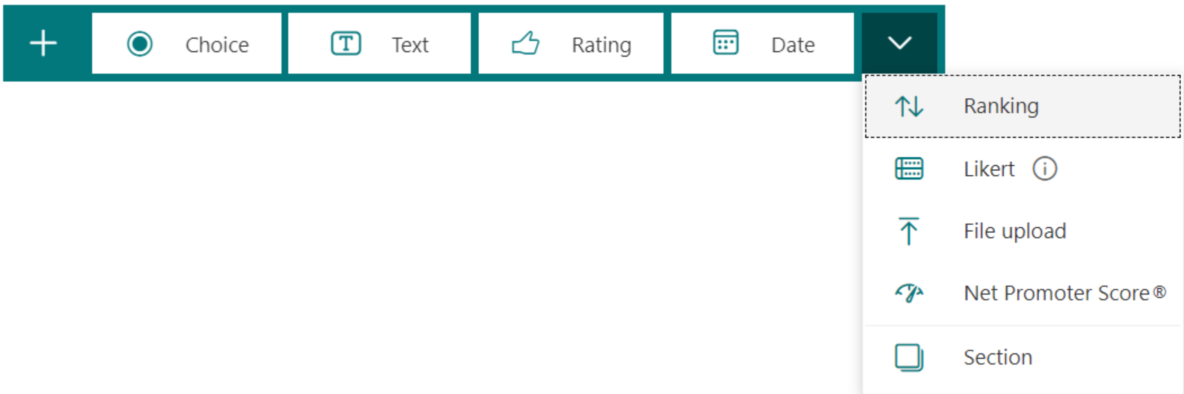
Creating an Office 365 Form

1. Open your Forms application

   (When you are logged in to your Office 365 account, click on the grid of 9 squares at the top left of your screen and look for the Forms logo)

2. Choose to create a **New Form** and give your Form a title: Office 365 Forms practice

3. Now click on the **Add new** option and you'll see a range of question types



4. First select the **Multiple choice** question and add the question "What is your preferred contact method" Landline phone call, Mobile phone call, Mobile text message, Whatsapp message, Email. Select the **Add "Other" option**. Now check the **Required** option, but leave as a single choice option.

5. Now select the Rating question type. Add the question "How would you rate your initial contact with our organisation" leave it as a 5 point scale and stars. Make this a **Required** question.

6. Now choose the **Text** option and add "Please provide further details." Make this a **Long answer** and leave it so that it's an optional question.

7. Now select the **Likert scale** type. Add the question "Please indicate the extent to which you agree or disagree with the following statements." Now add the scale options Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree. Add the 2 statements: "I feel connected to my local community" and "I have a positive outlook for the next 6 months". Make this a **Required** option.

8. Now add another **Multiple choice** question type – "Would you like us to follow up with you in 6 weeks time?" with answer options Yes and No. Make this a **Required** option.

9. Add a final **Text** question "Please let us know the best time to contact you".

10. Now go back to the previous multiple choice question and click on the 3 dots next to Required option and select **Branching** options. Against the Yes option,- select Next. Against the No option, select End of form. Now click the Back option (at the top left) to return to your form.

11. Have a look at the **Theme** options available and **Preview** your form to see what it will look to respondents.

12. Then click on the three dots at the top-right of your form to look at your **Settings**. Tick **Anyone can respond** if it is showing that only people in your organisation can respond (this may be turned on by default). Scroll down and also tick **Get email notification of each response**

13. Select Send and get a link to the survey. Make sure 'Anyone can respond'.

14. Open another browser and paste the link in and answer your survey

15. Go back to Forms and check the Response tab to see your answers

16. Now click on Open in Excel to see your response as a row in a spreadsheet