

Migrate your Forms within Office 365

How to back up

Log into your CLC Office 365 email

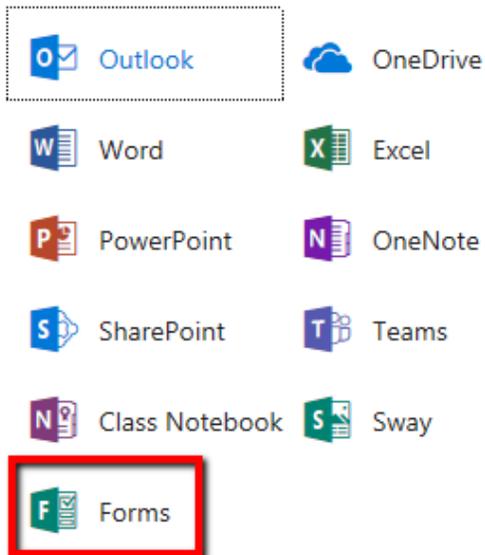
Click on the 9 tiles

Select Forms



Office 365 →

Apps

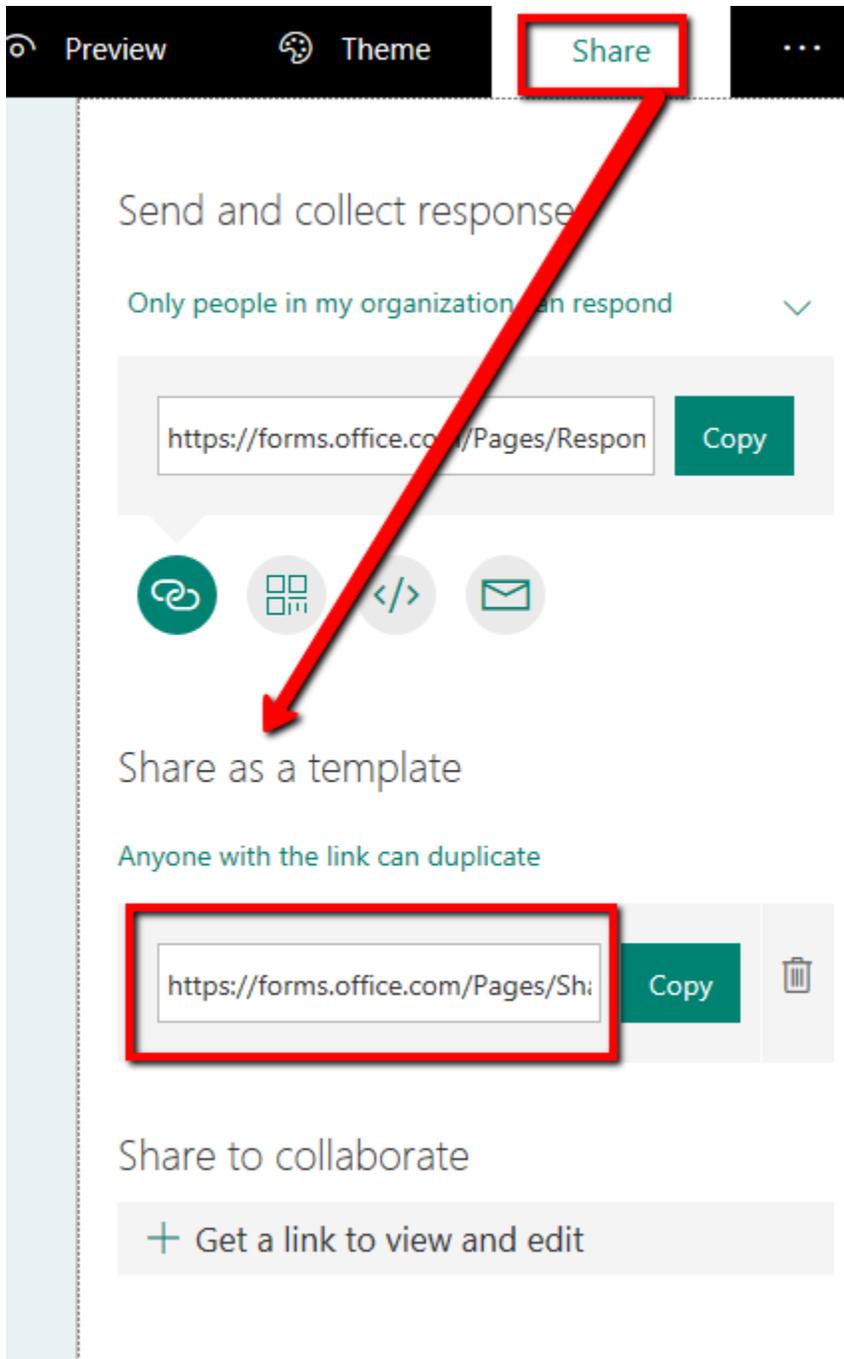


Click on the form you want to duplicate

Select Share on the top right

Under Share as template

Copy the link



Go into your current email and paste it in the body of the email

Send to the Minnstate email address; YOURSTARID@minnstate.edu

How to restore

Using a different browser, incognito, or inPrivate browser, Sign into your MinnState Office 365 at: <https://login.microsoftonline.com/?whr=minnstate.edu>

Username: YOURSTARID@minnstate.edu

Password Your StarID password

Select Outlook

Find the email that you just sent with the link

Click on the link

Your form will open up

At the top of the form it says – Duplicate this form and start to use it as your own.

Select duplicate it



Duplicate this form and start to use it as your own.

Duplicate it