

TRANSFERRING OWNERSHIP OF A MICROSOFT FORM TO A GROUP

So, you created a Microsoft form in your personal account and now need to give ownership to someone else. You can move the form into a Microsoft group. Here's how.

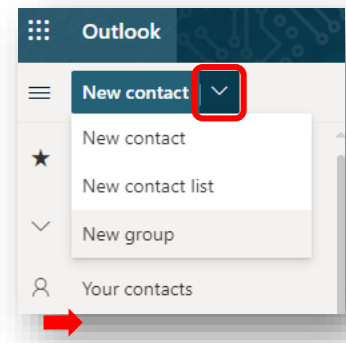
STEP ONE: CREATE A GROUP IN MICROSOFT OUTLOOK

You can use an existing group, but chances are you need to create a new one with just the right people in it.

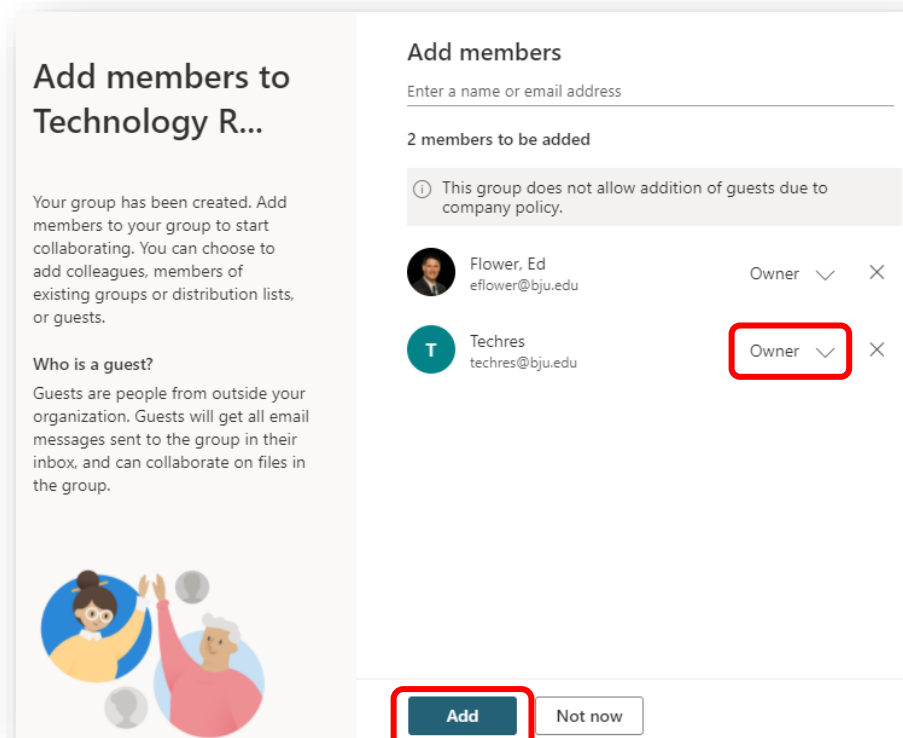
1. Open the online Outlook email app by going to outlook.office.com.
2. At the top left of the Outlook page, click the New Contact dropdown arrow and choose **New Group**.

Note: You can also create groups in the Outlook desktop app by clicking **New Group** in the menu ribbon. The steps will differ slightly.

