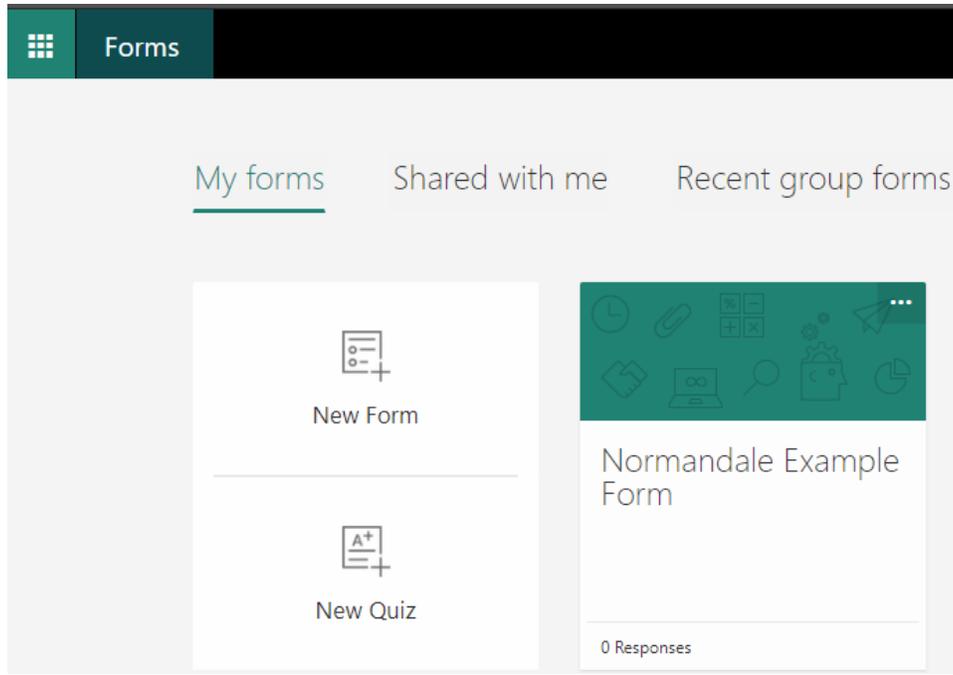
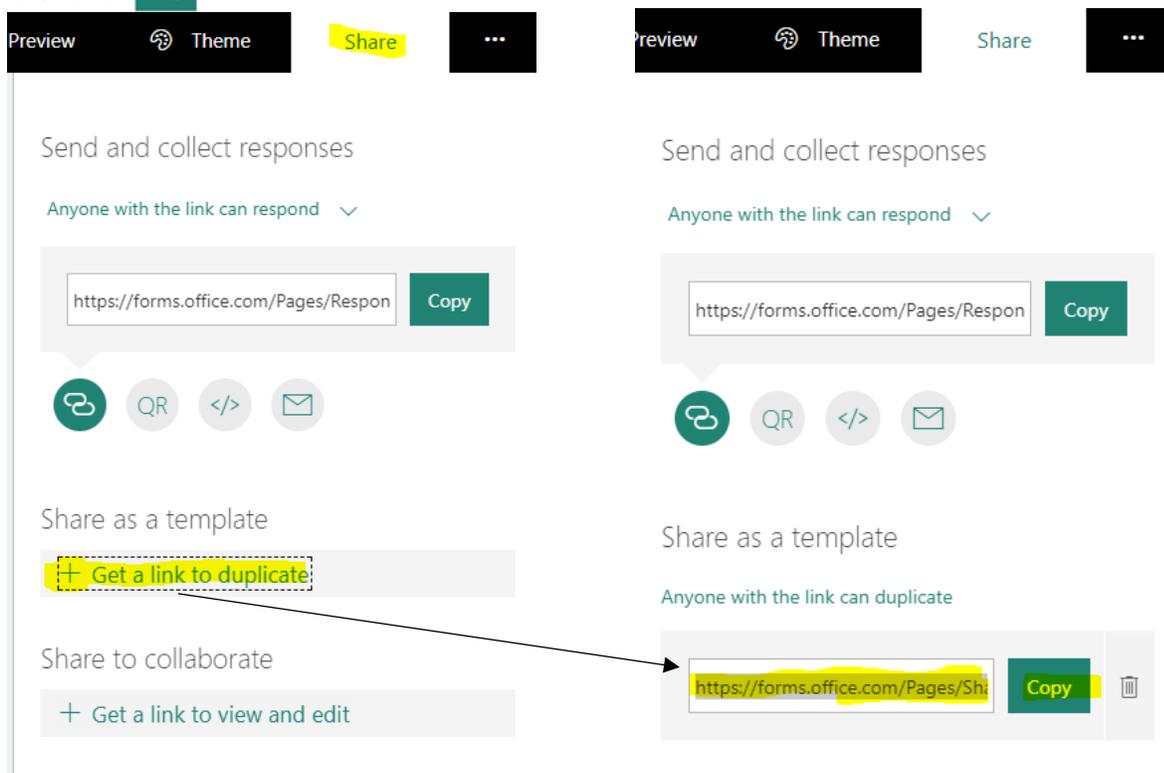


