

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/>).
- 2) You will need to 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.