

How to copy your Microsoft Forms

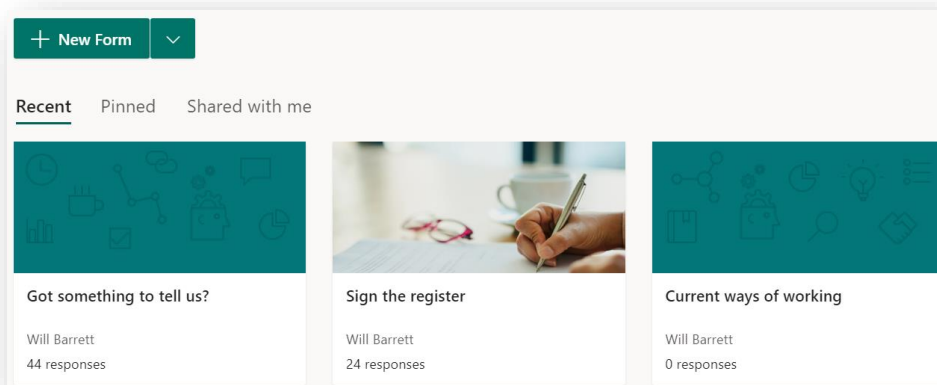


Follow the steps below to copy your Microsoft Forms and response data.

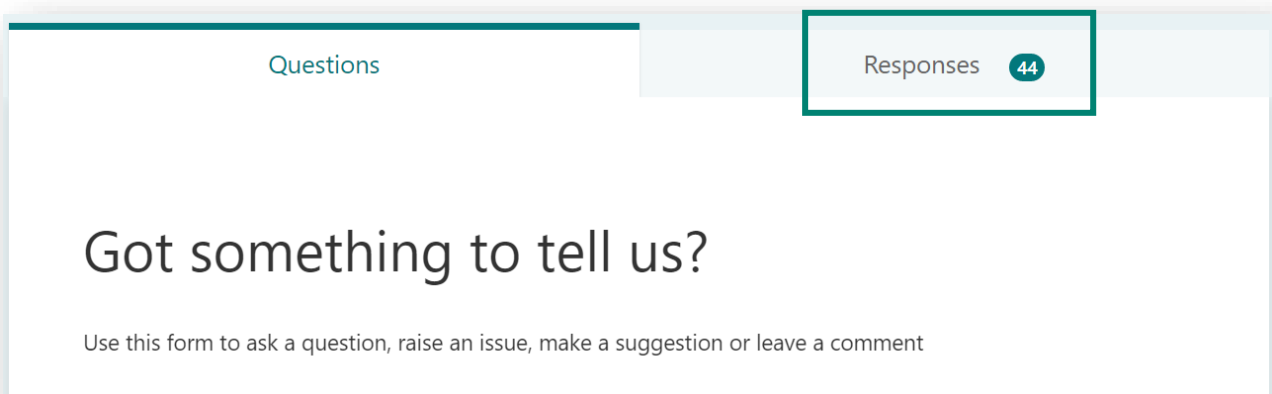
Step 1. Back up your Microsoft Form data

Save your form response data to Excel.

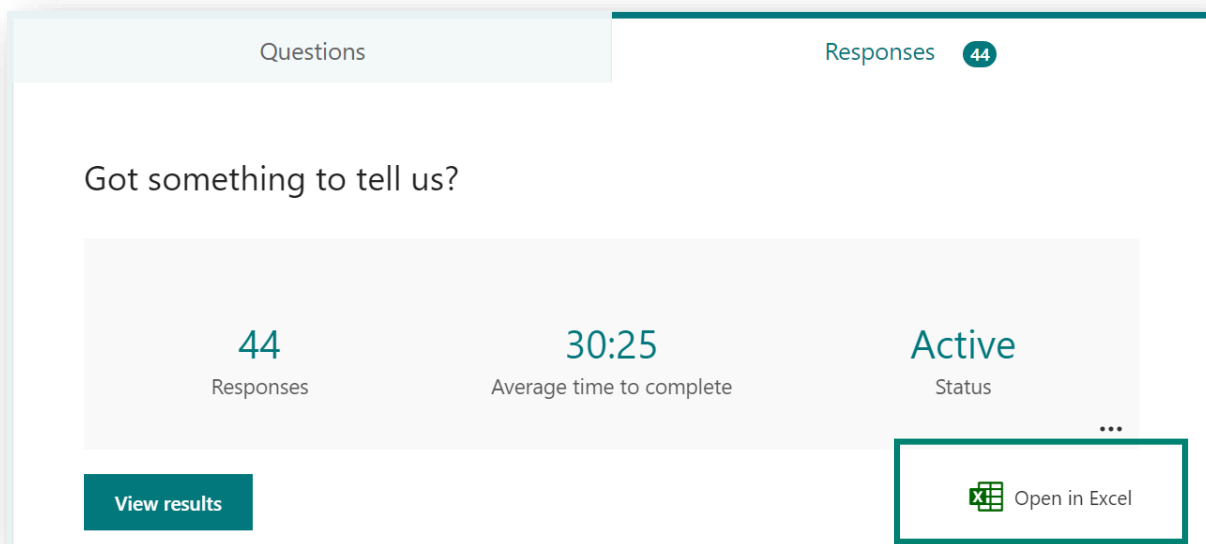
1. Go to Microsoft Forms by clicking the **Forms** button in the App Launcher.
2. Open the form you want to backup.