Duplicate Office365 Forms to Your New Office365 Account

- 1) Log into your Office365 Account that contains all of your Forms Projects (<https://login.microsoftonline.com>)
- 2) Select the Forms Project you would like to copy to your new Office365 Account



- 3) Once the form is open, navigate to the 'Share' option in the upper right hand corner
 - 3b) Click the plus (+) sign underneath the 'Share as a template' option to get a link for duplicating this form, then click Copy

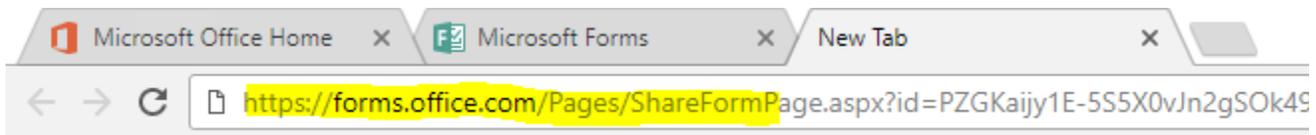


- 4) Now that you have the link copied for your form, you will want to logout of your current Office365 account and log into your new Office365 account with the username StarID@Minnstate.edu (& StarID Password) at the website <https://login.microsoftonline.com> - **please read and consider options 4a and 4b before proceeding.**

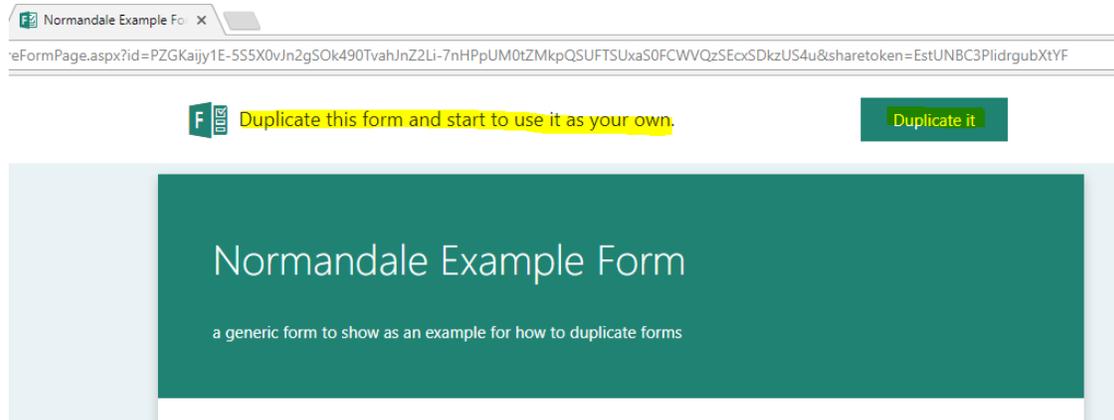
4a) if you have multiple Forms, it may make sense to streamline this step by pasting all of your Form links in a word document first and then proceed to follow the next portion of directions.

