

How to Sync Microsoft Forms with Excel

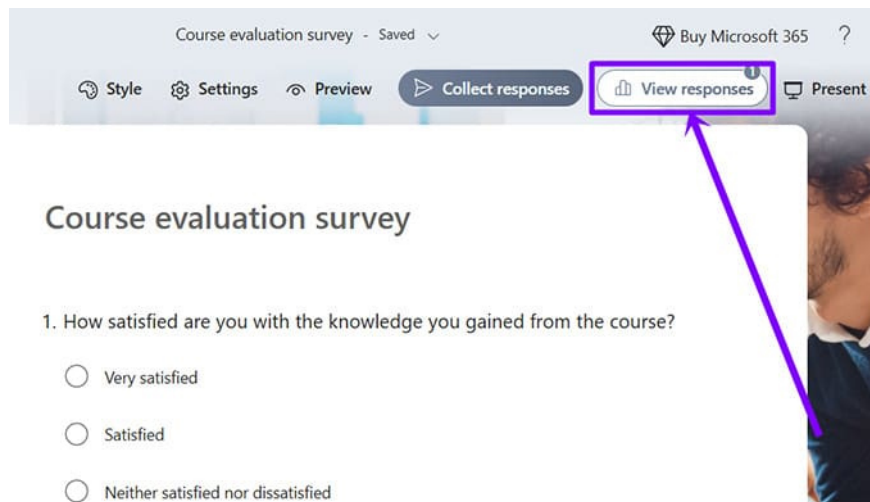
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If you are using Excel 365, you can automatically synchronize Microsoft Forms via OneDrive. Or to automate this process, users can completely use the Power Automate tool. With the support of these tools, synchronizing Forms content to Excel will be faster and simpler than doing it manually.

Instructions for syncing Microsoft Forms to Excel on the web

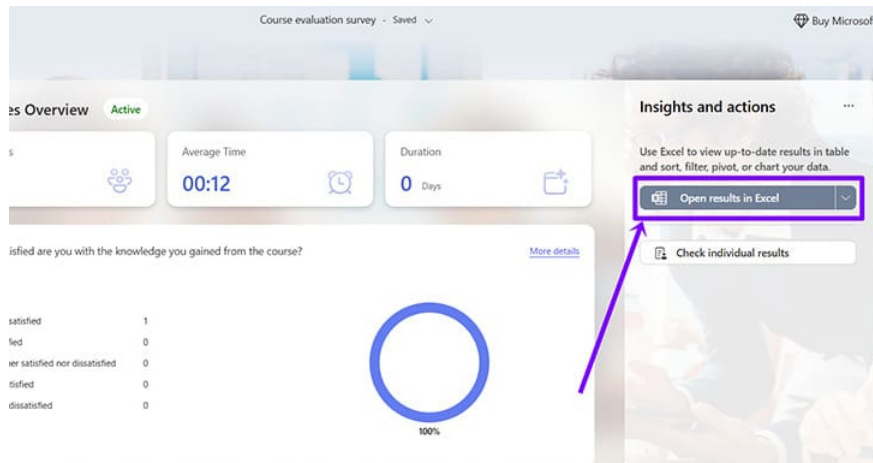
Step 1:

We create a form in Microsoft Forms as usual. Next, **click View Responses** in the upper corner.



Step 2:

If there is at least 1 response, **click Open Results in Excel** in the Insights section on the right.



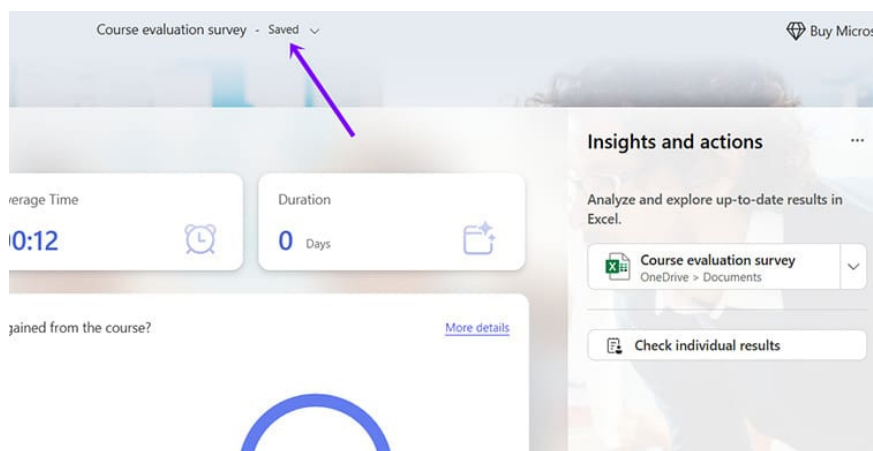
If you've set up Excel to automatically save to OneDrive, you'll receive a new file on OneDrive. When you open the file, you'll be redirected to Excel for the Web (or Excel 365).