3. Click the **Responses** tab.



4. Click on the **Open in Excel** button.



5. Save the file to your local PC or OneDrive.

We recommend saving files to your OneDrive so form data is automatically transferred to your new Microsoft 365 account.

Success! Your form data will now be available in Excel in case you need it.

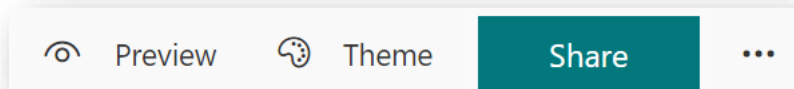
Step 2. Transfer your Microsoft Forms

Duplicate forms in your new Microsoft 365 account.

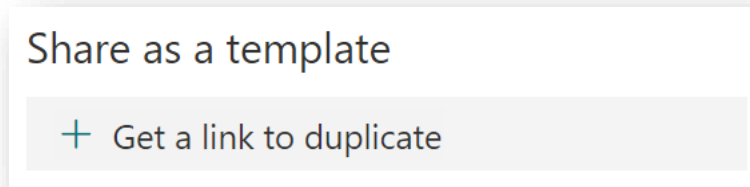
1. Go to Microsoft Forms by clicking the **Forms** button in the App Launcher.

2. Open the form you would like to copy.

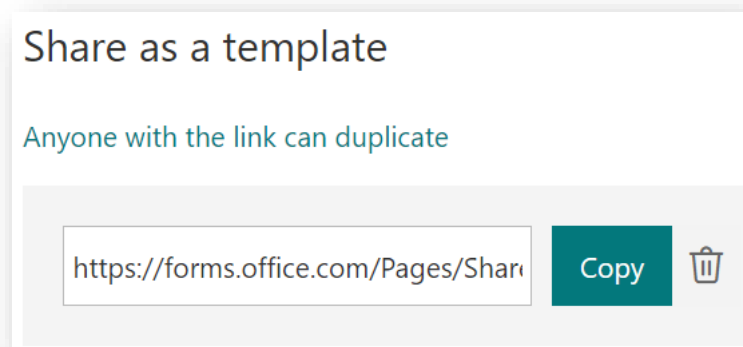
3. Click the **Share** button.



4. Under Share as a template, click **Get a link to duplicate**.



5. A link will be generated for your form. Click the **Copy** button.



Success! The link is ready to paste somewhere for safekeeping.

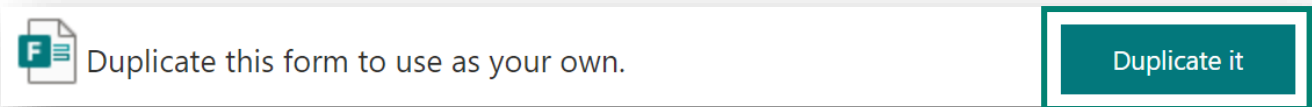
We recommend keeping links safe in an application like Word or Excel.

When you receive your new Microsoft 365 account details, you can complete the transfer process.

Step 3. Complete the transfer

You can only complete this section once you have received your new Microsoft 365 account details.

1. Log into **Microsoft 365** using your new account details.
2. Paste the **link to duplicate** into your browser to load the form.
3. Click the **Duplicate it** button at the top of your screen.



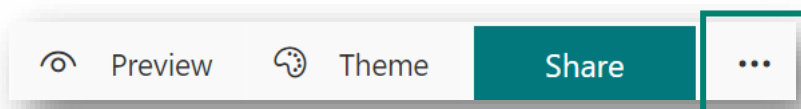
Success! Your form will now be saved to your new Microsoft 365 account.

You can now rename and make changes to the form.

Did you know?

You can also print your form as a hardcopy.

1. Go to Microsoft Forms by clicking the **Forms** button in the App Launcher.
2. Open the form you want to print.
3. Click the **ellipse (...)** button in the top right corner of your screen.



4. Choose the **Print Form** option

