

Department of the Air Force

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SAF/DSP eInvite Replacement

A How To with Microsoft Forms

*Mr. Adam Harbold
SAF/DSP
14 Apr 2025*



Discussion

- **What is Microsoft Forms**
- **Preview of SAF/DSP Invite**
- **How To Get Microsoft Forms**
- **How To Create Events/Templates**
- **Pros/Cons vs elnvides**
- **Questions**



What is Microsoft Forms

- **Microsoft Forms is a web app that allows users to create various types of forms that gather information from people online and store that data in the cloud for review.**
- **Modern application available/installed on most DoD workstations using MS Office.**
- **No-cost, ready-to-use, self-managed, and controllable alternative to the most critical part of elnvites; collecting RSVP data.**



Example Invite Message

VIEW IN HTML

Sir/Ma'am,

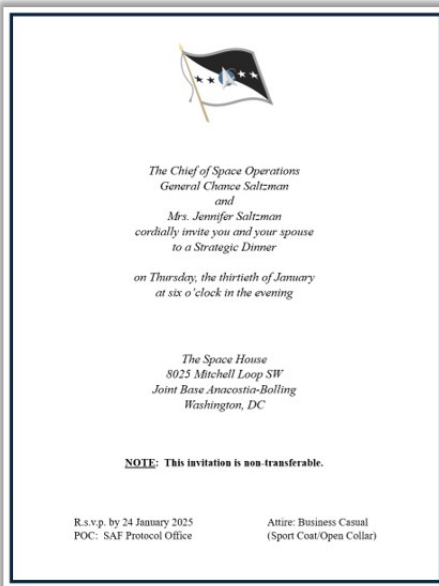
The Chief of Space Operations, General Chance Saltzman, and Mrs. Jennifer Saltzman, cordially invite you and your spouse to a Strategic Dinner, Thursday, 30 January 2025 at 6:00pm ET. Please reference the attachment for additional details and/or directions to the Space House.

NOTE:

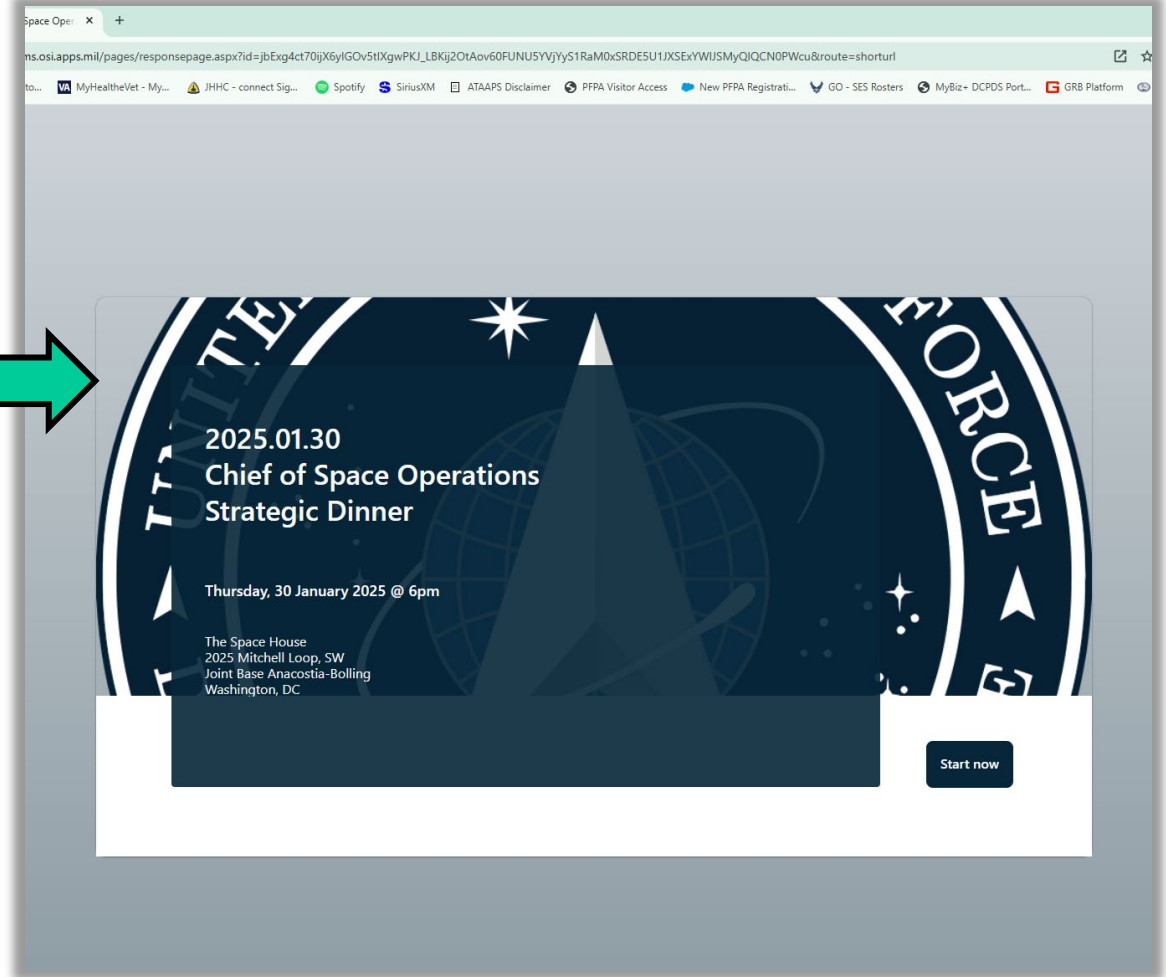
If you or your guest do not have access to Joint Base Anacostia-Bolling, you will need to indicate as such with your RSVP and complete additional information/registration steps after our office receives the notification of your RSVP. If registration has not been completed/approved within 24 hours of your visit, contact the SAF Protocol Office, as access to the base may be delayed/denied on the day of the event.

