

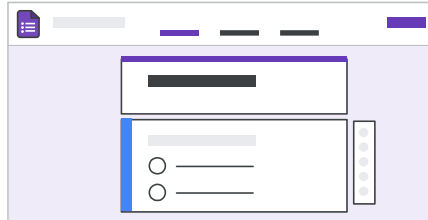
Get started with Forms in Google Workspace

Create your first form in Google Forms

Next: Send your form to get responses

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Create a form

1. Go to forms.google.com.
2. Click Blank +.
3. Name your untitled form.

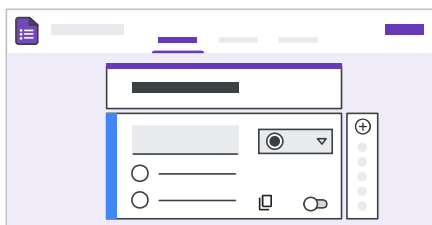


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Add questions



If you're using a template, you can skip to [Update questions](#).


1. Open a form in [Google Forms](#).
2. Click Add +.
3. To the right of the question title, choose the type of question you want.
4. Type the possible responses to your question. To prevent people from not answering, turn on **Required**.



Update or arrange questions

- To move a question, at the top of a question, click Drag ⋮.
- To add a description to a question, click More ⋮ > **Description**.
- To add an image to a question, click Add image .


- To add a YouTube video to a question, click Add video .
- To delete a question, click Delete .

Tip: To preview your changes at any time, at the top right, click Preview .

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Customize your design


Use an theme with your organization's branding

1. In [Google Forms](#) , open a form.
2. Click Customize theme .
3. Under "Themes," click a theme.



Note: Organization-branded themes appear only if your administrator makes them available.

Create sections

Sections can make your form easier to read and complete. Each section starts on a new page.



1. In [Google Forms](#) , open a form.
2. Click Add Section .
3. Name the new section.

Tips:

- To move questions into a section, at the top of a question, click Drag .
- To reorder sections, at the top of a section, click More  > **Move section.**

Change the color or header

Change the font

1. In [Google Forms](#) , open a form.
2. Click Customize theme .
3. Below "Text," you can change the font style for headers, questions, and text. Choose the text style you want to edit, then change the font and size.
4. Click Close .


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Control and monitor access

Allow access from outside your organization

By default, access is restricted to people inside your organization. People must sign in with their email address to access your form.

To share a form with people outside your organization:

1. Open a form in [Google Forms](#) .
2. At the top of the form, click **Settings**.
3. Next to "Responses," click the Down arrow .
4. Turn off **Restrict to users in [your-company.com] and its trusted organizations.**

Collect email addresses of participants

Record the email addresses from people who fill out your form. When someone takes your survey, they will be required to enter their email address before they submit the form.

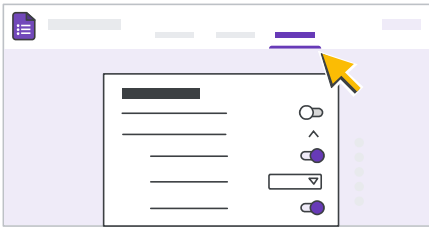
Collect verified emails

Important: Respondents must confirm their Google Account email address gets collected with their response. The confirmation displays on each page of the form.

1. Open a form in [Google Forms](#) .
2. At the top, click **Settings**.
3. Next to "Responses," click the Down arrow ▾ .
4. Under "Collect email addresses," select **Verified**.

Collect emails manually



1. Open a form in [Google Forms](#) .
2. At the top, click **Settings**.
3. Next to "Responses," click the Down arrow ▾ .
4. Under "Collect email addresses," select **Responder input**.



Review your form


Preview it yourself

At any time, you can preview your form to see what the changes look like.

1. At the top right, click Preview  .
The preview opens in a new window.
2. To edit the form, click Edit  or go back to your editing window.

Send it to collaborators for review

Before sending your form, you can let people review and edit it. Whoever you invite can edit any part of your form, including responses and where they are saved.

1. Open a form in [Google Forms](#) .
2. In the top right, click More  .
3. Click **Add collaborators**.
4. Click "Invite people."
5. In the "Add editors" window, add email addresses to share it with others.
6. Click **Send**.

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Next: [Send your form to get responses](#)