**Using Microsoft Forms**

1. Open Stratus
2. Go to the right-hand side of the page
3. Click on Microsoft 365



1. Select forms



1. Create a form by clicking on NEW FORM



1. Once you have made your form you share it by clicking on share



1. Share the link and you are done – the results will be in a Excel format.
2. To get the results click on the Responses tab in the form and export to Excel if you want/

