MIGRATION PLAYBOOK · MICROSOFT 365

How to migrate Microsoft Forms to another tenant or owner

Microsoft Forms has no tenant-to-tenant move. Inside one tenant you move a form to a group; across tenants you copy the form with a duplicate link and keep the responses in Excel. This guide covers both.

Updated 4 Nov 2026 6 phases 26 detailed steps 7 official sources

START HERE

How do you migrate Microsoft Forms to another tenant or owner?

SHORT ANSWER

This moves Microsoft Forms to a new owner, or to another tenant (another organisation's own Microsoft 365 setup) during a wider Microsoft 365 tenant-to-tenant move. Microsoft has no tenant-to-tenant move for Forms. Inside one tenant you move each form to a Microsoft 365 group, which keeps its link and responses.

- **Recommended route:** Export responses, then copy forms still in use with a duplicate link
- **Order:** Protect the source forms first, because they are lost with the account that owns them.
- **6 phases:** List your forms, Export responses, Move forms to groups, Copy forms to the new tenant, Update links and flows and Test and close.
- **You're done when:** Every form still in use has a target copy with a new link and an owner.

To reach another tenant you copy each form with a duplicate link (a built-in link that lets someone make their own copy): the copy gets a new web address and no responses, so you export responses to Excel first. A third-party tool can copy forms with their responses in bulk. The time depends on how many forms you

have, and the deadline is set by when source accounts are deleted: Microsoft deletes Forms data 30 days after its owner's account is deleted.

RECOMMENDED ROUTE

Export responses, then copy forms still in use with a duplicate link

Built into Forms with no admin tooling, and the export keeps every response as a record.

▼ Other options and when to use them

- **Move the form to a Microsoft 365 group**
  : You are only changing the owner inside the same tenant, or rescuing forms from someone who is leaving.
- **Export responses and retire the form**
  : The survey or quiz is closed and only needs keeping for records.
- **Forms migration tool such as Apps4.Pro**
  : You have many forms and want them copied in bulk with their responses.

TOOLS FOR THIS PLAN

Are you ready?
22-question readiness check

Plan your dates
Dated countdown you can add to your calendar

Compare options
Compare Microsoft 365 migration tools

New to the jargon?
Plain-English migration glossary

ORDER TO MIGRATE IN, AND WHY

Protect the source forms first, because they are lost with the account that owns them. Then record and export everything, create the copies in the new tenant, and only then change links and flows to point at them.

1. **Inventory of forms, where each link is published and which flows use it**
   Every later step works from this list, and links in QR codes and websites are the parts people forget.
2. **Hold on deleting source accounts: disable or unlicense instead**
   Microsoft deletes a user's Forms data 30 days after the account is deleted, and forms of a permanently deleted account cannot be recovered.
3. **Personal business forms moved to Microsoft 365 groups in the source**

The team then owns each form and its responses, so one person leaving does not strand it.

4 **Responses exported as offline copies**

A duplicated form carries no responses, so the export is the only record of them.

5 **Target owners and groups ready in the new tenant**

A duplicate lands in the account of whoever opens the link, so the right owner must exist and open it.

6 **Forms copied with duplicate links, and settings checked**

The copy gets a new address, and its response setting can reset, so check it before anyone uses it.

7 **Links, QR codes and flows pointed at the new forms**

Flows reference the form ID, so they can only be rebuilt once the new form exists.

8 **Source forms closed with a message, sign-off, then account deletion**

The closed message redirects stragglers, and deleting accounts last keeps a way back until owners sign off.

SETTINGS CHECKLIST: DECIDE THESE BEFORE YOU COPY

Built-in and third-party tools treat these differently. Tick each one off once you have decided.

Download this checklist (Excel)

- [ ] **What a duplicate link copies**

  Whether a copy with the same questions is enough, or you need responses and settings to come too.

  ▼ How each tool handles it

Built-in method	Duplicate link (Microsoft's built-in copy): Microsoft says only the content of the form is duplicated, and no responses are carried over. It does not list whether branching, theme and settings come with it: check each copy in preview.
Apps4.Pro	Migrates question settings (required, subtitles, restrictions, branching), themes, response settings and receipt options.

Tip: Preview each copy on desktop and phone, and test every branch and required question.

Microsoft Support: Share a form or quiz as a template

- [ ] **Responses**

Whether old responses must sit with the new form, or an exported file is enough.

▼ How each tool handles it

Built-in method	Duplicate link: no responses move. Download a copy (an offline Excel file) from the View responses page; the Open results in Excel workbook stays linked to the source form.
Apps4.Pro	Migrates responses, but they show as posted by the tool's service account. Whether original names and dates are kept: not stated in Apps4.Pro's documentation: test it in your pilot.