CLICK ON THE LINK BELOW TO R.S.V.P. BY FRIDAY, 24 JANUARY 2025:

<https://forms.osi.apps.mil/r/GXzKGmRDEZ>



Thank you!



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How To Get Microsoft Forms & Download The App

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How To Get Microsoft Forms

- Sign into Microsoft 365 using government e-mail via browser or 365 app.

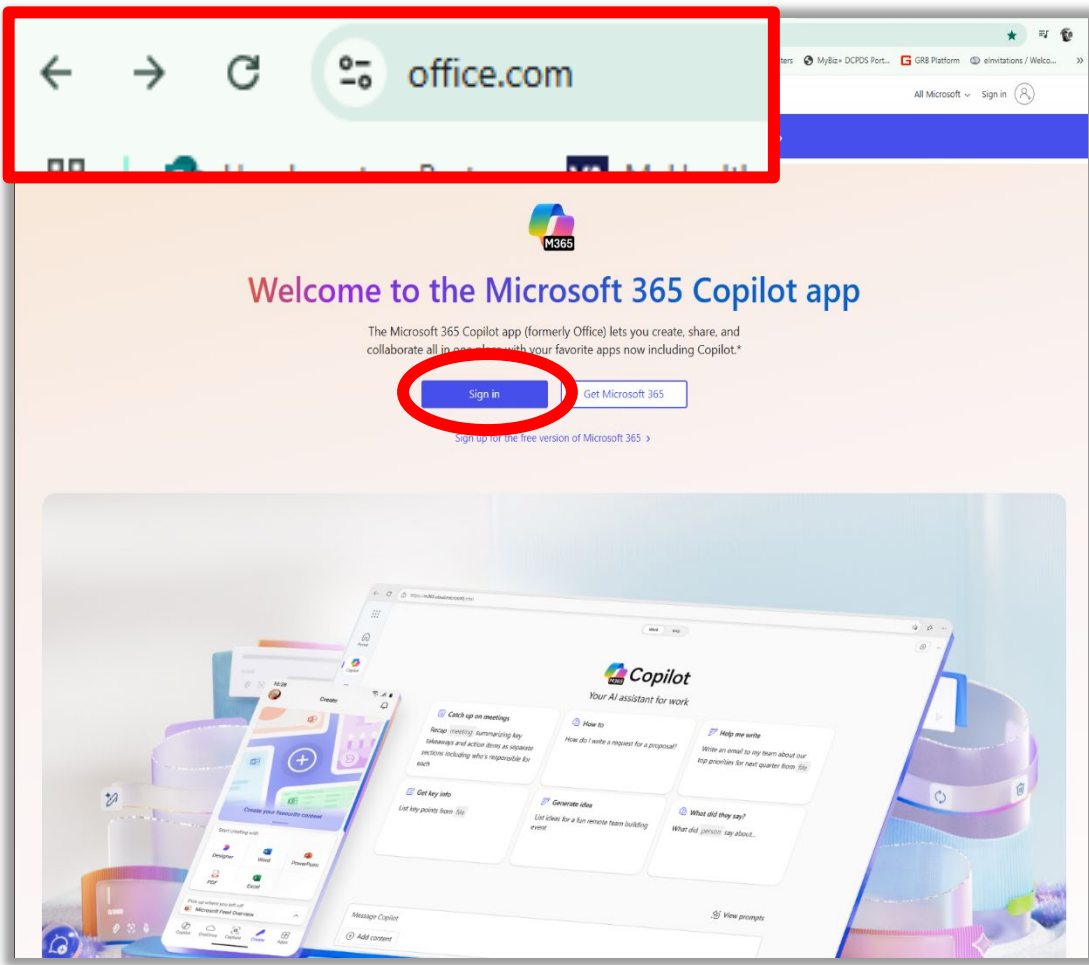
➤ <https://www.office.com/>

- Download Forms app or sign in via browser from Microsoft 365.