This also automatically syncs Microsoft Forms with Excel 365. Whenever you receive a new response, while the file is still in the same folder on OneDrive, it will be updated.

This also works if you purchased any version of Office and connected it to the same Microsoft account that created Forms.

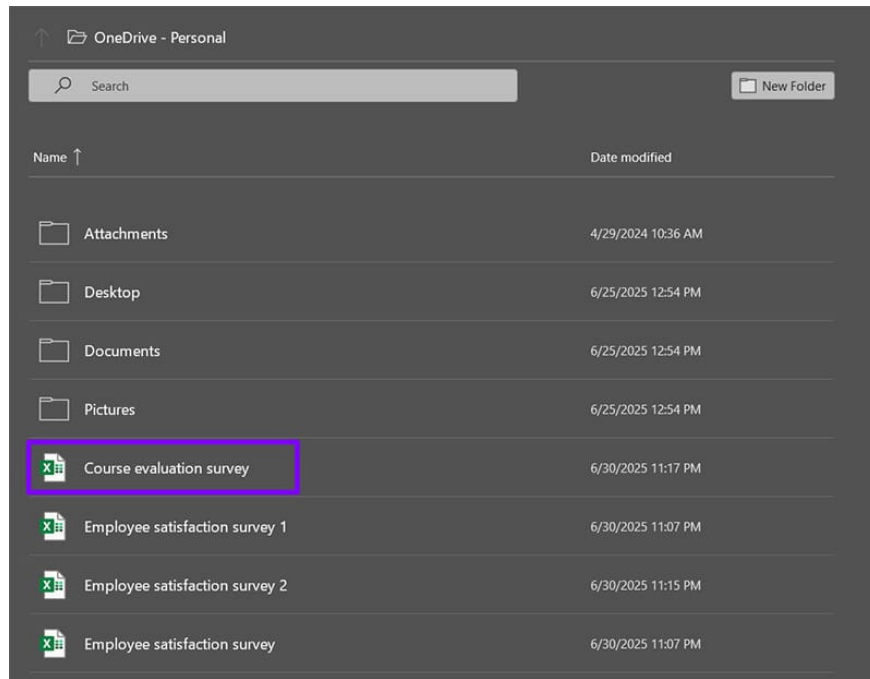
Step 3:

We need to wait for the synchronization process to complete and display Saved on the interface.



Step 4:

Open the Excel application on your computer, then go to **File > Open**, then **select the OneDrive folder where the form is saved**. Just **click on the Excel file to open** and view the content.



How to Sync Microsoft Forms with Excel Using Power Automate

If you have an Excel 365 Business subscription, you can have Forms automatically save and edit files whenever someone responds, so you don't have to manually open Forms to force a resync with Excel and OneDrive.

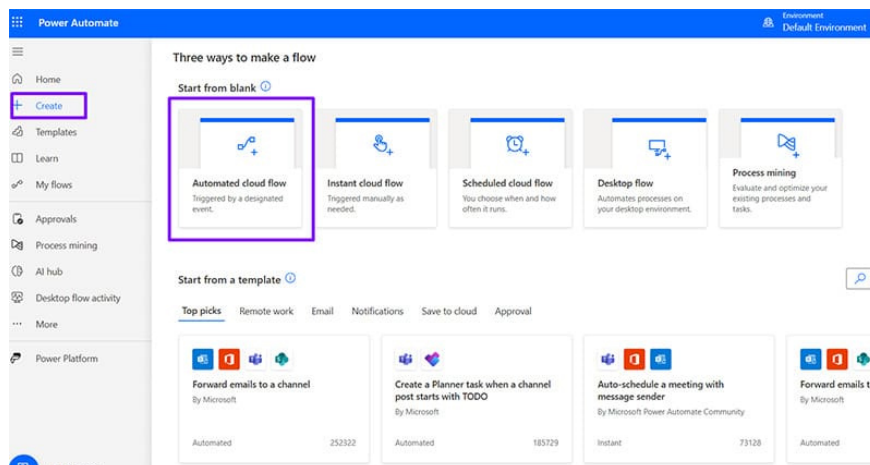
Step 1:

We also create the form as usual, then **open Power Automate** at the link below.