Tip: Store each offline copy in the target tenant's SharePoint and note the response count beside it.

Microsoft Support: Check and share your form results

- [ ] **Who can respond**

Which response setting each copy must have: only people in your organisation, specific people, or anyone.

▼ How each tool handles it

Built-in method	Duplicate link: Microsoft says the setting resets when a form is copied between a work account and a personal account. Copying between two organisations' work accounts is not covered: check Settings on every copy.
Apps4.Pro	Migrates the response collection and response options settings.

Tip: Record each form's setting in the inventory so you can compare.

Microsoft Support: Share a form or quiz as a template

- [ ] **File upload questions**

How forms that collect files are handled, and where uploaded files are kept.

▼ How each tool handles it

Built-in method	Duplicate link: whether file upload questions copy correctly between tenants: not stated in Microsoft's documentation: test it in your pilot. Uploaded files are responses, so they do not come with a duplicate.

Apps4.Pro Personal forms with upload questions are migrated as group forms, with uploaded files in the group's SharePoint. After migration you cannot add collaborators or new upload questions to those forms.

Tip: Download uploaded files with the response export and store them together.

- [ ] **Owners and form limits**

Which person or group owns each copy long term.

▼ How each tool handles it

Built-in method Forms: each account can hold up to 400 forms and quizzes, counting its recycle bin, plus up to 400 group forms. You must be a member of a group to move a form into it, and a group cannot move a form to another group.

Apps4.Pro For group forms, both of the tool's connector accounts must be members of the group.

Tip: Duplicate each form into its long-term owner, not one migration account, and empty the recycle bin of test copies.

Microsoft Support: Form, question, response and character limits in Microsoft Forms

- [ ] **Departed owners and account deletion**

When source accounts may be deleted, and who rescues forms from people who have left.

▼ How each tool handles it

Built-in method Forms: an admin can transfer forms from a disabled account at any time, or from a deleted account within 30 days (while it is soft deleted, meaning still in the Deleted users list). After that, Microsoft deletes the Forms data and it cannot be recovered.

Apps4.Pro Source and target users need a Forms-enabled licence, and its scan flags forms whose owner has none. Keep source accounts licensed until the run is complete.

Tip: Make "responses exported and forms copied" a gate before any source account is deleted.

Microsoft Learn: Microsoft Forms admin information

- [ ] **Published links, QR codes and embeds**

Where each old link must be replaced, and how people still using it are redirected.

▼ **How each tool handles it**

Built-in method	Duplicate link: the copy has a new web address. The old link keeps opening the source form while it exists.
Apps4.Pro	Its summary report lists source and target form addresses. Whether old links redirect: not stated in Apps4.Pro's documentation: test it in your pilot.

Tip: Close the source form to responses with a message that gives the new link.

Microsoft Support: Adjust your form or quiz settings in Microsoft Forms

- [ ] **Power Automate flows and response workbooks**

Which flows and workbooks depend on each form, and who rebuilds them.

▼ **How each tool handles it**

Built-in method	Flows reference the form ID, so they keep pointing at the source form until you change their trigger. The Open results in Excel workbook stays tied to the source form.
Apps4.Pro	Flows: not stated in Apps4.Pro's documentation: test it in your pilot.

Tip: Rebuild flows only after the target form exists, and record the new form for each flow.

- [ ] **Collaborators and group permissions**

Who can edit each copy and see its responses.

▼ **How each tool handles it**

Built-in method	Moving a form to a group makes every group member an owner. A duplicate is owned by whoever opens the duplicate link.
Apps4.Pro	Migrates collaborator permissions. Group-level permissions are not migrated.

Tip: Move each copy to a target group if a team, not one person, should own it.

Microsoft Support: Move your form to a group

- [ ] **Responses during the change**

When each source form closes, so responses do not arrive in two places.

▼ **How each tool handles it**

Built-in method	Nothing syncs between the source form and its copy. Responses sent to the source after the export are not in the copy, and responses in the copy never reach the source.
Apps4.Pro	Incremental migration (a top-up copy of only what changed) is not supported.

Tip: Export responses again just before you close the source form.

THE PLAN, PHASE BY PHASE

1 List your forms

Before any accounts are deleted

Ask each team to list the forms they still use, including group forms and forms in Teams tabs.

Record where each link is published: websites, email templates,

QR codes and Teams tabs.

Note any Power Automate flow that runs on new responses, and the workbook that collects them.

Record each form's response setting (who can respond) so you can check it later.

Plan which target person or

group will own each copy, keeping each under 400 forms.

