

Getting an email response to an O365 Forms survey

In an O365 Forms survey, you can enable email responses to be sent to people who have answered the survey/quiz when they have registered for an event, for example. The function is activated as follows.

First, create the form using O365 Forms. When the form is complete, launch *Power Automate* from the O365 application menu. Select "*My flows*" in the menu on the left side of the app.

At the top of the page, choose *New -> Automated cloud flows – from blank*.

Write the name in the "*Flow name*" field. Choose "*When a new response is submitted*" -> *Create*.

An email response is created in three stages: In the first stage – "*When a new response is submitted*" – the programme asks you to submit the id code of your form. Choose the form you want from your forms listing and move to the next step by clicking *New step*.

On the *Actions* tab, choose "*Get response details*" which is easy to by typing *Get response details* in the search field. Choose the right form from among your forms in the *Form id* field. Click the *Response id* field and choose "*Response id*" in the *Add response content* window that opens.

Move on to the third stage by clicking the *New step* button. Choose "*Send an email (V2)*" in the *Choose an action field*. Find the right function by typing *Send an email (V2)* in the search field.

Click the recipient field (*To:*) and click the *Add dynamic content* link below it. Click the *See more* link on the right side of the window that opens. The link opens the fields you created in the form. Choose the field where respondents are asked to give their email address. (Please note! If you have participants outside the Universities community, do not choose the "*Responders' Email*" function because it only works for TUNI users.)

Write the headline of the message in the *Subject* field and the contents of the message in the *Body* field. If you want the message to feature, for example, the names the respondents have given on the form, choose the name field from the "*Get response details*" listing in the "*Add dynamic content*" window.

Conclude by clicking *Save*.

Click the *Flow checker* on the top right corner of the screen to check that the information you have entered is correct.

Please note! The response link is automatically sent in your name unless you define, for example, a group email address to which you have user rights.