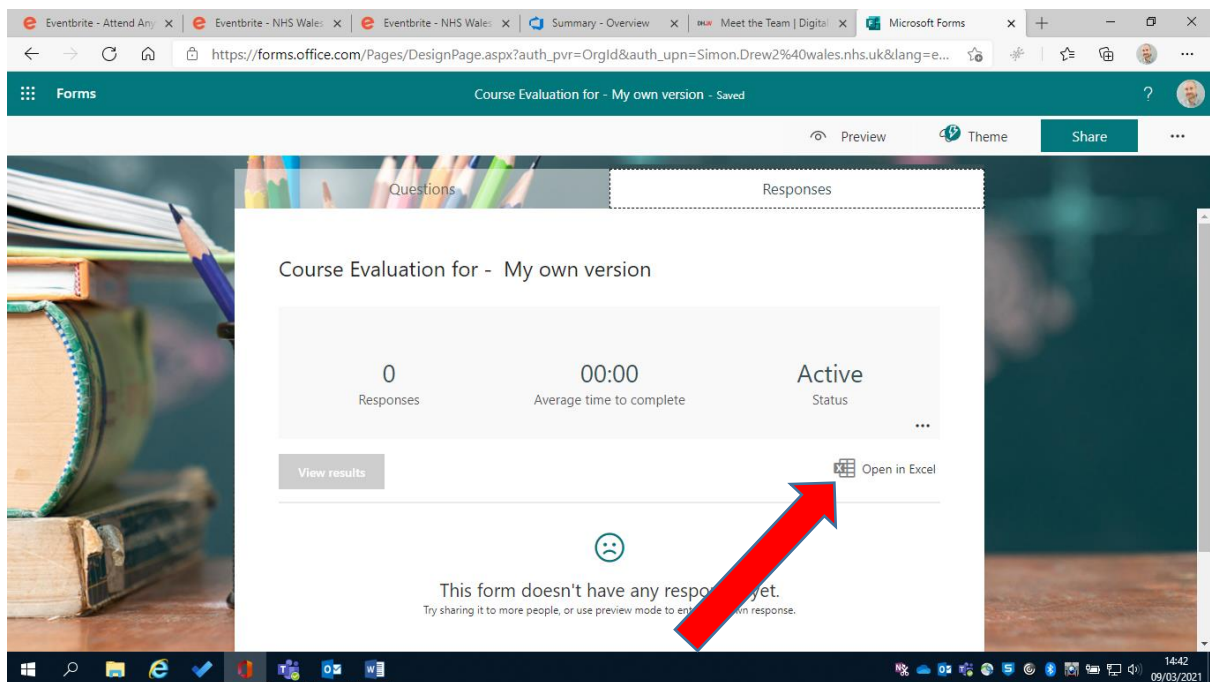
This brings up the code to share the form. Click the copy button and this copies the code (url) and you can paste it into an email. The share to collaborate option generates a code where your colleagues can also see all the responses (please note this should never be sent to anyone else as they can see all the data).