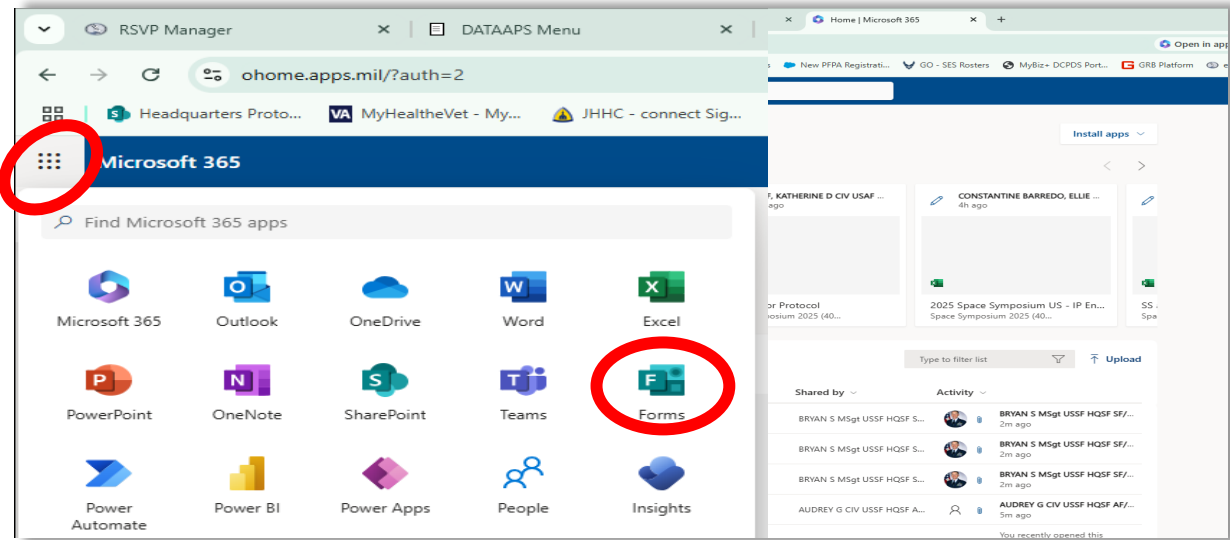
How To Get Microsoft Forms (Web-based)

1.

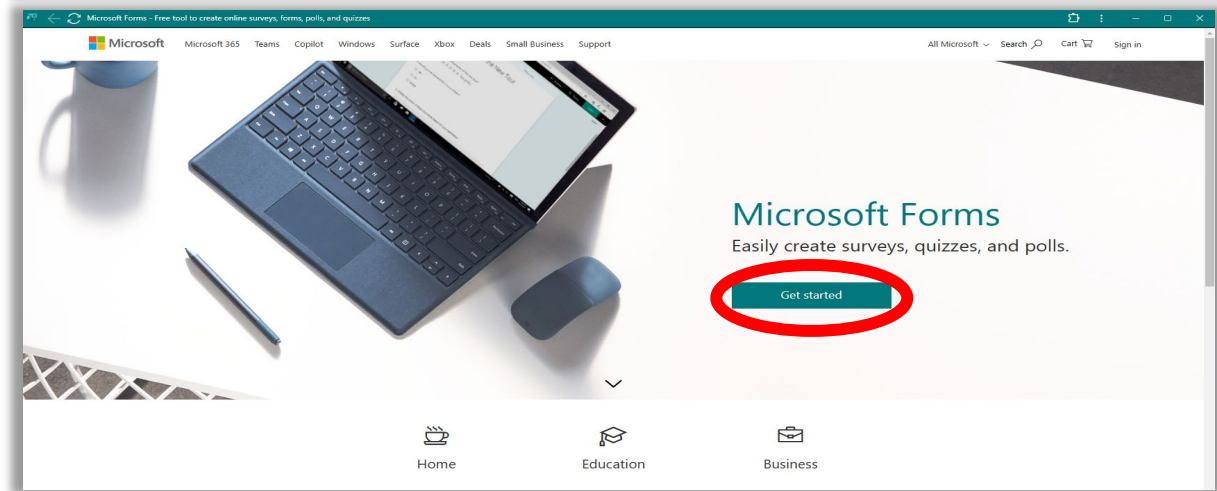


<https://www.office.com/>

2.



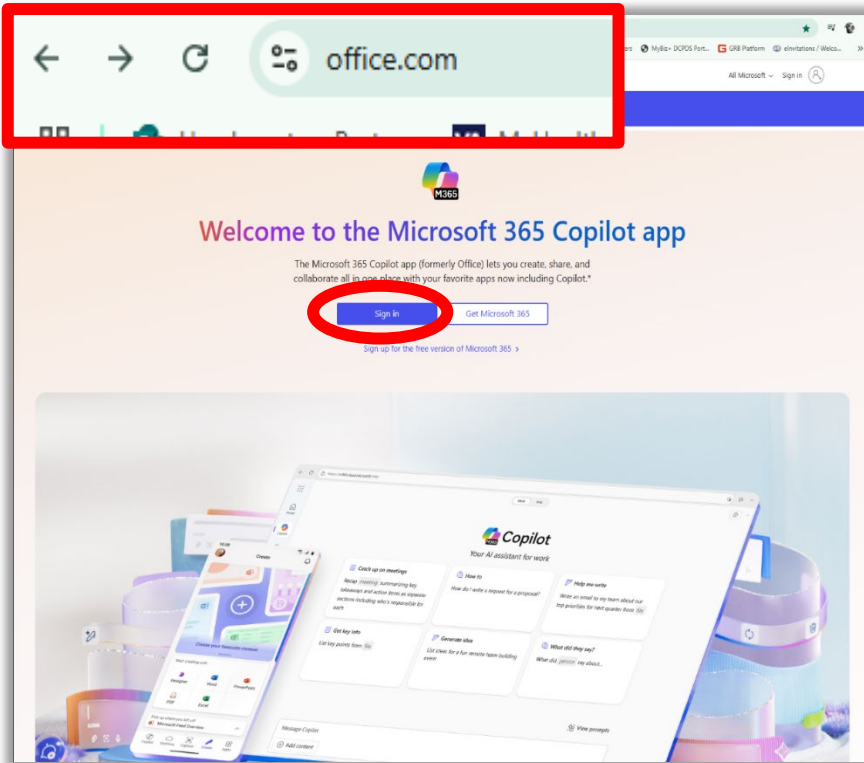
3.



