

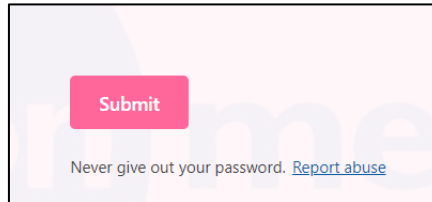
## How to save a Microsoft Form

The outline application form is hosted on Microsoft Forms. It is possible to save your progress and return at a later time via your Microsoft account.

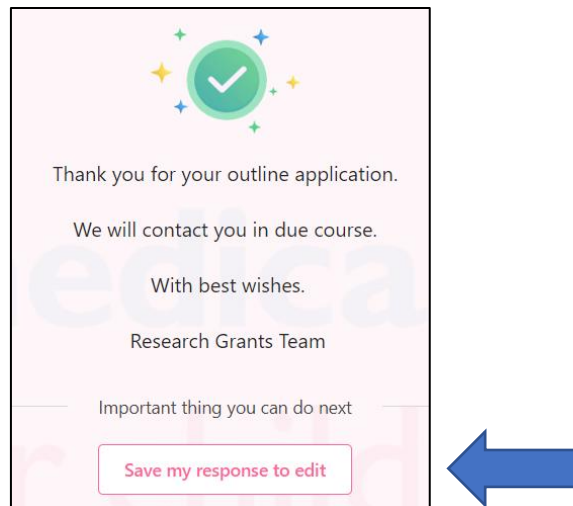
We recommend compiling longer text sections offline and copying into the form.

**To save and edit an outline application please follow these steps:**

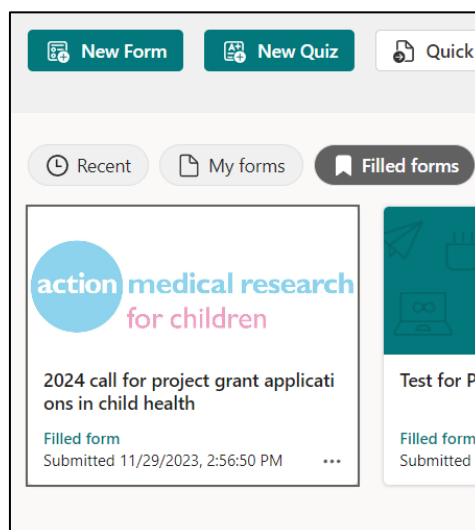
1. Fill out the mandatory sections and click 'Submit'.



2. Click 'Save my response to edit'.



3. You can then find your form under 'Filled forms' on the Microsoft office web application. If you are not signed into your Microsoft account you will have to do that at this stage.

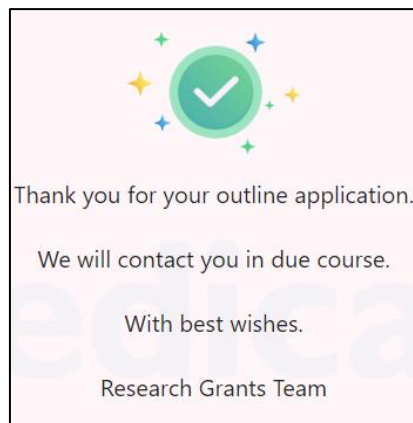


You can then access the filled form at any time and save progress by submitting each time.

4. To edit your form click on the filled form tile and click 'Edit response' at the top.



5. To save progress you must click 'Submit' again. You will not be asked to save it again as it is already in your Forms list.



You can do this as many times as you like until the application closing date at which point you will no longer be able to edit the form.