> **Watch out:** Microsoft deletes a user's Forms data 30 days after the account is deleted. Once the account is permanently (hard) deleted, its forms cannot be recovered.
>
> **WAYS AROUND IT**
>
> - Disable or unlicense source accounts instead of deleting them until the Forms work is signed off.
>
> **TOOLS THAT CAN DO IT**
>
> **Apps4.Pro**
> Discovers all user and group forms after users and groups are mapped, and flags forms whose owner has no Forms licence. Keep source accounts licensed until the run is complete.

Show the detailed steps (4) →

2 Export responses

Open each form's View responses page as the owner.

Select the arrow next to

Open results in Excel, then Download a copy (an offline workbook).

Export forms with more than 50,000 responses as CSV instead.

Store each file in the target tenant's SharePoint or OneDrive, and record the response count.

Watch out: Duplicate link: responses never move with the copy.

WAYS AROUND IT

- Keep the offline export as the record, not the live workbook, which stays tied to the source tenant.

TOOLS THAT CAN DO IT

Apps4.Pro
Migrates forms with their responses. Responses show as posted by the service account, group permissions are not migrated, and there is no incremental pass.

Show the detailed steps (4) →

3 Move forms to groups

If an owner is leaving

Move business forms from personal accounts to the owning team's Microsoft 365 group.

Join the group first if needed, because you must be a member to move a form

into it.

Open the new group workbook from the responses page so earlier responses sync.

For a departed owner, an Office Apps administrator (a Microsoft 365 admin role) opens their forms from the delegate page and moves them.

> **Watch out:** An admin can only take over forms from a disabled account, or a deleted one within 30 days (while it is still in Deleted users).

WAYS AROUND IT

- Check in Graph Explorer (Microsoft's web tool for directory queries) whether the account is soft deleted, and move its forms before the window closes.

Watch out: A group cannot move a form to another group.

WAYS AROUND IT

- Duplicate the form into the new group instead.

Show the detailed steps (4) →

4 Copy forms to the new tenant

Create a duplicate link for each form under Share as a template.

Send the link directly to the target owner, who opens it while signed in to the

target tenant.

Move the copy to a target group if a team should own it.

Open Settings on the copy and match who can respond to your inventory.

Preview the copy on desktop and phone, testing every branch and

required question.

> **Watch out:** Duplicate link: Microsoft says the response setting can reset when a form is copied between work and personal accounts. It does not say what happens between two organisations.
>
> **WAYS AROUND IT**
>
> - Check Settings on every copy before you share it.

> **Watch out:** Anyone who clicks a duplicate link can copy the form, including people outside your organisation.
>
> **WAYS AROUND IT**
>
> - Send links only to the target owner, and stop sharing them once the copy exists.

Show the detailed steps (5) →

5 Update links and flows At cutover

Replace the old link on websites, intranet pages, email templates and QR codes with the new one.

Edit or rebuild each

Power Automate flow so its trigger points at the new form.

Close the source form to responses, with a message that gives the new link.

> ⚠ **Watch out:** The copy has a new web address, and printed QR codes and embeds keep sending people to the old form.
>
> **WAYS AROUND IT**
>
> - Leave the source form closed with a message pointing to the new link, so stragglers are redirected.

Show the detailed steps (3) →

6 Test and close

Submit a test response from

an internal account and, for public forms, a private browser window.

Check the response reached the workbook and any flow ran.

Delete the test responses before real ones arrive.

Get each owner to sign off the copy, its settings and

the stored export.

Delete source accounts only after every form is signed off.

> **Watch out:** Responses collected in the target do not flow back to the source form.
>
> **WAYS AROUND IT**
>
> - If you roll back, download the target responses and store them with the source export.

Show the detailed steps (3) →

You are finished when

- Every form still in use has a target copy with a new link and an owner.
- Each stored export has the same row count as the source form's responses.
- Every published link and QR code opens the target form, and test responses reach the workbook and flows.
- The source form shows your closed message and has taken no new responses since cutover.

Tools named in this plan are independent third-party products, not endorsed by the platform vendor and not paid placements. Check the tool's own documentation and run a pilot first.

CLICK BY CLICK

What does each step involve?

Open a part when you reach it in the plan. Each step says where to go, what to do and what you should see.

About this migration

What it covers, limits at a glance

A form belongs to the person or group that created it, and its responses stay with that form. There are two different jobs:

- **Change owner within a tenant**: move the form to a Microsoft 365 group. The form, its link and its responses stay put.
- **Move to another tenant**: create a copy in the target with a duplicate link. The copy has a new URL and no responses.

Forms work is usually one part of a wider Microsoft 365 tenant-to-tenant migration. Do it before source accounts are deleted, because a form owned by a hard-deleted account cannot be transferred or recovered.