4b) an alternative option is to log into both your old and new account at the same time but you need to log into each of your accounts, each in a different web browser. If you do not use a different browser, you will not be able to log into both accounts at the same time. This option is not recommended if you do not have a dual monitor set-up.

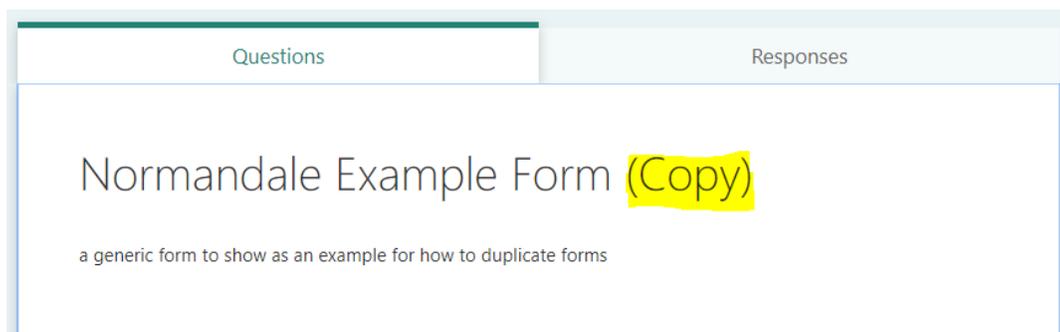
- 5) Once logged into the website <https://login.microsoftonline.com> with your new Office365 account (StarID@Minnstate.edu) – you will open a new tab and copy and paste that link into the web browser



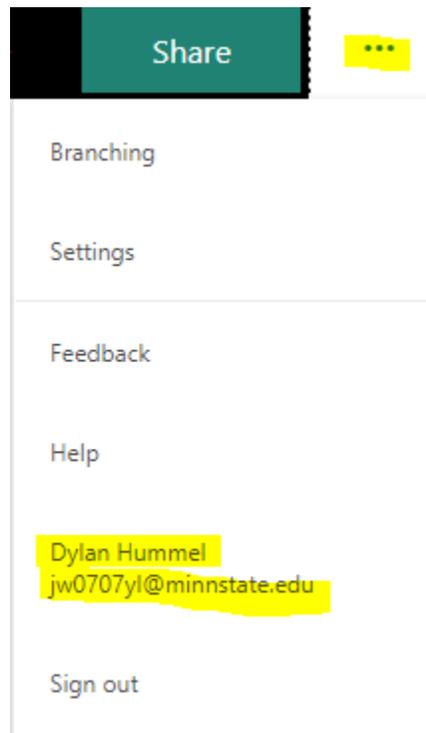
- 6) Once the page loads, you will click the button in the upper right side that says [Duplicate it]



- 7) A loading screen will show for a few seconds, then you will see the copied version. You will know it is a copied version by seeing (Copy) after the original title of the form



- 8) Now, to ensure the form was copied to the correct account, click on the ellipsis in the upper right hand corner and in that drop down menu look for your new account information and name



- 9) IMPORTANT REMINDER:** If you have an embedded Forms project or linked Forms project in any of your courses in D2L (or elsewhere) you will need to relink or re-embed those projects with the new duplicated Forms project (*associated with your StarID@Minnstate.edu email*) to **ensure those Forms projects continue to be visible to students** after the Office365 migration.

You should now be able to see the duplicated Forms project in your saved Forms files associated with your Minnstate.edu account. If you are having trouble seeing it or if any of the above steps do not seem to work please contact the IT Help Desk at 952.358.8181