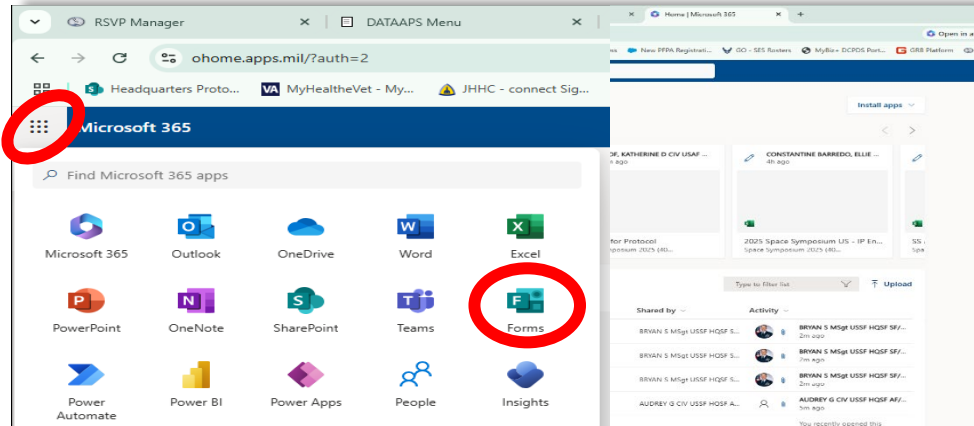


How To Get Microsoft Forms (Application)

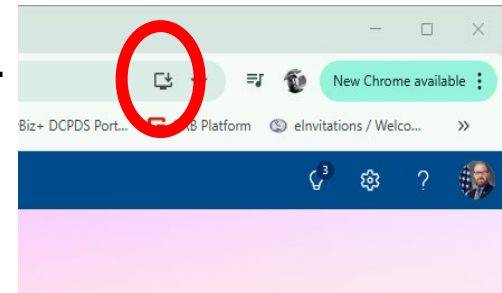
1.



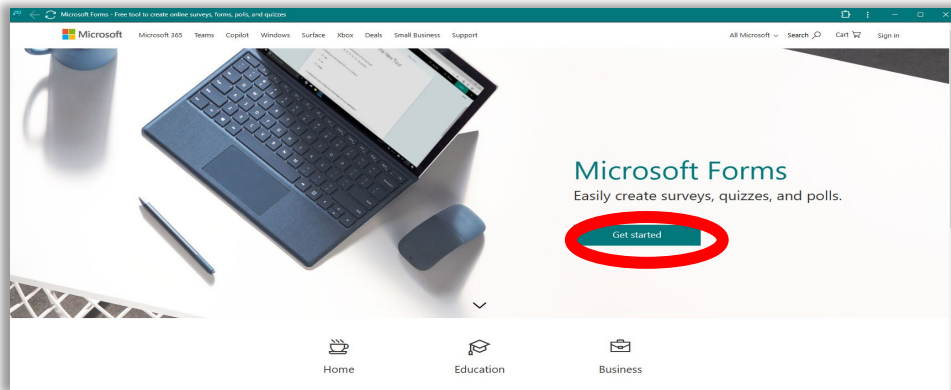
2.



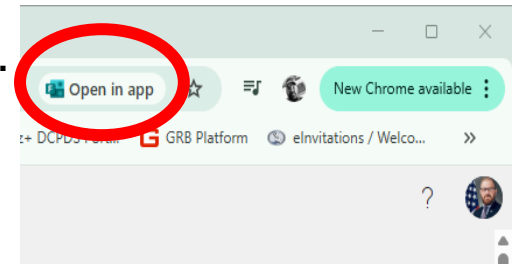
4.



3.



5.



<https://www.office.com/>



Accessing SAF/DSP Templates

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Accessing SAF/DSP Templates

- When logging into MS Office and its applications, it will take you to your personal folder by default.
- You **MUST ALWAYS** switch to the “SAF/DSP Protocol – Internal” folder.
 - *This enables visibility of the templates and allows coordination capabilities for everyone in DSP (as needed).*
- If you do not see the “SAF/DSP Protocol – Internal” folder, **scroll down into “My Groups” until you find it.**
 - *Click on the folder to take you into the group folder.*