CROSS-TENANT MOVE
None. Use a duplicate link; responses are not copied

CHANGE OWNER IN THE SAME TENANT
Move the form to a Microsoft 365 group

RESPONSES
Open results in Excel, or download an offline copy

FORMS PER ACCOUNT
Up to 400, plus up to 400 group forms

DEPARTED OWNER
Admin transfer possible for disabled accounts, or within 30 days of deletion

1 What you need before step one

Need	Details	Where to get it
Microsoft Forms	Sign in with the work account that owns the form (source) or will own the copy (target).	https://forms.office.com
Office Apps administrator role	Only to take over forms from a departed user. You also need a valid Forms licence.	Microsoft 365 admin center, https://admin.microsoft.com, Roles > Role assignments

Need	Details	Where to get it
Microsoft Graph Explorer	Only to check whether a departed user's account is soft deleted.	https://developer.microsoft.com/graph/graph-explorer
Target owner account	A licensed user in the target tenant who will open each duplicate link.	Created as part of the tenant move
Target Microsoft 365 groups (optional)	If forms should be owned by a team rather than a person. You must be a member of the group.	Groups and Planner guide
A tracking sheet	One row per form: owner, link, where it is published, flows, response workbook, new URL.	Application inventory and dependency map template

2 Inventory forms and their dependencies

4 steps

1

Ask owners for a list

Where: Microsoft Forms (https://forms.office.com) > My forms, All My Forms and Group forms, per owner

Ask each team to open Forms, scroll to **All My Forms** and the **Group forms** tab, and list the forms they still use, including forms embedded in Teams tabs. Add each to your tracking sheet with its owner.

✓ **You should see:** The tracking sheet has one row per form still in use, with an owner.

2

Record what depends on each form

Where: Your tracking sheet (Application inventory and dependency map)

For each form, note the link location (website, email signature, QR code, Teams tab), any Power Automate flow triggered by new responses (check `https://make.powerautomate.com` > **My flows**), and the Excel workbook that collects responses.

✓ **You should see:** Every row lists where the link is published, any flows and the response workbook location.

3

Note the response setting

Where: Microsoft Forms > open the form > Settings

Open the form, select **Settings** and record who can respond (**Anyone can respond**, **Only people in my organization can respond** or **Specific people in my organization can respond**), plus **Record name** and **One response per person**. The duplicate may reset this setting, so you will check it later.

✓ **You should see:** The tracking sheet has the response setting for every form.

4

Check against limits

Where: Your tracking sheet, compared with Microsoft's Forms limits page

Microsoft allows up to 400 forms per account (including the recycle bin), with up to 400 more group forms, and up to 200 questions per form. Count how many copies each target owner will receive. A target owner who is close to the limit cannot receive many more copies; spread them across owners or groups.

✓ **You should see:** No target owner is planned to exceed the per-account limit.

3 Export responses to Excel

4 steps

Responses never move with a duplicated form. Export them before anything else.

1

Open the responses

Where: Microsoft Forms (source tenant) > open the form > View responses

Sign in as the owner, open the form and select **View responses**.

✓ **You should see:** The Responses Overview screen shows the response count and summary charts.

2

Download an offline copy

Where: Responses Overview > drop-down arrow next to Open results in Excel > Download a copy

Select the drop-down arrow next to **Open results in Excel** and choose **Download a copy**. Microsoft describes this as an offline workbook with no connection to the form, which is what you want for a migration record. **Open results in Excel** and **Open in Excel Desktop** create live-connected workbooks saved to the owner's OneDrive (or the group's SharePoint for group forms).

✓ **You should see:** An .xlsx file named after the form downloads to your computer, with one row per response.

3

Store the workbook with your records

Where: Target tenant SharePoint document library or OneDrive, and your data validation report

Upload the file to the target tenant's SharePoint or OneDrive, named after the form, and record the export date and response count in your data validation report.

✓ **You should see:** The workbook opens from the target location and its row count matches the response count in Forms.

4

Large response sets

Where: Microsoft Forms > View responses

Above 50,000 responses Microsoft supports export to CSV, but not summary charts, viewing individual responses online or summary links. Export those forms as CSV and keep the file the same way.

✓ **You should see:** A .csv file with every response is stored in the target.

Export before the account is deleted. Microsoft says all account-related Forms data is deleted 30 days after the user is deleted. Disabled or unlicensed accounts keep their data.

4 Change owner within a tenant: move the form to a group

4 steps

Use this when a person is leaving, or before a migration so that forms are owned by a team rather than one account. Moving to a group keeps the form, its link and its responses.