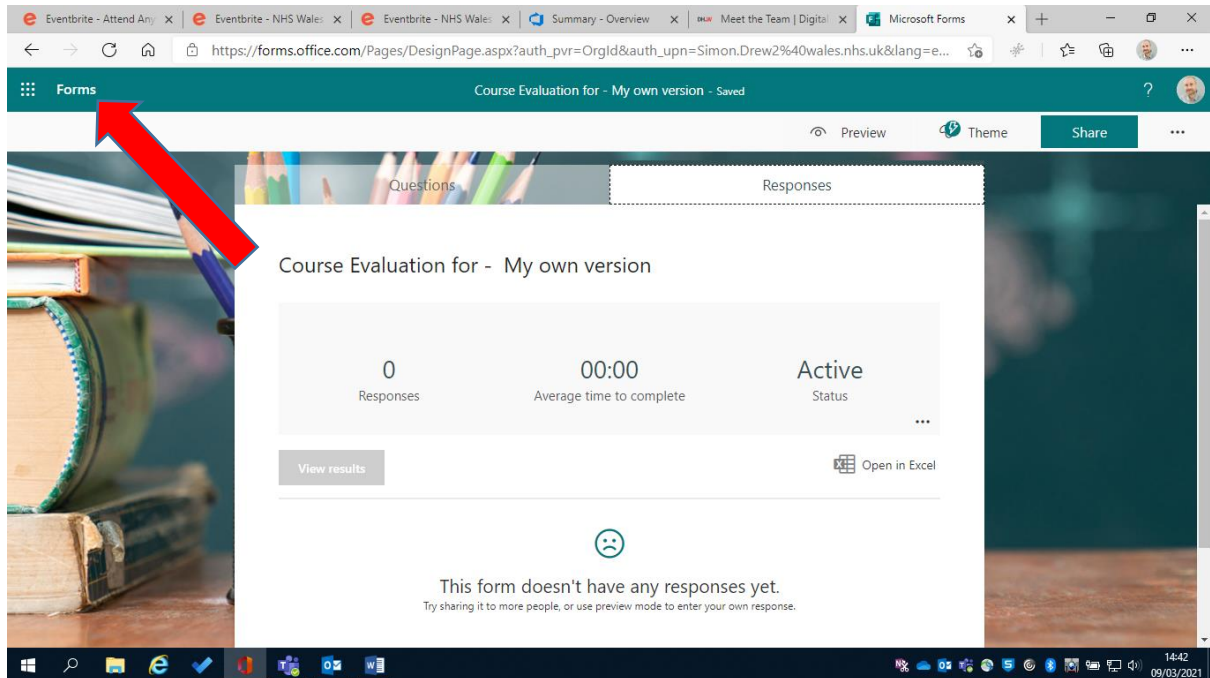
To see the responses simply click the “responses” tab.



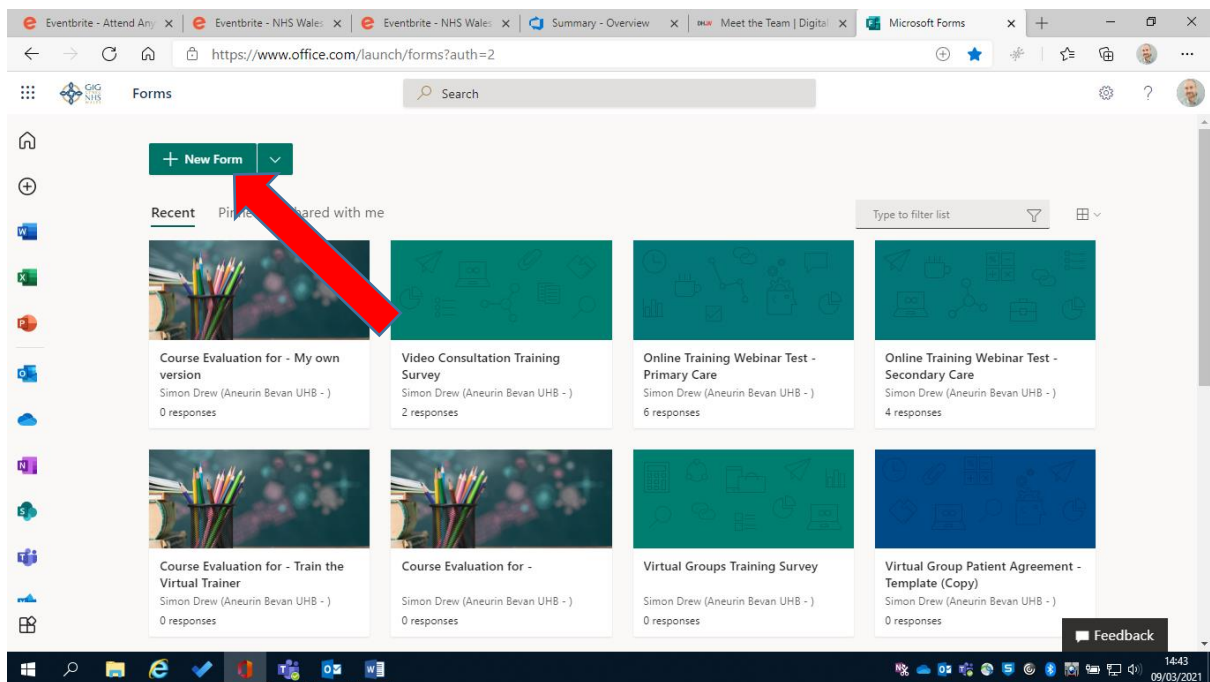
These can be viewed or opened as an excel spreadsheet.



