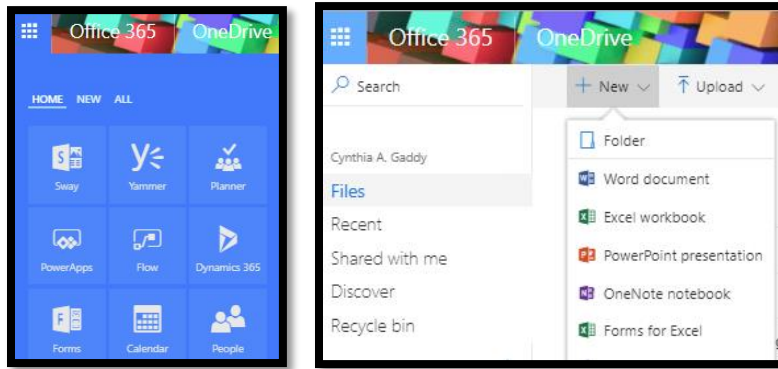


Microsoft Office 365 Survey – OneDrive – Forms App

Log into Office 365/OneDrive/New/Forms for Excel (Once you create a form, you can go directly to Apps/Forms)

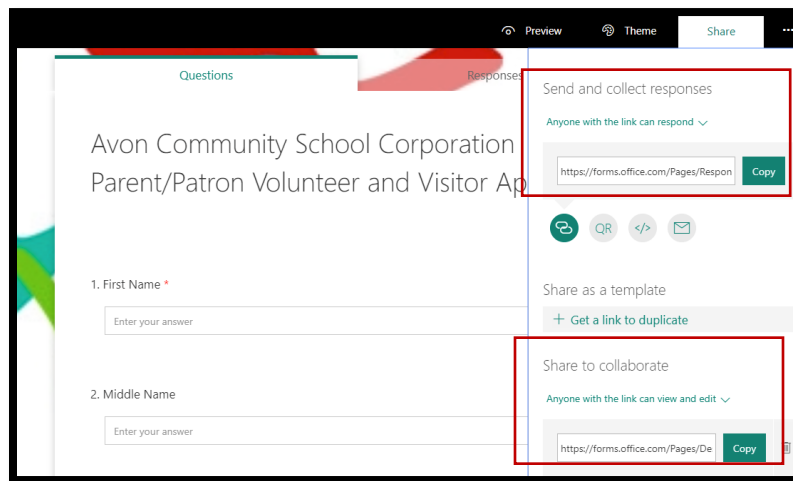
Click [HERE](#) for detailed directions to create a Forms Survey.



SHARE TO COLLABORATE WITH OTHER STAFF: Open the Survey and make sure you are on the questions section and then click on “share to collaborate”. Make sure you change the permissions to **anyone with the link can view**. It is not recommended to edit the results tab; this can corrupt the data.

SHARE AS A TEMPLATE: Copy the link and paste in a browser tab and then choose “duplicate it”. If you are logged into Office 365, it saves a copy in your Form library. You can change it however you want. It will not carry over the results.

SHARE SURVEY TO COLLECT RESULTS: Click on “send and collect responses” and change the drop down to **anyone with the link can respond** if you want to send to users outside the corporation. You can copy the link or use an embed code or email the link.

