Manually Migrating Microsoft Forms
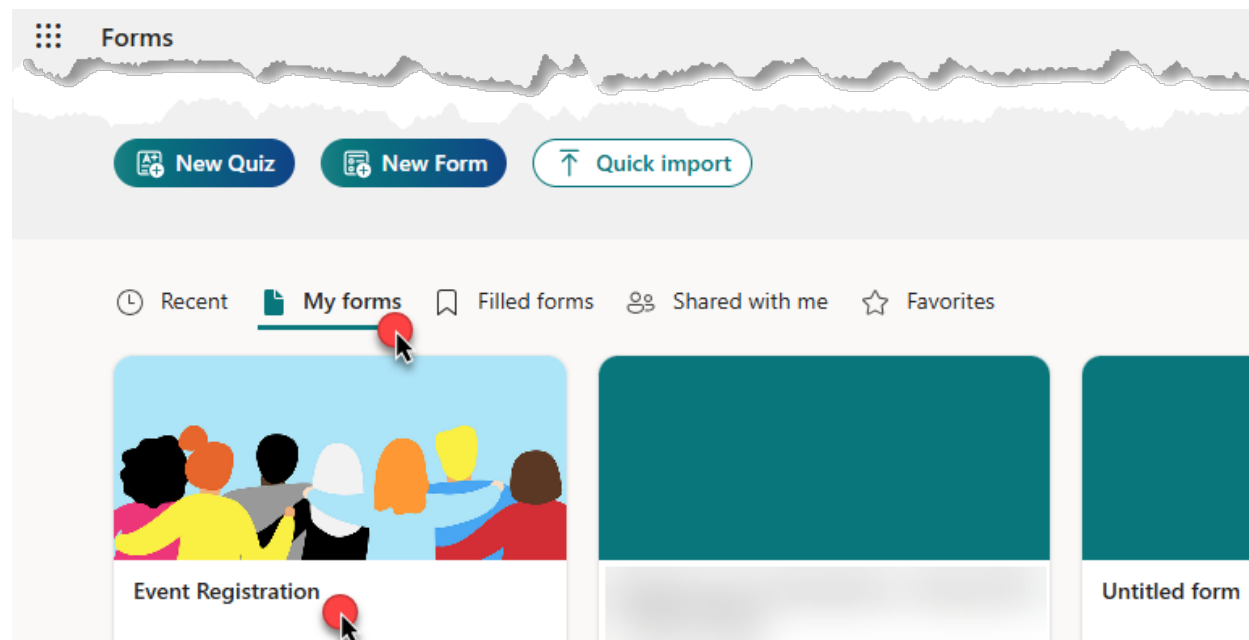
Go to https://forms.office.com/

Click **My forms** on the Forms ribbon

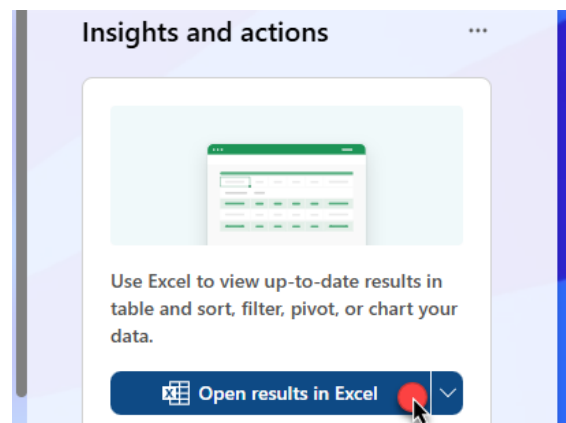Locate the Form you need to migrate then click the Go to https://forms.office.com/