3. In the window that opens, type the name of your new group (description is optional).

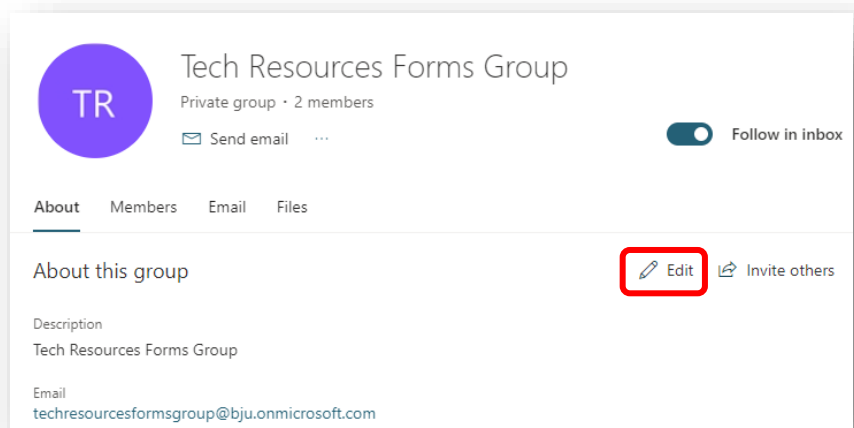
A screenshot of the 'New group' creation form in Outlook. The form has a title 'New group' and a sub-header 'Working together on a project or a shared goal? Create a group to give your team a space for conversations, shared files, scheduling events, and more.' Below this is an illustration of two people. The form fields are: 'Name *' with the value 'Tech Resources Forms'; 'Email address *' with the value 'techresourcesforms@bju.onmicrosoft.com'; and 'Description' with the placeholder text 'Tell people the purpose of your group'. Below the form fields is a section for 'Default settings' with an 'Edit' link. The settings are: 'Privacy: Private', 'Language for group related notifications: English (United States)', and 'Subscription: Members will receive all group conversations and events in their inboxes.' At the bottom of the form, there are two buttons: 'Create' and 'Discard'. The 'Create' button is highlighted with a red box.

4. Click **Create**.
5. Next, add members by entering an email address and selecting the account.
 - If you are giving control of the form to someone else, it is a good idea to make them an owner of the group.
 - Add as many people as need to have access to the form.



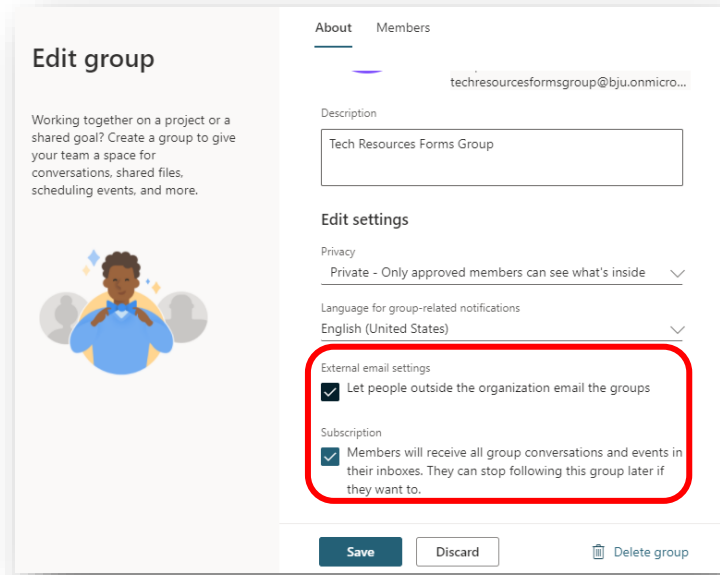
6. Click **Add** to add the members and open your new group.

7. To make sure members of the group receive form notifications, click **Edit**.

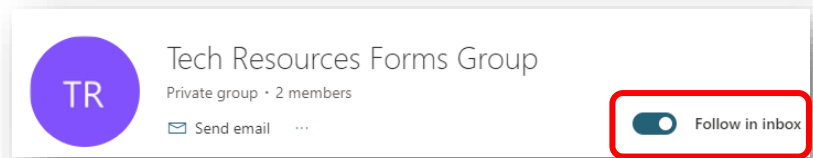


- In the window that opens, select both **“Let people outside the organization email the groups”** and **“Members will receive all group conversations and events in their inboxes.”** These settings allow Forms to email to BJU email addresses.

- Click **Save**.



NOTE: Members who do not wish to receive email notifications can go to the group in Outlook (web app) and toggle off “Follow in inbox.”