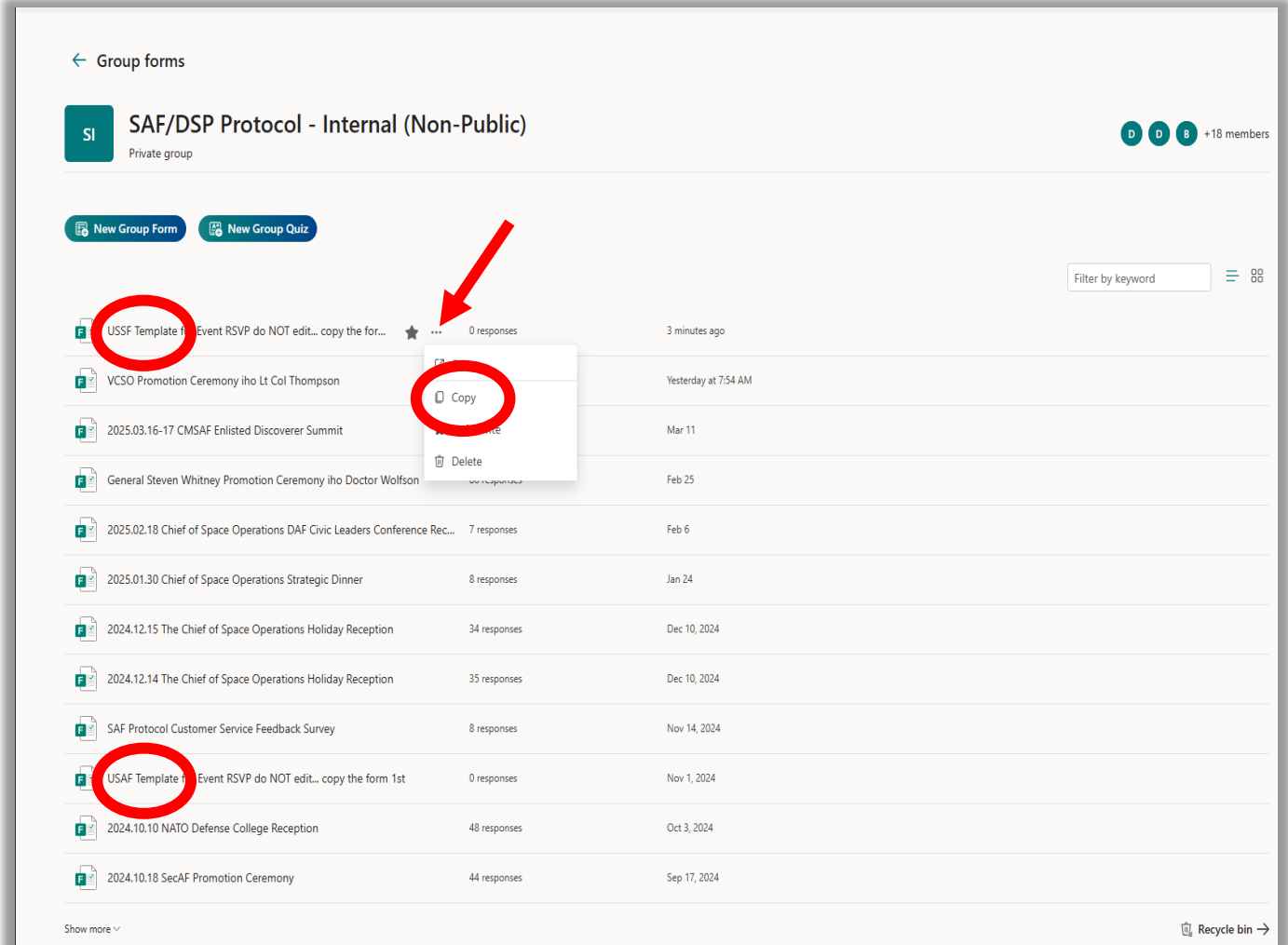
Recent	My forms	Filled forms	Shared with me	Favorites
2025.03.16-17 CMSAF Enlisted Discoverer Summit SAF/DSP Protocol - Internal (Non-Public)	66 responses	Mar 13		
SAF Protocol Customer Service Feedback Survey HARBOLD, ADAM S GS-13 USAF HAF SAF/DSP	8 responses	Mar 12		
2025.02.18 Chief of Space Operations DAF Civic Leaders Conference Rec... SAF/DSP Protocol - Internal (Non-Public)	7 responses	Feb 18		
2025.01.30 Chief of Space Operations Strategic Dinner SAF/DSP Protocol - Internal (Non-Public)	8 responses	Feb 6		
Untitled form HARBOLD, ADAM S GS-13 USAF HAF SAF/DSP	0 responses	Jan 21		
2024.12.15 The Chief of Space Operations Holiday Reception SAF/DSP Protocol - Internal (Non-Public)	34 responses	Jan 16		
SAF Protocol Customer Service Feedback Survey SAF/DSP Protocol - Internal (Non-Public)	8 responses	Jan 15		
2024.12.14 The Chief of Space Operations Holiday Reception SAF/DSP Protocol - Internal (Non-Public)	35 responses	Dec 11, 2024		
2024.10.10 NATO Defense College Reception SAF/DSP Protocol - Internal (Non-Public)	48 responses	Nov 12, 2024		
DAF Executive Dining Facility Comment Card HARBOLD, ADAM S GS-13 USAF HAF SAF/DSP	0 responses	Nov 7, 2024		
General Steven Whitney Promotion Ceremony iho Doctor Wolfson SAF/DSP Protocol - Internal (Non-Public)	86 responses	Nov 6, 2024		
Headquarters Protocol Office (SAF/DSP) Flag & Equipment Check Out F... HARBOLD, ADAM S GS-13 USAF HAF SAF/DSP	2 responses	Nov 6, 2024		