Click **My forms** on the Forms ribbon

Locate the Form which you need to migrate then click the **Form name**

Export Form responses

Click the **View Responses** tab then select **Open results in Excel**. Your form responses will open in an Excel workbook. From Excel, you can export or save your form responses as a PDF file.
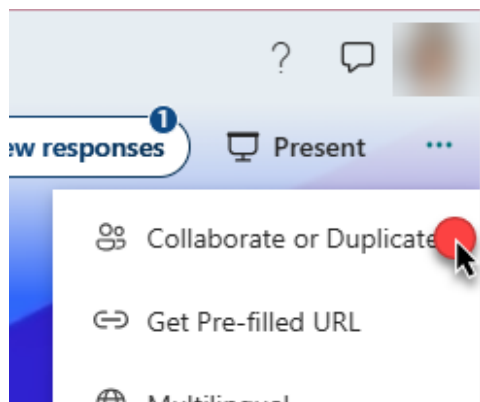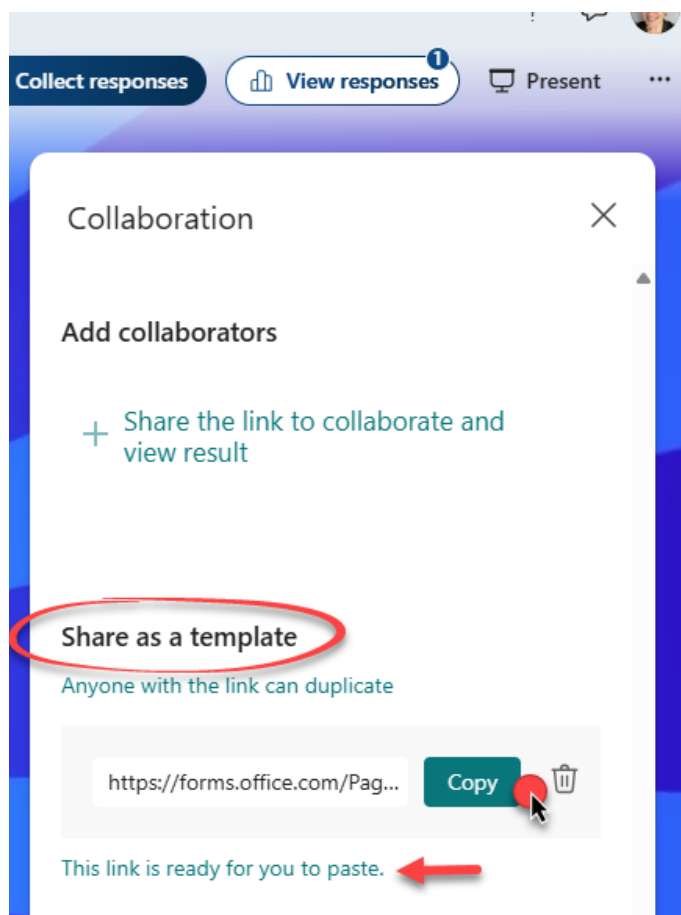
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Click **<- Back to questions** in the upper left corner of the Responses Overview page to return to the Form page

Get Form Link for Migration

Click the **ellipsis (…)** directly below your profile photo then click **Collaborate or Duplicate**

In the **Collaboration** dialog box, click **Copy** in the **Share as Template** section
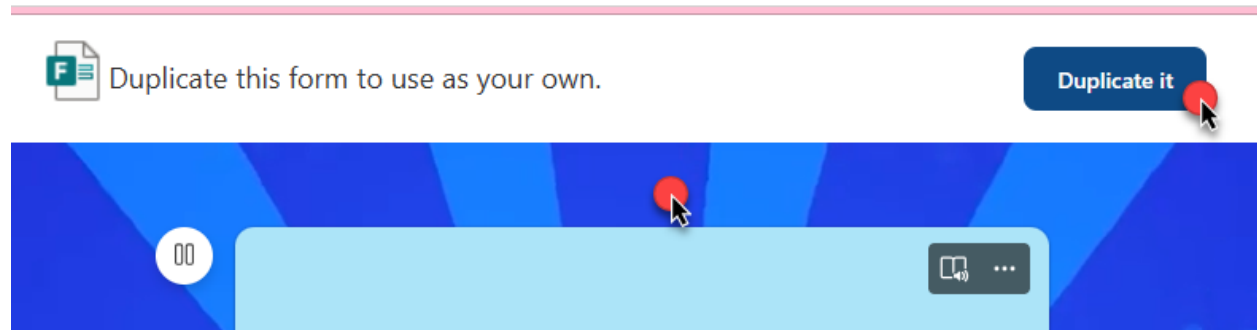
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Document/Save the Form URL for use later or proceed to the next section to complete the migration immediately.

Migrate/Duplicate the Form in PWL tenant

Log in to the PWL tenant (forms.office.com) with your PWL credentials

Paste the Form URL you copied (or saved) from the previous step to the browser address bar then click **Duplicate it** when prompted:

You should now see a copy of the Form you chose to duplicate.

If you would like to change the Form name, click the Form name toward the bottom of the screen then type the desired name.