## Creating a Ballot in MS Forms

## **Copying the Voting Survey Template**

- 1. Click on this link to be taken to the voting template.
- 2. Click the "Duplicate" button at the top of the web page.





3. Replace "(Copy)" that is added to the form title with the candidate's name.



4. If you need to add any additional questions then click "+ Add new". Otherwise, skip to step 5.



5. Click the "Share" button on the top right of the form.





6. Click the "Copy" button.



7. You can now paste this link in the chat of your meeting.



## Additional Voting Information

## How to reset a form for ballot re-vote

- 1. Locate the form
- 2. Go to the "Responses" tab

Questions		Responses 166	
Change Reques	t Form		
166 Responses	10:29 Average time to complete	Active <sub>Status</sub>	4 Ideas
View results		Delete all responses Print summary	

3. Select "More options" ... and "Delete all responses"