Login Info for created Outlook account (non-MSU):

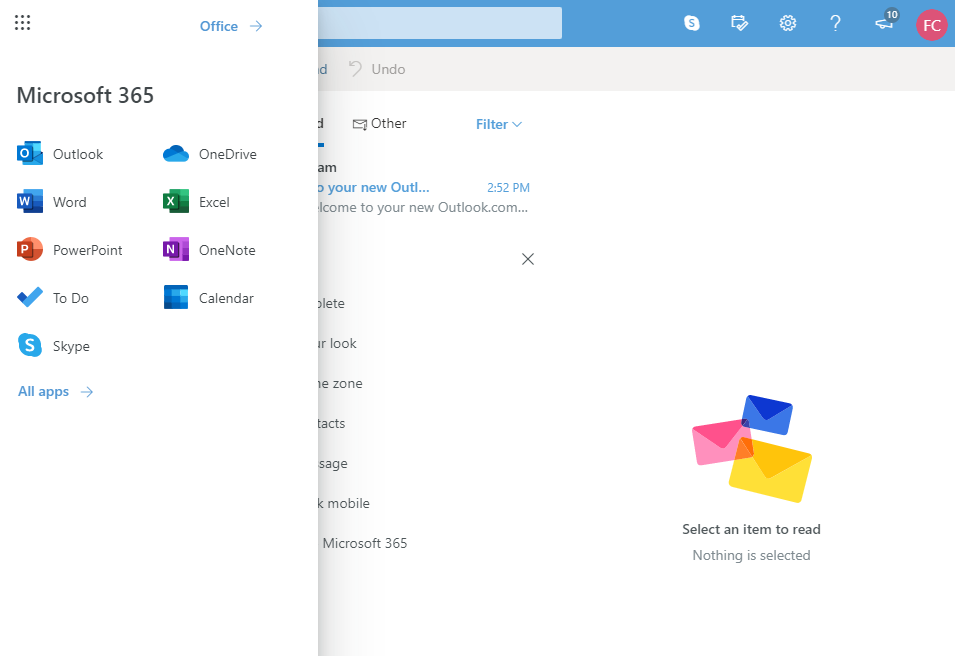
[fcjsmalltowncenter@outlook.com](mailto:fcjsmalltowncenter@outlook.com)

password: Fcjstc1!

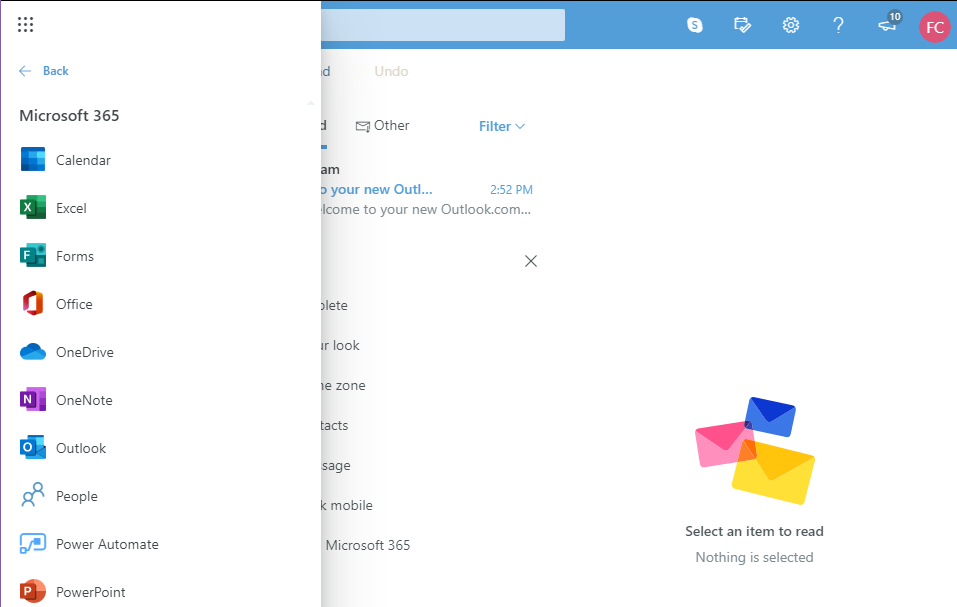
1. Sign in to outlook account using the info above ^^^, or create a new outlook account through MSU:

<https://outlook.live.com/mail/0/inbox>

1. Click on the dots in the upper left-hand corner, then click on “All apps”



1. Click on “Forms”

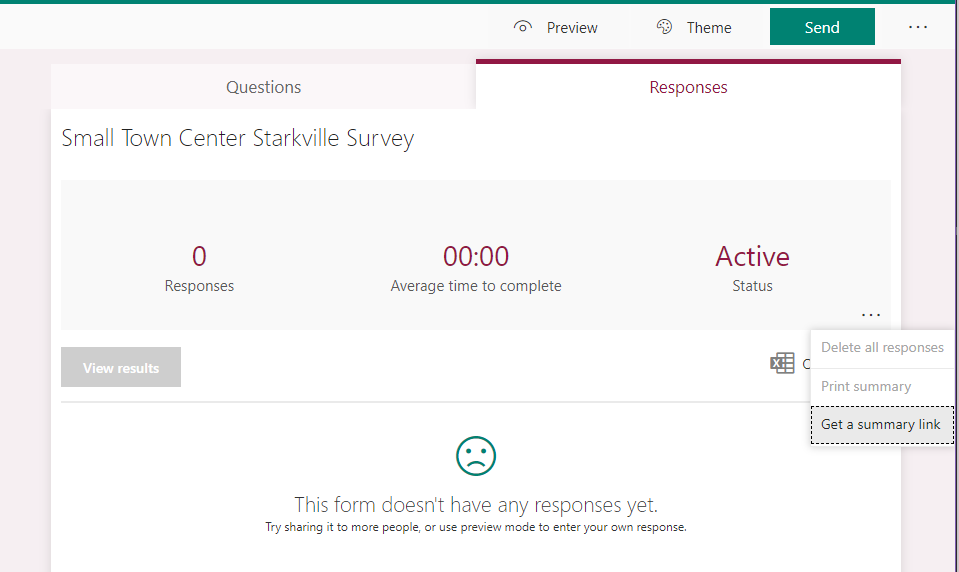


1. Either edit the current form or create a new form.

\*\*\*Completed survey information can be seen by clicking on the current form and then going to “responses.” This data can also be exported to an Excel document to be stored somewhere else.

ANYONE may view the results of the already-created survey at this link: <https://forms.office.com/Pages/AnalysisPage.aspx?id=DQSIkWdsW0yxEjajBLZtrQAAAAAAAAAAAAN__jNLRyRUQjBQRjRZUjkyOEpFV0NFTUlCSUhVVTJLSy4u&AnalyzerToken=tQD4cqCNuQBgquDOGIUGLPVhSUKYJu5U>

Create a link for anyone to view your survey by viewing the responses, click the … , and then choose “Get a summary link”



\*Creating a new form or adding to the current form is very straight-forward and should be easy to troubleshoot.