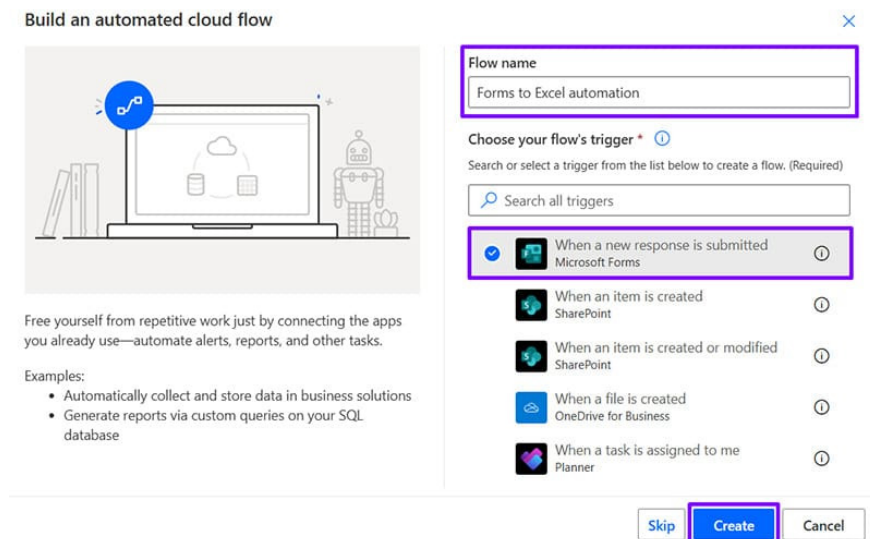
<https://www.microsoft.com/en-us/power-platform/products/power-automate>

Step 2:

Click **Create** on the left and **select Automated cloud flow** on the side interface.



Click **When a new response is submitted with Microsoft Forms** . Add a name to the automation flow in the text box at the top and **click Create** to continue.



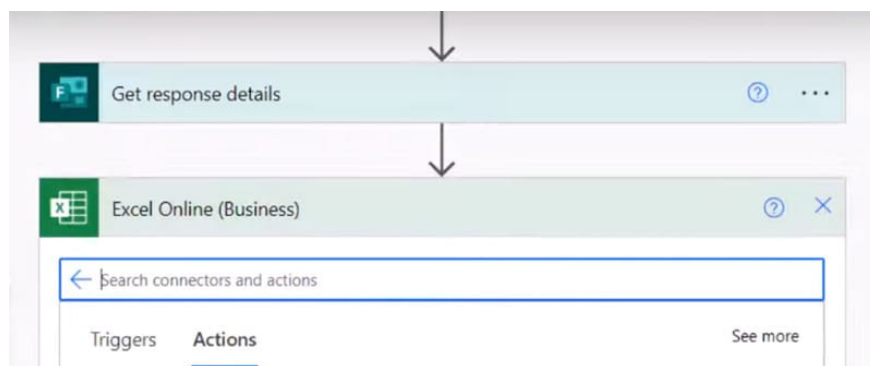
Step 3:

Sign in to your Microsoft Business 365 account, then **click Pick a form** and **select the form you created that you want to sync** .

Step 4:

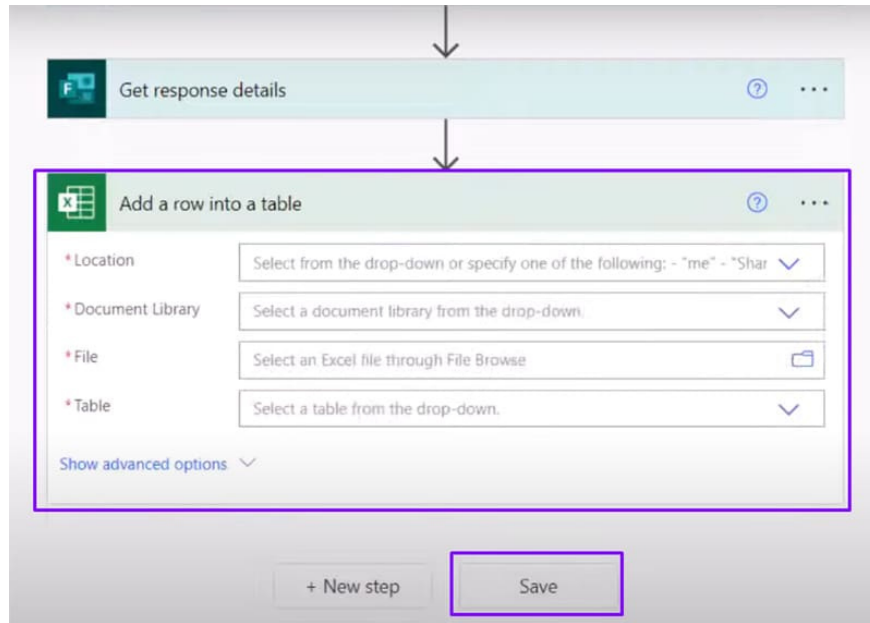
Select **New step** and use the search bar to find forms, then **select Microsoft Forms** from the list. Select **Actions** then select **Get response details** .

Click **Form Id** in the next step and then select the form you created that you want to sync. In the **Response Id field**, select **Response Id** . Click **New Step** and **select Excel Online (Business)** , then click **Add a row into a table** .



Find the Excel file from your OneDrive and select it, then select the table name from the sheet. You will get a list of fields on the table. For each field in the Dynamic content list, check the appropriate field from the response so they are correlated.

Finally click Save.



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