1

Check you can move it

Where: Microsoft Forms > All My Forms, and the group's membership in Outlook or Teams

You must own the form (it appears under **All My Forms**, not as shared with you) and be a member of the target group; Microsoft notes being an owner of the group does not make you a member. A group cannot transfer a form to another group.

✓ **You should see:** The form is on your All My Forms page and you are listed as a member of the group.

2

Move the form

Where: Microsoft Forms (https://forms.office.com) > All My Forms > the form's tile > More options > Move

Scroll to the bottom of the page and select **All My Forms**. On the form's tile select **More options** in the upper right corner, choose **Move**, pick the group and select **Move**.

✓ **You should see:** The form appears under the group in My groups (select the back arrow on My forms, scroll down and open the group).

3

Resync the response workbook

Where: Microsoft Forms > the moved form > View responses > Open results in Excel

A new Excel workbook named after the form is created in the group site's Documents library. Open it from the form's responses page to run the first sync of earlier responses. Do not move that workbook, or new responses stop syncing.

✓ **You should see:** The workbook in the group's Documents library contains all earlier responses.

4

Fix notifications and Teams tabs

Where: The group's Outlook settings, and Microsoft Teams > channel > + (Add a tab) > Forms

Group members do not get response emails automatically, so change the group's Outlook setting if they need them. To show the form in Teams, add a **Forms** tab, choose **Add an existing form**, select the form, choose **Collaborate** from the drop-down and select **Save**.

✓ **You should see:** The Forms tab shows the form in the channel, and members receive response emails if you turned them on.

The old link has a shelf life. Microsoft says the original link keeps working while the original owner's account exists. Once that account is hard deleted (30 days after soft delete), the original link stops working.

5 Recover forms owned by a departed user

3 steps

An Office Apps administrator with a Forms licence can take over forms from a disabled account at any time, or from a deleted account within 30 days of

deletion. Forms owned by a hard-deleted account cannot be transferred or recovered.

1

Check whether the account is soft deleted

Where: Microsoft Graph Explorer (https://developer.microsoft.com/graph/graph-explorer), signed in as an admin of the source tenant

Paste the query below into the top box (replace the address with the owner's email) and select **Run query**. If the user appears, the account is soft deleted and within the 30-day window.

```
GET https://graph.microsoft.com/v1.0/directory/deletedItems/microsoft.graph.user?$filter=mail eq 'user@contoso.com'
```

✓ **You should see:** The response lists the user with a deletedDateTime, or an empty value list if the account is not soft deleted.

2

Open the owner's forms

Where: A browser signed in as the Office Apps administrator (source tenant), address bar

Replace the URL in the address bar with the delegate page and the original owner's email address. If the address does not work, Microsoft says to use the user's object ID instead.

```
https://forms.cloud.microsoft/Pages/delegatepage.aspx?originalowner=user@contoso.com
```

✓ **You should see:** The former employee's forms are listed.

3

Move each form to a group

Where: The delegate page > the form > More form actions (More options button) > Move

On each form select **More form actions**, then **Move**, and pick a group. You must be a member of the target group; join it first if needed and leave it after the transfer. To hand the form to one person, move it to a group they belong to.

✓ **You should see:** The form appears in the group's forms and its link still works.

6 Copy forms to another tenant with a duplicate link

5 steps

1

Create the duplicate link

Where: Microsoft Forms (source tenant) > open the form > Collaborate or Duplicate (or Share)

Open the form and select **Collaborate or Duplicate** (or **Share** if you do not see it). Under **Share as a template** select **Get a link to duplicate**, then **Copy**. Paste the link into your tracking sheet.

✓ **You should see:** A duplicate link is copied and recorded against the form.

2

Open the link as the target owner

Where: A browser signed in to the target tenant as the new owner (use a private window to avoid the source session)

Send the link to the target owner. They open it while signed in to the target tenant and select the option to duplicate the form, which saves their own copy. Microsoft says only the content is duplicated and no existing response data is carried over.

✓ **You should see:** The copy appears in the target owner's All My Forms with no responses.

3

Move the copy to a target group

Where: Microsoft Forms (target tenant) > All My Forms > the copy's tile > More options > Move

If the form should be owned by a team in the target, move the new copy to a target Microsoft 365 group as in Step 3.

✓ **You should see:** The copy is listed under the target group.

4

Check the response setting

Where: Microsoft Forms (target tenant) > the copy > Settings

Microsoft says the collect-responses setting can reset when a form is duplicated between work or school and personal accounts. Open **Settings** on the copy and set who can respond to match your inventory, and whether **Record name** and **One response per person** are on. Turn on **Get email notification of each response** if the owner needs it.

✓ **You should see:** The Settings pane matches the response setting recorded in Step 1.