My groups	Total form	SAF/DSP Protocol - Internal (Non-Public)	Total 27 forms
S SAF/DS	Total 0 form	P Polans Award planning team	Total 0 form
T Test Dynamic Group HAF/DSLHAF/DSP & HAF/DSX	Total 0 form	S Space Symposium 2025 (40SS) - SAF/IA	Total 0 form
D DAF365 Tenant US Citizens Only	Total 0 form		



Accessing SAF/DSP Templates

1. “SAF/DSP Protocol – Internal” will appear in the upper left corner of the page.
2. Scroll to find the DAF template needed for your event; USAF or USSF.
3. Hover the mouse over the title, place mouse cursor over the 3 dots (●●●) and single click.
4. Select “copy”.
5. The copied version of the template will ALWAYS be placed at the top of the page.
 - *Be sure you are editing the duplicate copy of the template, **NOT** the original.*
 - *This can be verified by the (2) in the title.*
 - *Click on the copied version of the template.*
6. Now you can begin editing/creating the RSVP Form for your event.
7. **Once you begin editing, “Auto Save” is enabled.**





Creating Form Without Template

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Creating A New Event RSVP Form Without A Template

The screenshot shows the Microsoft Forms interface. The 'New Form' button is highlighted with a red circle. Below it, there are several template cards: Feedback, Registration, Research, Quiz, and a Template gallery. The 'Registration' card is highlighted with an orange background. At the bottom, there is a list of recent forms, including '2024.12.15 The Chief of Space Operations Holiday Reception'.

The screenshot shows the Microsoft Forms interface for editing an 'Event Registration' form. The 'Registration' tab is selected in the top left. The form is titled 'Event Registration' and includes a description: 'Collect information for your event, such as head-count, logistics, food preferences, and so on.' The form contains three questions: 1. Your name (text input), 2. Which session do you plan to attend? (multiple choice with options Session 1, Session 2, Session 3, Session 4, and Other), and 3. Do you need shuttle service from your place? (radio button options Yes and No). The 'Click to edit' button is visible next to the form title.



Creating A New Event RSVP Form Without A Template

Microsoft Forms - Event Registration

Event Registration - Saved

Style Settings Preview Collect responses

00

Event Registration

Collect information for your event, such as headcount, logistics, food preferences, and so on.

1. Your name

Enter your answer

2. Which session do you plan to attend?

☐ Session 1

☐ Session 2

☐ Session 3

☐ Session 4

☐ Other

3. Do you need shuttle service from your place?

☐ Yes

☐ No

Styles

Layouts

Suggested Customized

Background music



Event Registration

Apr 14, 2025

Collect information for your event, such as headcount, logistics, food preferences, and so on.

1. Your name

Enter your answer

2. Which session do you plan to attend?

☐ Session 1

☐ Session 2

☐ Session 3

☐ Session 4

☐ Other

3. Do you need shuttle service from your place?

☐ Yes

☐ No

4. Any food allergies?

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Customizing Your Event

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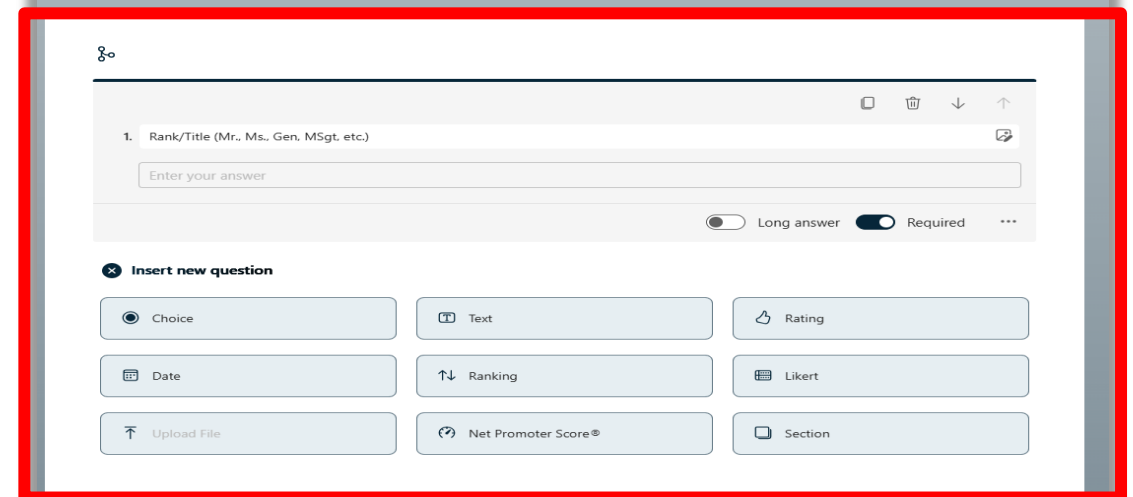
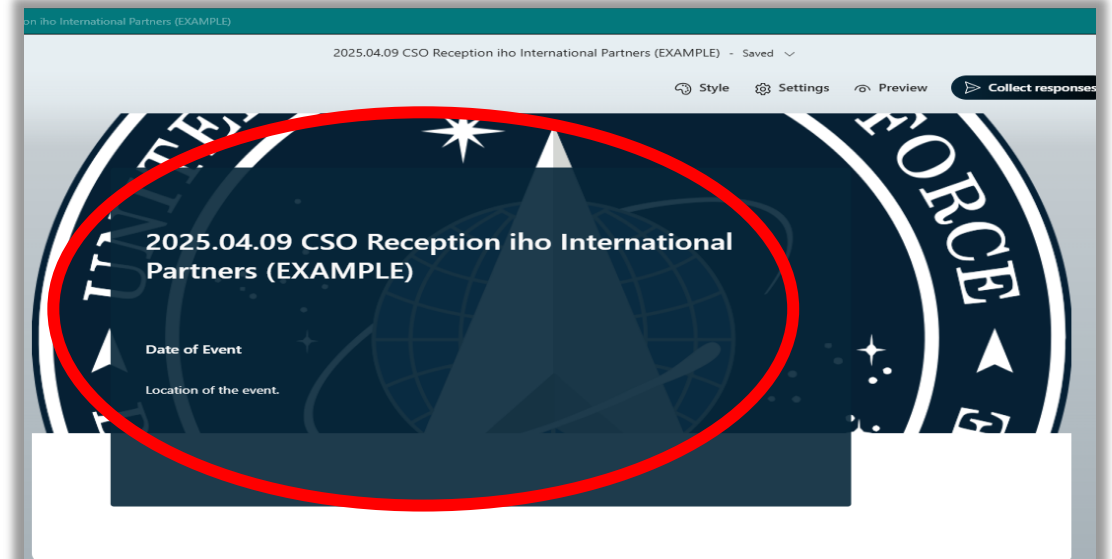
Customizing Your Event