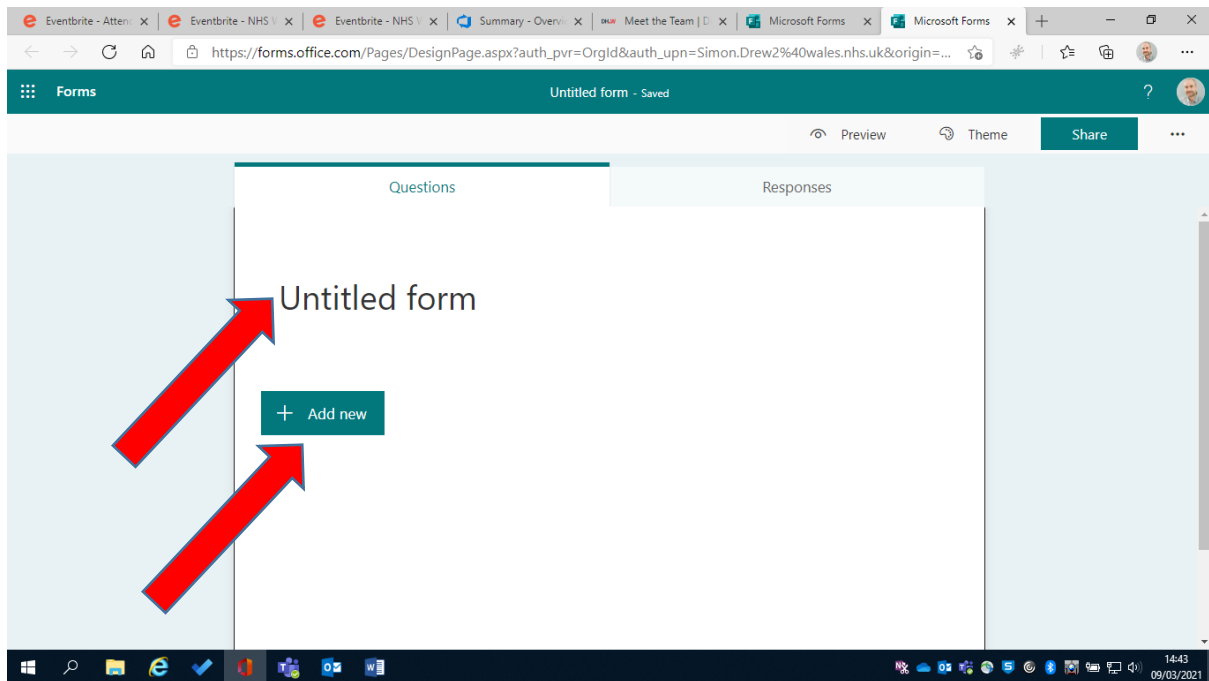
To return to forms click here.



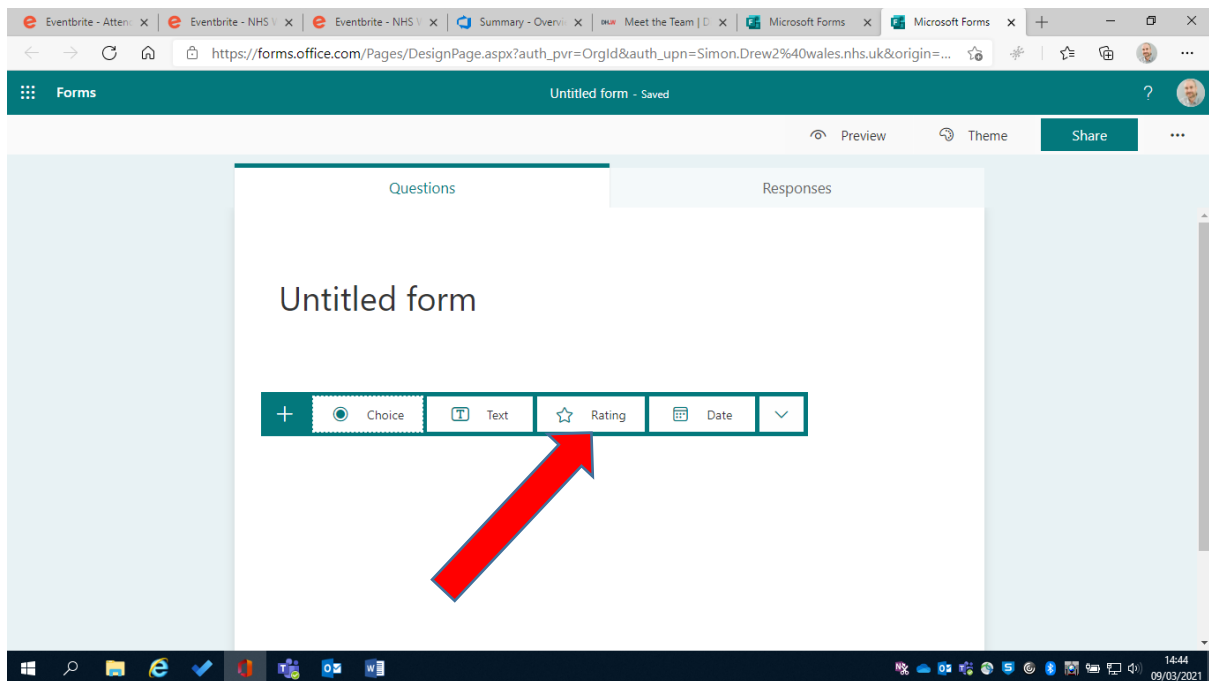
To create a form of your own. Click "new form"