5

Test branching and questions

Where: Microsoft Forms (target tenant) > the copy > Preview, on desktop and on a phone

Select **Preview** and test every branch, required question and file upload question before you share it.

✓ **You should see:** Every branch leads to the intended section, and required questions block submission when empty.

Duplicate links may work for people outside your organisation. Microsoft says anyone who clicks the link can duplicate the form. Remove or stop sharing the link once the copy exists if the questions are sensitive.

7 Update links, QR codes and flows

3 steps

1

Replace published links

Where: Every location in your tracking sheet (websites, intranet, email templates, QR code generator)

The copy has a new URL. In the target form select **Collect responses** (or **Share**) to copy the new link, then update websites, intranet pages, email templates and printed QR codes listed in your tracking sheet.

✓ **You should see:** Each published location opens the target form.

2

Rebuild Power Automate flows

Where: Power Automate (https://make.powerautomate.com, target environment) > My flows > the flow > Edit

Flows triggered by **When a new response is submitted** point at the source form ID. Rebuild or edit them in the target to use the new form in the trigger's **Form Id** box, and recreate the connections there. See the Power Apps and Power Automate guide.

✓ **You should see:** A test response to the target form starts a successful run in the flow's run history.

3

Close the source form

Where: Microsoft Forms (source tenant) > the form > Settings > Accept responses

At cutover, clear **Accept responses** on the source form and enter a custom message that points people to the new link.

✓ **You should see:** Opening the source link shows your closed message instead of the questions.

8 Test and close out

3 steps

1

Submit test responses

Where: The target form link, from an internal account and (for public forms) a private browser window

Submit a test response from an internal account and, if the form is public, from outside the organisation. Confirm it reaches the target workbook and any flow runs.

✓ **You should see:** Both test responses show in View responses and in the response workbook, and flows ran.

2

Delete test responses

Where: Microsoft Forms (target tenant) > the form > View responses > More options for responses (...)

Select **More options for responses** and choose the option to delete all responses, before go-live. Do this only before real responses arrive.

✓ **You should see:** The response count is zero.

3

Owner sign-off

Where: Your data validation report

Each owner confirms the copy, settings and archived responses. Record the form, owner, new URL and export file in your data validation report.

✓ **You should see:** Every form row has a new URL, an export file and an owner sign-off date.

WORTH KNOWING

What can go wrong, and how do you avoid it?

The detail behind the plan: options compared, and what experienced engineers check first. Tap any item.

Compare all the ways to do this — 3 options

Copy to another tenant with a duplicate link

LOW EFFORT

Best for: Forms that must keep running in the target tenant after a tenant move

+ Built in; no admin tooling or scripts
+ Copies the form's content into the new owner's account
– The copy has a new URL and no responses
– Links, QR codes and flows must be updated
– Response settings can reset, so check them on each copy

Move the form to a Microsoft 365 group (same tenant)

LOW EFFORT

Best for: Changing ownership inside one tenant, or rescuing forms from a leaver

+ The form, its link and its responses stay put
+ Admins can take over forms from disabled accounts, or within 30 days of deletion
– Does not cross tenants
– You must be a member of the target group to move a form into it

Export responses and retire the form

LOW EFFORT

Best for: Closed surveys and quizzes that only need to be kept for records

+ Nothing to rebuild in the target
+ Excel export keeps the response history
– The form stops collecting responses
– The export is a snapshot, not a live form

OUR ADVICE

Export responses from every form first, whatever happens next. Then duplicate the forms that are still in use into the target and retire the rest. Do this before source accounts are deleted, because forms owned by a hard-deleted account cannot be transferred or recovered.

Export responses before anyone deletes accounts

COMPLIANCE

Microsoft says all account-related Forms data is deleted 30 days after a user is deleted, and forms of a hard-deleted account cannot be recovered. Tenant moves often include a clean-up of source accounts.

WHAT TO DO

Make "responses exported" a gate before any source account is deleted. Disable or unlicense accounts instead of deleting them until the Forms work is signed off; Microsoft says disabled accounts keep their data.

TOOLS THAT CAN GET AROUND THIS

Natively, each owner exports or duplicates their own forms, so the gate depends on every owner acting in time. A Forms migration tool discovers all matched user and group forms from admin connector accounts and copies them with their responses in bulk, and its metrics scan flags forms whose source user has no Forms licence, so you can find at-risk forms before accounts go.

Apps4.Pro

Discovers forms after users and groups are mapped, and supports bulk migration from a CSV. Source and target users need a Forms-enabled licence, so keep source accounts licensed until the run is complete.

Third-party tools, not endorsed by the platform vendor. Confirm in the tool's documentation and run a pilot first.