TITLE BLOCK:

- First, update the title with your event info
 - YYYY/MM/DD + Principal + Event Title
 - The info you input becomes the title of the “file”
 - **There is a character limit; titles should be concise.**
- Second, input the date in the next block
- Third, update the location/venue info in the last block

ATTENDEE INFO TO BE COLLECTED:

- Review the template RSVP data already provided
- Determine what questions/information should be kept, added, and/or removed.
- Make edits/updates to the form as appropriate to your specific event.
 - Click questions to edit content
 - Click “insert new question” and select a response type
 - Text, Choice, Dates, etc.
 - Is it a “required” question/answer?





Customizing Your Event

BRANCHING:

When you want certain responses to determine the next question or take guests to the end of the form

(i.e. if not attending, take guest to the end of the form)

1. Place mouse cursor over the 3 dots (•••) and single click.
2. Select “add branching”

The screenshot shows the form editor interface. At the top, there is a question titled "5. Office Symbol (SAF/DSP, A5/8, S1, etc.) *". Below it is a text input field with the placeholder "Enter your answer". The next question is "6. Will you be attending the ceremony?". It has three buttons: "Add all", "Maybe", and "Si". Below these are two radio button options: "Yes" and "No". At the bottom of the question editor, there are two toggle switches: "Multiple answers" (off) and "Required" (on). To the right of the "Required" toggle is a three-dot menu icon. A red arrow points to this icon, and a red circle highlights the "Add branching" option in the dropdown menu that appears. Below the question editor, there is a section for "7. Are you a member of the immediate family (Spouse, Child, Parent, or Sibling)?". It has a radio button option for "Yes".

The screenshot shows the form preview. Question 5 is "5. Office Symbol (SAF/DSP, A5/8, S1, etc.) *". Below it is a text input field with the placeholder "Enter your answer". The next question is "6. Will you be attending the ceremony? *". It has two radio button options: "Yes" and "No". To the right of the "Yes" option is a "Go to" dropdown menu with "Next" selected. To the right of the "No" option is a "Go to" dropdown menu with "End of the form" selected. A red oval highlights the branching logic for question 6. Below question 6 is question 7: "7. Are you a member of the immediate family (Spouse, Child, Parent, or Sibling)?". It has a radio button option for "Yes".



Preview Your Event

PREVIEW:

Review your changes, ensure the form looks correct, and that it captures all details needed for the event.

1. Select the “Preview” tab.
2. Click “start now” button.

Microsoft Forms - 2025.04.09 CSO Reception iho International Partners (EXAMPLE)

← Back Computer Mobile

2025.04.09 CSO Reception iho International Partners (EXAMPLE)

Date of Event

Location of the event.

Start now

Microsoft Forms - 2025.04.09 CSO Reception iho International Partners (EXAMPLE) (Preview)

← Back Computer Mobile

2025.04.09 CSO Reception iho International Partners (EXAMPLE)

* Required

1. Rank/Title (Mr., Ms., Gen, MSgt, etc.) *

Enter your answer

2. Last Name *

Enter your answer

3. "Go By" First Name *

Enter your answer

4. Organization/Unit/Office (No acronyms... spell out) *

Enter your answer

5. Office Symbol (SAF/DSP, AS/8, S1, etc.) *

Enter your answer

6. Will you be attending the ceremony? *

☐ Yes

☐ No

Submit

Microsoft 365

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

Microsoft Forms | AI-Powered surveys, quizzes and polls. Create your own form.



Settings

SETTINGS:

- Who can fill out this form...

