Microsoft Forms for Excel with Active Excel Feed

These directions explain how to create a Microsoft Form with a linked Excel spreadsheet that updates with live responses.

**Forms for Excel**

1. Open **OneDrive** within Office 365.

2. Click on the **+New** at the top of the page.

3. Select **Forms for Excel** from the list.

4. Name your Form within the dialog box, and click **Create**.

5. Create the form by adding a description, questions, and theme.

6. Share the Form by clicking the **Share button** in the upper right corner.
7. Click **Open in Excel** under the Responses tab to open the linked Excel spreadsheet.

*Note: When creating a Form with a live Excel spreadsheet, the Open in Excel icon will have a cloud. Forms that do not keep a live spreadsheet will not have the cloud.*