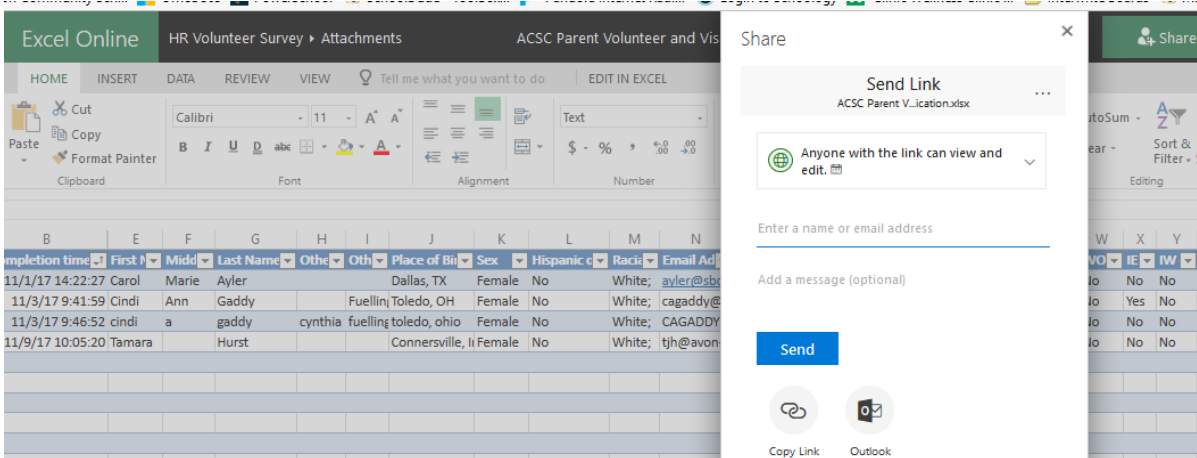


SHARE THE EXCEL RESULTS: Once you get some survey results you can share the excel spreadsheet.

*NOTE: If you delete a question or change the order, the excel spreadsheet headers order will not reflect the changes because the headers are inserted as each question is created. One way around this is to change a question instead of deleting or moving it.

- Click on Forms
- Open the Survey
- Click on the responses tab
- Click on open in excel (BE SURE It shows excel with a cloud) – if it doesn't show the cloud then you didn't create within OneDrive – which is the only way to share results.
- Once excel is open, click Share

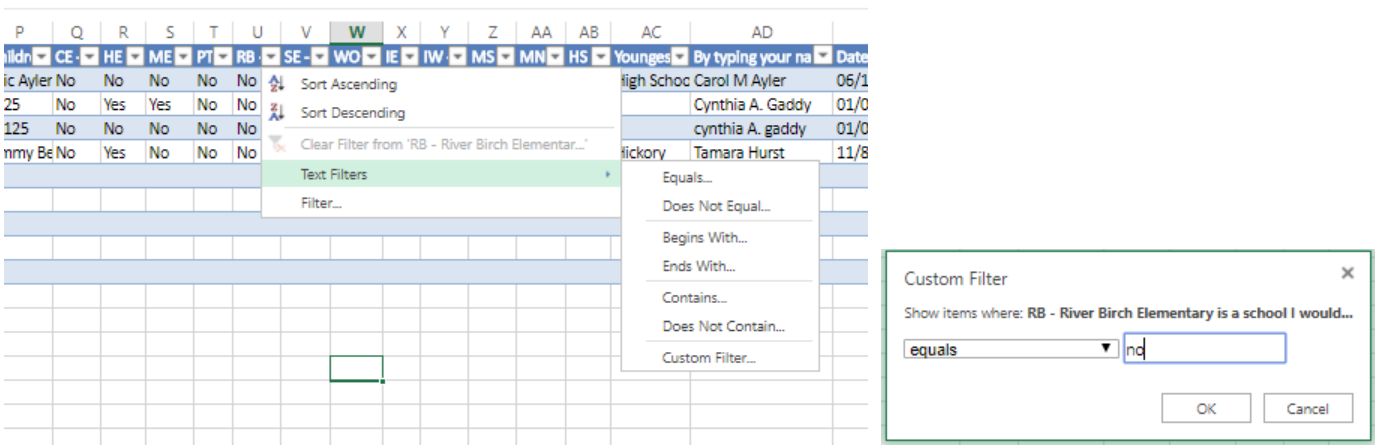
- Be sure you set the permissions to allow anyone with the link can view and edit
- You can choose copy link and send it as a hyperlink via email or paste it on a webpage or you can find the username in our directory and choose send.



You can resort your results by clicking on the arrow to the right of the header and it will sort ascending or descending.

You can also filter results so it only shows specific information.

- Click arrow to right of header
- Text Filters
- It will remove the lines from results that don't match your criteria



Be sure to clear the filter by clicking on the filter icon to the right of your header. If you forget to clear the filter, you will not see all your results next time you open the spreadsheet.

