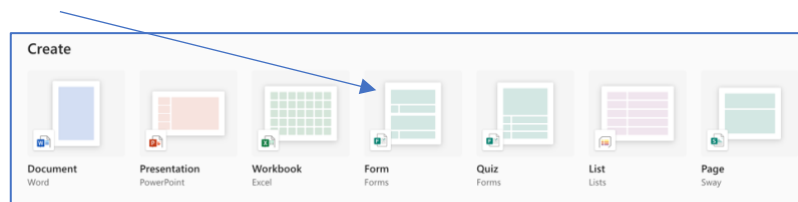


Creating an online survey using Office Online form – its free!

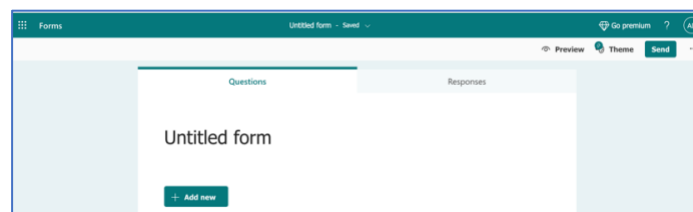
Use this easy to follow (free) app to create online forms with the results automatically going into MS Excel so you can receive the responses.

- **You do not need Microsoft 365 to do this.**
- **Just insert the survey link into your email to your members.**

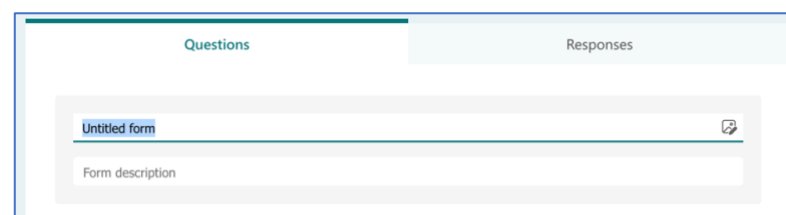
1. Search in your browser for 'Office Online'
<https://forms.office.com/Pages/DesignPageV2.aspx>
2. Sign in with your Microsoft ID and password (if you already use MS Office, you will have a MS user name and password).
3. Select 'Form'



4. Next view will be the Form template for you to design your survey / questionnaire.



5. Click on 'untitled form' to begin customising your survey.
 - a. Click on the photo icon (on far right of 'untitled form' below) to upload and insert your logo.
 - b. In 'untitled form', type in the title of your survey using upper case and bold.
 - i. In 'Form description', enter the purpose of the survey and when it needs to be completed.



6. You can have checkboxes or text boxes....it really is very easy to create your survey.
7. Your survey is automatically saved in real time so no need to constantly save it.
8. When you have created the survey to suit your needs, click 'Preview' on top right of window.
9. Click 'send' and copy the URL / link for your survey and insert that into the emails to whoever you want to complete the survey.
10. To see the results, go back to the online form link and click 'responses' and the link to download to .xlsx.

NOTE: make sure you create a bookmark to your surveys so you can quickly find where they are.