Admin Forms Ownership Transfer of recently terminated owner

Directly from - <https://docs.microsoft.com/en-us/microsoft-forms/admin-information#form-ownership-transfer>

**The original owner of a form is no longer with my organization. How can I transfer ownership of their form?**

To transfer the form of someone who has left your organization, the following requirements must be met:

* You are the global administrator of the organization and have a valid Forms license.
* The employee whose form you want to transfer has an account that has been deleted or disabled.
* The form is transferred within 30 days of when an account was deleted.

**Note**

There is no time restriction to transfer ownership of a form from an account that has been disabled (and not deleted).

1. If all requirements are met, you may transfer form ownership. In the address bar of your browser, replace the existing URL with the following:

https://forms.office.com/Pages/delegatepage.aspx? originalowner=\[\*email address\*\]

**Note**

*user email* = Email address of the form owner that has left your organization and/or whose account has been disabled. For example, if the form owner ("Jason Fabian") left your organization ("Contoso"), your workaround URL would look like this: https://forms.office.com/Pages/delegatepage.aspx?originalowner=JasonFabian@contoso.com

1. You now have access to the former employee's forms. On the form you want to transfer, click **More form actions**More options button, and then select **Move**.

**Note**

If you're trying to transfer ownership of the form to a currently actively employee within your organization, you can move it to a group they belong to. If you're not already a member of that group, you must join it in order to perform the transfer. After the form ownership transfer is complete, you can choose to leave the group.

**When I try to transfer ownership of a form, why do I I get an error?**

If you get an error message, any of the following may prevent you from transferring ownership:

| **Error message** | **Explanation** |
| --- | --- |
| ***We can't access this page***  The form's owner still has an active account. | The owner of the form still has an active Forms license and account. |
| ***We can't access this page***  Make sure you've entered the email address correctly and the forms owner account wasn't deleted more than 30 days ago. | The email address is spelled incorrectly and/or the account of the forms owner was deleted more than 30 days ago. |
| ***We can't access this page***  Make sure you've entered the email address correctly, and then try again. | The email address is missing or misspelled. |