**How to duplicate and use the questionnaire for your organisation**

1. Click the link below (you may need administrator access)

<https://forms.office.com/Pages/ShareFormPage.aspx?id=24KkW1VaMUqZxdFY8sE33b4cVfuVAidChKwFNFiYz55UNUZGREFPUjdaSTVFUjgyUE9ZMVdWSTZCVS4u&sharetoken=y39tHNiIrcXH0c8fG4tX>

1. This will take you to the MS O365 Forms application
Click on the button to duplicate it

2. Edit the template to add your own organisation name to the title

You can also edit any of the questions if you need to as the ones in the template are very London centric
3. Click share and copy the link provided

4. Copy the link into an email and share with a covering note to the team
5. Forms will also automatically do the analysis for you
* Clicks on forms
* Click on the instance of the form
* The right-hand tab is labelled response – click it and all simple question analysis is provided
* Click excel button to export to a spreadsheet for further analysis