- ✓ "Anyone can respond"

- **NOTE:** If this is not selected, attendees outside DoD are unable to access/respond.

- Options for responses...

- ✓ "Accept responses"

- Allows form to be completed

- ✓ "End date"

- Sets the RSVP close date

2025.04.09 CSO Reception iho International Partners (EXAMPLE) - Saved

Style Settings Preview Collect responses View responses Present

Settings

Who can fill out this form

- ☒ Anyone can respond
Anonymous response, doesn't require sign-in
- ☐ Only people in United States Air Force can respond
- ☐ Specific people in United States Air Force can respond

Options for responses

- ☒ Accept responses
- ☐ Start date
- ☒ End date
4/7/2025 11:45 PM
- ☐ Set time duration ⓘ
- ☐ Shuffle questions
- ☐ Disable question number for respondents
- ☐ Show a progress bar ⓘ
- ☐ Hide Submit another response
- ☐ Customize thank you message
- ☐ Allow respondents to save their responses

1. Rank/Title (Mr., Ms., Gen, MSgt, etc.) *

Enter your answer

2. Last Name *

Enter your answer



Collecting Responses

COLLECT RESPONSES (“Getting a Link”):

1. Click on “Collect responses” tab
2. Confirm “anyone can respond” is selected
3. Select “Copy Link” button
 - **OPTION:** You can create a shorter URL (link) by selecting “shorten URL” box directly under the link.
4. Paste this link into the invitation e-mail you have drafted for the event (see next slide).

2025.04.09 CSO Reception iho International Partners (EXAMPLE) - Saved

Style Settings Preview **Collect responses** View responses Present

Send and collect responses

☒ Anyone can respond
Anonymous response, doesn't require sign-in

☐ Only people in United States Air Force can respond

☐ Specific people in United States Air Force can respond

<https://forms.osi.apps.mil/Pages/ResponsePa...> **Copy link**

☒ Shorten URL

2025.04.09 CSO Reception iho International Partners (EXAMPLE)

Respondents will see the form like this.

Enter your answer

2. Last Name *



Collecting Responses

STANDARDIZED SAF/DSP INVITATION & E-MAIL:

- Invite and e-mail should follow standard DSP formatting/verbiage.
- E-mail will ALWAYS be sent from the SAF/DSP RSVP Workflow.
- Include the RSVP link, created in MS Forms, in the e-mail.



TEMPLATE - Standard Invite Email (SAF_DSP).oft



TEMPLATE -
ard Invitation (SAF

"VIEW IN HTML"

Sir/Ma'am,

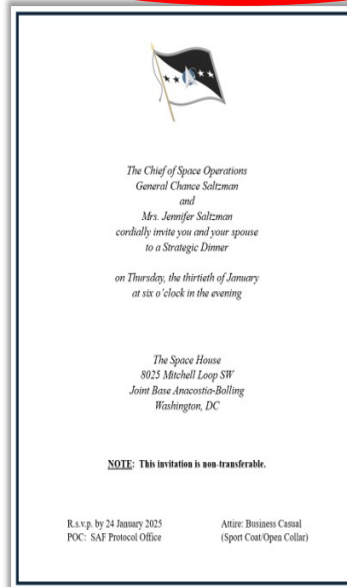
The Chief of Space Operations, General Chance Saltzman, and Mrs. Jennifer Saltzman, cordially invite you and your spouse to a Strategic Dinner, Thursday, 30 January 2025 at 6:00pm ET. Please reference the attachment for additional details and/or directions to the Space House.

NOTE:

If you or your guest do not have access to Joint Base Anacostia-Bolling, you will need to indicate as such with your RSVP and complete additional information/registration steps after our office receives the notification of your RSVP. If registration has not been completed/approved within 24 hours of your visit, contact the SAF Protocol Office, as access to the base may be delayed/denied on the day of the event.

CLICK ON THE LINK BELOW TO R.S.V.P. BY FRIDAY, 24 JANUARY 2025:

<https://forms.osi.apps.mil/r/GXzKGmRDEZ>



Thank you!



*The Chief of Space Operations
General Chance Saltzman
and
Mrs. Jennifer Saltzman
cordially invite you and your spouse
to a Strategic Dinner*

*on Thursday, the thirtieth of January
at six o'clock in the evening*

*The Space House
8025 Mitchell Loop SW
Joint Base Anacostia-Bolling
Washington, DC*

NOTE: This invitation is non-transferable.

R.s.v.p. by 24 January 2025
POC: SAF Protocol Office

Attire: Business Casual
(Sport Coat/Open Collar)



Downloading MS Forms Application

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Pros / Cons vs eInvitations

PROS

- **Modern application available/installed on most DoD workstations using MS Office.**
 - *Web and mobile applications*
- **Zero added costs to use, manage, update, develop, and maintain.**
 - *Estimated DAF Savings: \$2-3M annually*
- **Collects/produces more data points than eInvites.**
 - *Accessible by DoD and Non-DoD users*
- **Customizable to the needs of each user, unit, branch of service.**
- **Eliminates login issues.**

CONS

- **Digital invitation not produced by MS Forms.**
- **Invitation done manually via Word/PDF and attached to an invite e-mail.**
 - *E-mail will serve as invitation and include link to the RSVP on MS Forms*
 - **NOTE:** *Same process as w/ eInvites*