

Microsoft Forms and Sway enabled for employees

Microsoft Forms and Sway as part of our [Microsoft Office 365 for Jacobs University](#) offering has been enabled for employees.

Forms is a simple way to create web-based forms to collect input from users. Results are stored as Excel files online and for download.

Sway is a web-based presentation tool resulting in shareable and more visual presentations than the usual Powerpoint slideshows.

For backup and data protection information, please see [Microsoft Home Use Program for Jacobs' employees](#).