Office365 Integration for Alchemer Survey

Overview

Microsoft 365 (Office 365) is a cloud productivity platform used by organizations to manage email, files, documents, and collaboration across teams and applications.

The Alchemer integration with Office 365 supports automated file creation. The Alchemer Office 365 integration allows Alchemer surveys to generate a new file in a designated OneDrive or SharePoint location each time a response is submitted.

Common uses for the Alchemer Office 365 integration

- Create a file for every new survey response
- Automatically archive response data into structured files
- Generate files for downstream processing or workflows in Power Automate
- Reduce manual file creation and data transfer

What can the Alchemer Office 365 integration do?

- Create file per response – automatically create a file inside a designated Office 365 folder when a survey response is submitted with all response and session data. You may use CSV/TSV or JSON format for the files.

You will need

- Office 365 API access
- An Alchemer plan that includes integrations and the Integration Manager permission enabled
    - Contact us if you are unsure if your plan includes integrations.

Setup Alchemer Office 365 integration in survey

Your browser does not support HTML5 video.

Office 365 | Create file per response

You will need:

- Valid Office 365 authentication (OneDrive or SharePoint)
- The Office 365 folder where new files will be created

Configure the action

1. Open your survey in **Survey Builder**.

2. Select **Add New: Action**.
3. In the Add Action modal, scroll to the **Integrations** section.
4. Select **Office 365**.
5. Select **Office 365 | Create file per response**.
6. **Office 365 | Authentication:** lect an existing authentication or create a new authentication.
7. **Office365 | OneDrive or SharePoint:** Please select if the file you would like to use is on OneDrive or SharePoint.
8. **Office365 | Select SharePoint site:** If you chose SharePoint above, select your site within SharePoint that you would like to use to locate your file..
9. **Office365 | Select SharePoint drive:** If you chose SharePoint above, select the SharePoint drive you would like to use.
10. **Office365 | Folder path:** Please enter the folder path where your Excel workbook is located.
11. **Office365 | Select file type:** Select your desired file type to be uploaded into your OneDrive or SharePoint destination. This can be CSV/TSV or JSON.
12. **Office365 | Custom file name:** By default, the file name is generated using survey ID session ID, and epoch timestamp. You can optionally provide a custom file name from your survey. Keep this unique to identify your files.
13. **Office365 | Get data back:** Select the fields you want to get back.
14. Save this action.

Status codes

- 200: Successfully pushed file to Office365 destination
- 400: The external integration returned an error

Testing and Troubleshooting

Testing and Validation

How to test

- Submit a survey response to trigger the action.
- Check the configured OneDrive or SharePoint folder for the new file.
- Review the file contents to confirm they match the mapped survey data.

How to verify results

- Ensure the file exists and is named according to your configuration.
- Confirm the file's contents match the survey response data.

Monitoring Integration Activity

Where to find logs

- Go to **Results → Individual Responses**.
- Select the response you want to inspect.
- Open the **Action Log** tab.

What logs display

- **Success or failure status**
- Timestamp
- Input and output values
- Returned status codes from Office 365

Troubleshooting

Authentication issues

- Expired or disconnected Office 365 authentication
- Missing permissions to create files in the selected folder

Mapping errors

- Unsupported or invalid field formatting
- No content mapped to file body

API errors

- Office 365 file creation restrictions
- Invalid folder paths or inaccessible directories

FAQs

What permissions do I need?

Integration Manager in Alchemer and file creation permissions in the selected Office 365 directory.

When does the integration run?

In real time when a survey response is submitted.

Can I use multiple Office 365 actions in one survey?

Yes. Each action operates independently.

Why isn't my file being created?

Check the Action Log for authentication issues, invalid folder paths, or API errors from Office 365.

What if I need additional functionality?

Contact Alchemer Support for enhancement requests.

Related Articles