Microsoft Forms Tutorial:

1. Click on the link of the survey you wish to view (either through the survey instructions document or the WA FTC website [https://www.wacita.org/template-surveys/](https://www.wacita.org/template-surveys/#_blank)).
2. You will need a create a Microsoft account if you don’t already have one associated with your email address. (if you already have an account, login and skip to Step #15).
3. To access Microsoft Forms go to <https://forms.office.com/>
4. Click “Try for Free” and select either the “For Home” or “For Business” from the drop-down menu.
5. Click “Try 1 month free”.
6. Click “Create one” to create a Microsoft account.
7. Enter your email address.
8. Create a password.
9. Enter your first and last name.
10. Enter your date of birth (this is just to confirm age-appropriate settings on your account).
11. A link will be sent to your email to verify your account.
12. Once verified, you’ll be asked to confirm your subscription and enter a credit card, but DO NOT enter any credit card details. Simply click “cancel” and you’ll be taken back to the Microsoft homepage.
13. Your account is now set up and you will not be charged for any services.
14. Close your web browser and again click the survey link you want to view from the instructions document.
15. At the top of the page, click “Duplicate It”.
16. You’ll then be taken to a copy of the survey where you can edit the survey as needed. We suggest changing the name of the survey to include your program’s official name.
17. If paper copies are needed, surveys can be printed from the menu options in the upper right corner. Completed surveys will then need to be entered online.
18. The survey can also be shared electronically by clicking the green “Collect responses” button.
19. Any electronic responses will be stored and tied to your account. You can view them by clicking on “Responses” in the upper left corner of the screen.