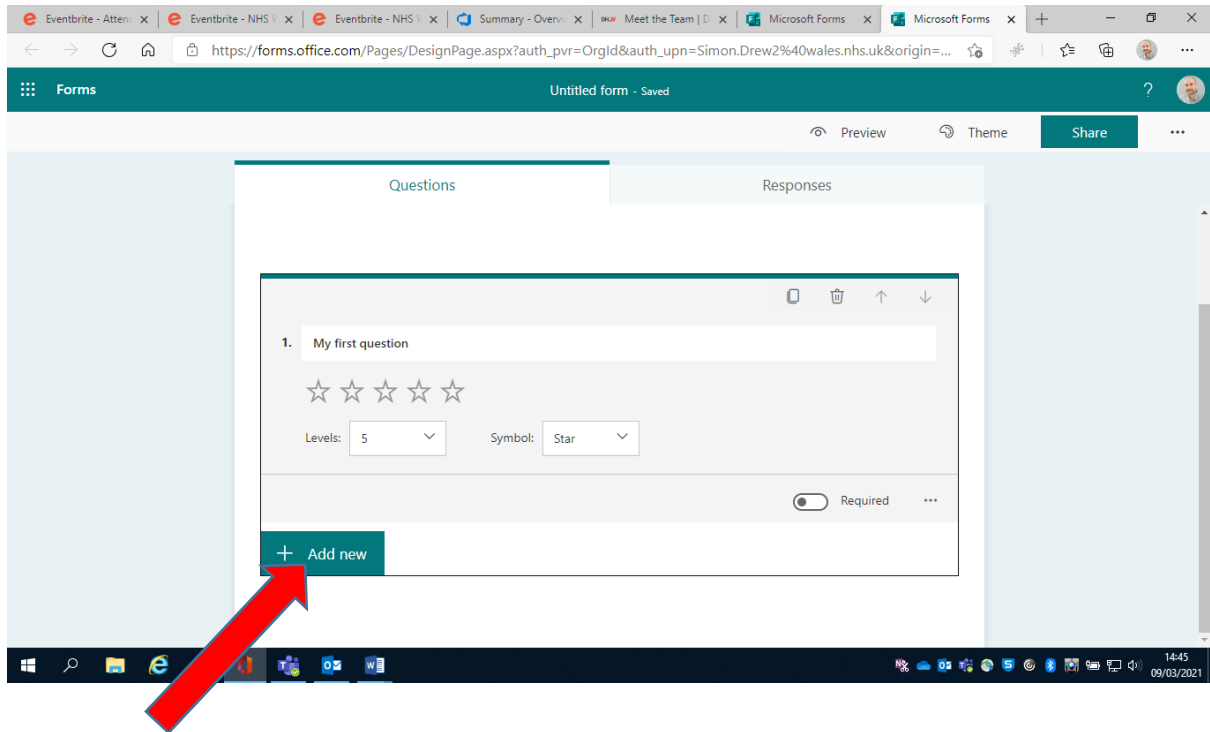
Forms are easy to create simply add a title. Then click “add new” to add a question.



You can select from a number of questions styles.



Edit the question and to move onto the next question click “add new”



To share and use this form follow the instructions above. The forms auto save. To return to the main menu click the forms icon in the top left corner.