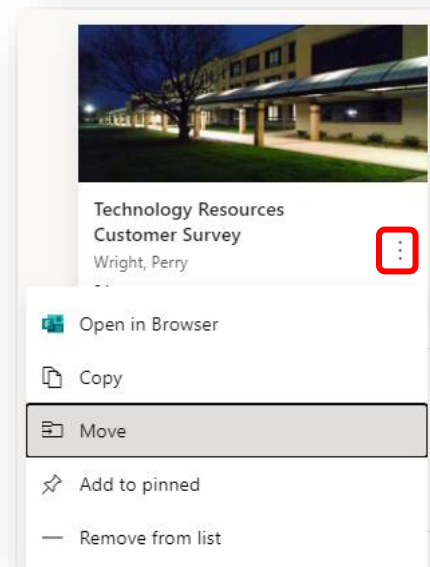


STEP TWO: MOVING THE FORM TO THE NEW GROUP

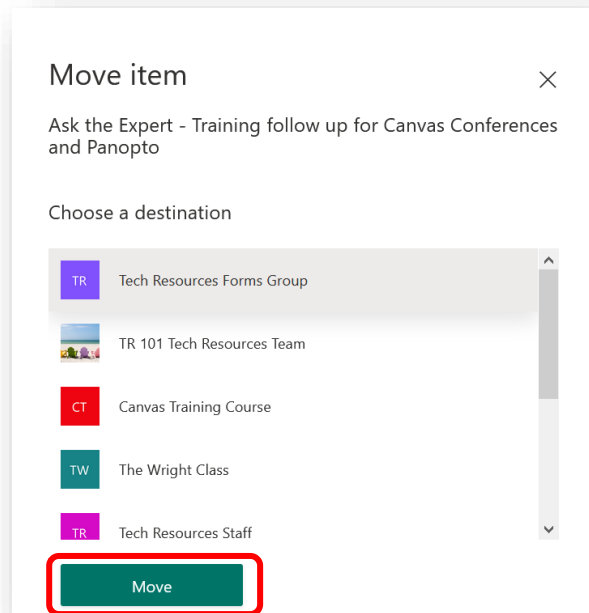
You can now transfer the form to the new group so that group members can access it.

IMPORTANT! You can move a form to a group, but you cannot move it back to an individual. Be sure to select the correct form to move.

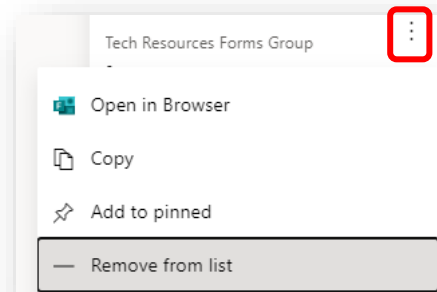
- Go to forms.office.com (or portal.office.com and click the Forms app).
- Place the mouse pointer over the form you wish to move and click the three dots that appear in the lower part of the tile.
- Select **Move**.
- In the panel that opens at the right side of the page, choose the group you created and then click the



Move button. (All your groups will appear in the panel. This is a convenient way to transfer forms to existing groups or teams.)



Note: Your form will remain displayed in your forms list but will be identified as belonging to the new group. If you no longer want it to appear in your list, click the three dots on the form's tile and choose **Remove from list**.






STEP THREE: VIEWING A FORM IN A GROUP

As a member of the group, you can access the form, by navigating to where all your forms are normally kept.

1. Go to forms.office.com (or portal.office.com and click the Forms app).
2. Scroll down below the forms tiles to **My groups**.
3. If the group you created does not appear in the list, click **Show more**.
4. Click the name of the group to see the forms in that group.

My groups

	Tech Resources Forms Group	Total 1 forms
	Technology Resources Work Pla...	Total 0 forms
	3D Printer Certification	Total 0 forms

Show more ▾

Any member of the group will be able to edit and manage the form.