Microsoft Learn: Microsoft Forms admin information

Move personal forms to groups before the migration

REDUCES RISK

A form owned by one person is at risk if that person leaves mid-project. Moving it to a group keeps the form, link and responses, and makes every member an owner.

WHAT TO DO

In the source, move business forms to the owning team's Microsoft 365 group first (Step 3). Then the team, not one person, handles the duplicate and the target copy.

Microsoft Support: Move your form to a group

Use the offline copy, not the live workbook, as your record

COMPLIANCE

Open results in Excel creates a workbook with a live connection to the source form in the owner's OneDrive or the group site. It stays tied to the source tenant and is easy to lose with the account.

WHAT TO DO

Use **Download a copy** for the migration record, store it in the target tenant, and note the response count next to it.

TOOLS THAT CAN GET AROUND THIS

Duplicating a form leaves its responses behind, so the export is your only record. A Forms migration tool copies the responses into the target form as well, so results stay with the form.

Apps4.Pro

Migrates user and group forms with their responses, attachments and collaborators. Responses appear as posted by the service account, group-level permissions are not migrated, and there is no incremental pass.

Third-party tools, not endorsed by the platform vendor. Confirm in the tool's documentation and run a pilot first.

Microsoft Support: Check and share your form results

Plan for a new URL everywhere the form is published

USER IMPACT

A duplicated form gets a new link. Printed QR codes, website embeds and email templates are the parts people forget, and they keep sending people to the old form.

WHAT TO DO

Record every publishing location in Step 1. At cutover, close the source form with a message containing the new link, so stragglers are redirected rather than lost.

Microsoft Support: Adjust your form or quiz settings

Recheck who can respond on every copy

REDUCES RISK

Microsoft says the response setting can reset to Anyone can respond when a form is duplicated between account types. A copy of an internal form could accept anonymous responses.

WHAT TO DO

Open **Settings** on every copy before sharing it and compare with the setting you recorded in your inventory.

Microsoft Support: Share a form or quiz as a template

Treat duplicate links as sensitive

REDUCES RISK

Anyone who clicks a duplicate link can copy the form, including people outside your organisation. That exposes question wording and logic of internal forms.

WHAT TO DO

Send duplicate links directly to the target owner, not in group chats, and stop sharing the link once the copy exists.

Microsoft Support: Share a form or quiz as a template

Rebuild flows only after the form exists in the target

SAVES TIME

Power Automate triggers reference the form ID. Importing flows before the target forms exist means editing every trigger twice.

WHAT TO DO

Duplicate forms first, record the new form for each flow, then import or rebuild flows and set the trigger to the target form.

Spread copies across owners to stay under limits

SAVES TIME

Microsoft limits each account to 400 forms including the recycle bin, plus 400 group forms. One "migration owner" receiving every copy can hit the limit.

WHAT TO DO

Duplicate each form into the account or group that will own it long term, and empty the recycle bin of test copies.

Microsoft Support: Form, question, response and character limits in Microsoft Forms

FINISH SAFELY

How do you check it worked, or roll back?

Full validation checklist

6 checks

Run these before you declare the migration complete. Record the results in the data validation report.

Check	How to check	What good looks like
Every form in use has a copy in the target	Compare your tracking sheet with Microsoft Forms (target tenant) > All My Forms and each target group's forms, signed in as each new owner.	Every row marked as still in use has a target copy, a new URL and an owner.
Every response export is complete	For each form, open the stored .xlsx or .csv from the target SharePoint library or OneDrive and compare its row count with the response count on the source form's View responses page.	Row counts match the source response counts, and the export date is recorded in the data validation report.
Questions, branching and settings match	Open each target copy > Preview on desktop and phone, test every branch, then open Settings and compare who can respond with the setting recorded in the tracking sheet.	Branches lead to the intended sections, required questions block empty submissions, and the response setting matches the source.
Test responses arrive and flows run	Submit a test response from an internal account and, for public forms, from a private browser window. Check View responses and the response workbook, then Power Automate (https://make.powerautomate.com) > My flows > the flow > Run history.	Both responses appear, each rebuilt flow shows a successful run, and test responses are deleted before go-live.
Published links and QR codes open the target form	Open each location in the tracking sheet (website, intranet, email templates, Teams tabs) and scan each new QR code with a phone.	Every location opens the target form; none opens the source form.

Check	How to check	What good looks like
The source form no longer accepts responses	Open the old source link in a private browser window, and check the source form's View responses count again a few days after cutover.	The source link shows your closed message, and the source response count has not increased since cutover.

Rollback plan

If it goes wrong

ROLL BACK IF

- The target copy has broken branching or lost questions that cannot be fixed before the form is needed
- The response setting on the copy cannot be set to match the source (for example external respondents cannot submit)
- A rebuilt flow fails and responses are not reaching the process that depends on them
- A published location cannot be updated in time, so respondents would still use the old link

POINT OF NO RETURN

Duplicating a form leaves the source form and its responses untouched, so rollback is reopening the source form. The real point of no return is the **source account being deleted**: Microsoft says all account-related Forms data is deleted 30 days after the user is deleted, and the original link stops working when the owner's account goes. Responses collected in the target do not flow back to the source form; keep them as a separate export.

1

Reopen the source form

Where: Microsoft Forms (source tenant) > the form > Settings

Tick **Accept responses** again and clear the closed message you entered at cutover.

✓ **You should see:** Opening the source link in a private window shows the questions again.

2

Close the target copy

Where: Microsoft Forms (target tenant) > the copy > Settings

Clear **Accept responses** on the copy and enter a message pointing people to the source form, so nobody submits to both.

✓ **You should see:** The target link shows the closed message.

3

Keep responses collected in the target

Where: Microsoft Forms (target tenant) > the copy > View responses > Open results in Excel > Download a copy

Download an offline copy of any responses the target collected and store it with the source export, so no submission is lost.

✓ **You should see:** An .xlsx file with the target responses is stored with your records.

4

Point links and flows back

Where: Every location in your tracking sheet, and Power Automate (https://make.powerautomate.com, source environment) > My flows

Restore the source link on websites, templates and Teams tabs, and turn the source flow back on (select the flow > Turn on) if you turned it off.

✓ **You should see:** Each location opens the source form, and a test response starts the source flow.

5

Keep the source account until the retry

Where: Microsoft 365 admin center (source tenant) > Users > Active users, and your Rollback plan

Make sure the owner's source account is not deleted while the form is in use. If the owner is leaving, move the form to a source group first so it does not depend on one account.

✓ **You should see:** The owner account (or a group) still holds the form, and the Rollback plan records the new date.

Agree the triggers and who decides before the go / no-go meeting. Use the rollback plan template.

Common problems and fixes

6 errors

`Access denied when moving a form`

Cause: You are trying to move a form you do not own, without admin rights.

Fix: Ask the owner to move it, or have an Office Apps administrator use the delegate page for a departed user.

`We can't access this page on the delegate page`

Cause: The email address is missing or misspelled.

Fix: Correct the address, or use the user's object ID instead of the email address.

`The original form link no longer works`

Cause: The original owner's account was hard deleted more than 30 days after soft deletion.

Fix: Use the copy or group form link. Forms of hard-deleted accounts cannot be recovered.

`New responses stop appearing in the group workbook`

Cause: The Excel workbook created when the form moved to a group was moved to another location.

Fix: Leave the workbook in the group site's Documents library and reopen it from the form's responses page.

`Duplicated form accepts responses from anyone`

Cause: The response setting reset when the form was duplicated between account types.

Fix: Open Settings on the copy and choose **Only people in my organization can respond**, if that is what you need.

`Group members do not receive response emails`

Cause: Group members do not get response notifications automatically.

Fix: Change the group's Outlook settings so members receive the emails.

Search the full error library →

FAQ

Frequently asked questions

Can I move Microsoft Forms responses to another tenant?

No. A duplicated form copies the content only. Export responses to Excel and keep the file in the target tenant.

Can I transfer a form to another person?

Microsoft documents moving a form to a Microsoft 365 group, which makes all group members owners. Add the new person to the group, or have them duplicate the form.

Does the form link change when I move it to a group?

No. The original link keeps working while the original owner's account exists. A duplicated form in another tenant gets a new link.

What happens to forms when a user is deleted?

Microsoft says Forms data is deleted 30 days after the user is deleted. An admin can transfer forms within that window, or at any time if the account is only disabled.

How many forms can one account own?

Up to 400 forms and quizzes including the recycle bin, plus up to 400 group forms and 400 polls. Check the Microsoft limits page for current values.

Can a group form be moved to a different group?

Not directly. Microsoft says a group cannot transfer a form to another group, so duplicate it into the new group instead.

SOURCES

Official sources

7 official pages this guide is based on

Vendors change limits and features, so confirm details on the source before you rely on them. Last checked 4 Nov 2026.

- Microsoft Support: Share a form or quiz as a template
- Microsoft Support: Move your form to a group
- Microsoft Support: Transfer ownership of a form
- Microsoft Support: Check and share your form results
- Microsoft Support: Form, question, response and character limits in Microsoft Forms
- Microsoft Learn: Microsoft Forms admin information
- Microsoft Support: Adjust your form or quiz settings in Microsoft Forms