

This PDF will show instructions on how to send submissions from a Gravity Forms post to an Office 365 SharePoint list.

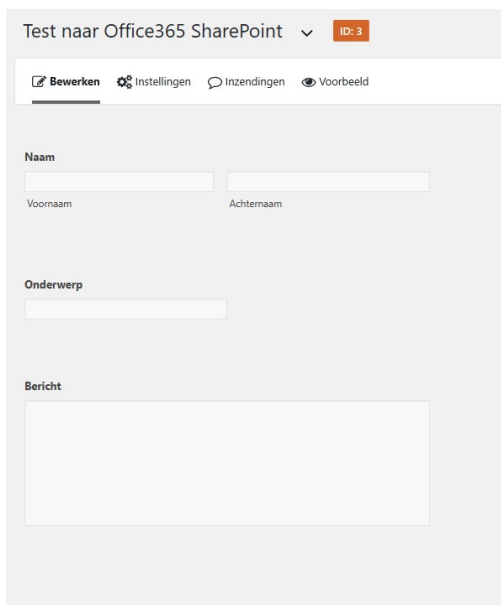
The original post is in Dutch: <https://hansswolfs.be/gravity-forms-inzendingen-naar-office-365-sharepoint-sturen/>

The instructions are divided in 5 parts because of the lengthy instructions one needs to follow.

1. Prepare Gravity Forms
2. Create the SharePoint list
3. Create, setup and test the Flow
4. Webhook setup in Gravity Forms
5. Finalize Flow

## 1. Prepare Gravity Forms

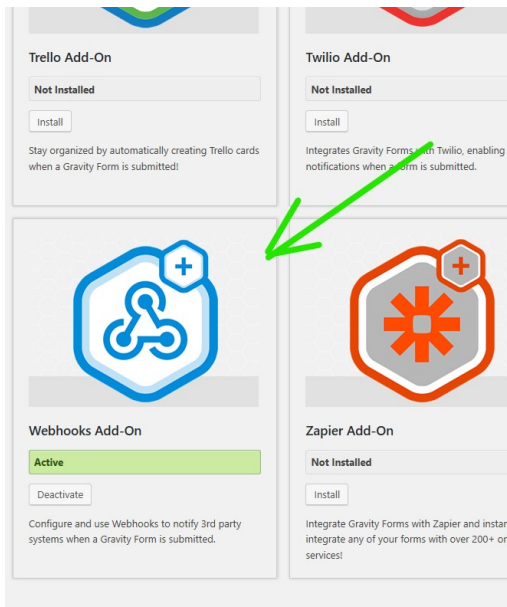
Setup the form you want to send to SharePoint.



The screenshot shows a Gravity Forms form titled "Test naar Office365 SharePoint" with a dropdown menu and an "ID: 3" badge. The form has a navigation bar with "Bewerken", "Instellingen", "Inzendingen", and "Voorbeeld" options. The form fields include:

- Naam**: Two input fields for "Voornaam" and "Achternaam".
- Onderwerp**: A single input field.
- Bericht**: A large text area for a message.

After saving the form, you can also activate the “Webhooks add-on” (Gravity Forms Elite license only)



## 2. Create the SharePoint-list

Go to Office 365 SharePoint and create the list with the same fields like the form.

Don't make any of the fields in the list mandatory!

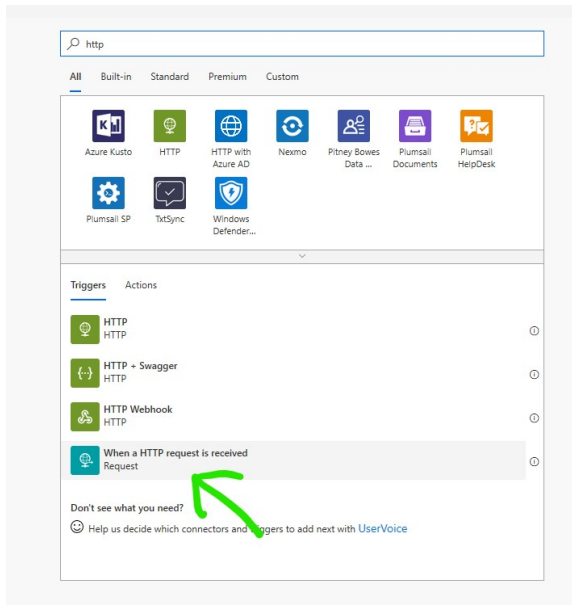
Kolommen

In een kolom worden gegevens van elk item in de lijst opgeslagen. De volgende kolommen zijn beschikbaar in deze lijst:

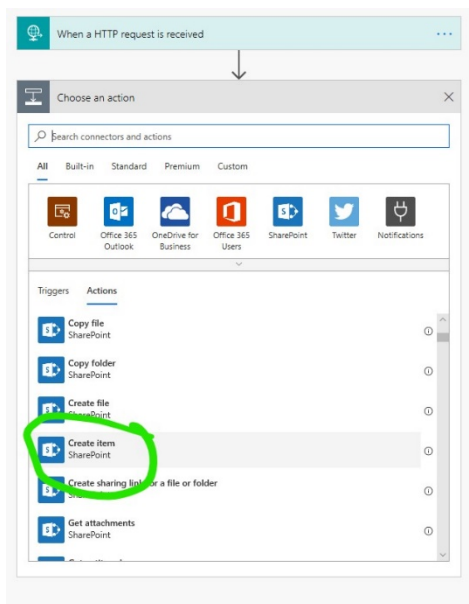
Kolom (klikken om te bewerken)	Type
<b>Naam</b>	Eén tekstregel
Onderwerp	Eén tekstregel
Bericht	Meerdere tekstregels
Gewijzigd	Datum en tijd
Gemaakt	Datum en tijd
Gemaakt door	Persoon of groep
Gewijzigd door	Persoon of groep

## 3. Create, setup and test the Flow

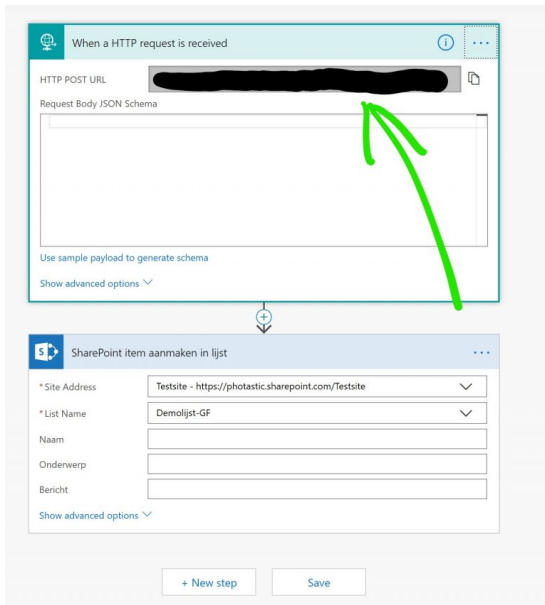
Create a new Flow and choose “When a HTTP request is received” as the trigger:



The action will of course be “Create Item” on SharePoint.



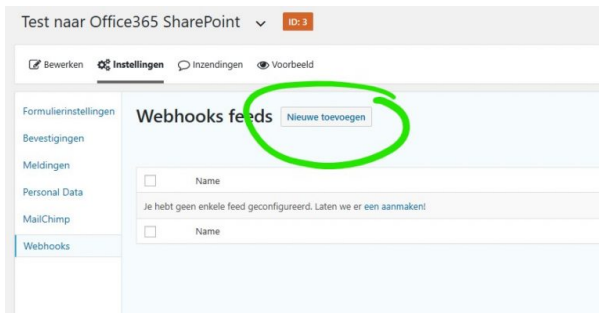
Choose the SharePoint-site and list you created earlier and hit “Save”. The link we’ll need to add to the webhook in Gravity Forms will appear; copy that.



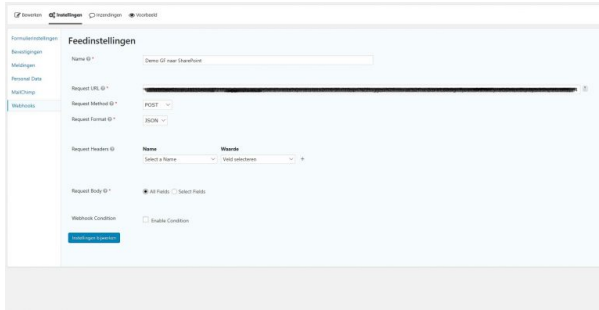
**Tip:** don't share this link as you don't want anyone to "hijack" your form's submissions.

## 4. Webhook setup in Gravity Forms

Now that we have the link we need from Flow, we can set it up in the webhooks add-on of our Gravity Forms form. This will result in all submissions being sent to Flow aside from the normal admin submissions that are being sent via email.



Only give the webhook a name and paste the URL. Leave all the rest to default.

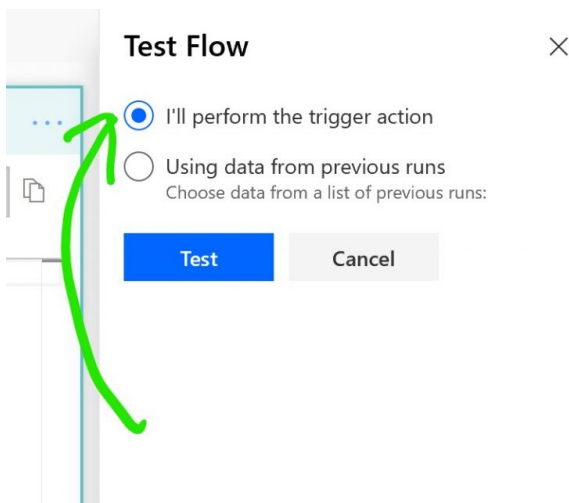


## 5. Finalize Flow; enter JSON-data and SharePoint fields

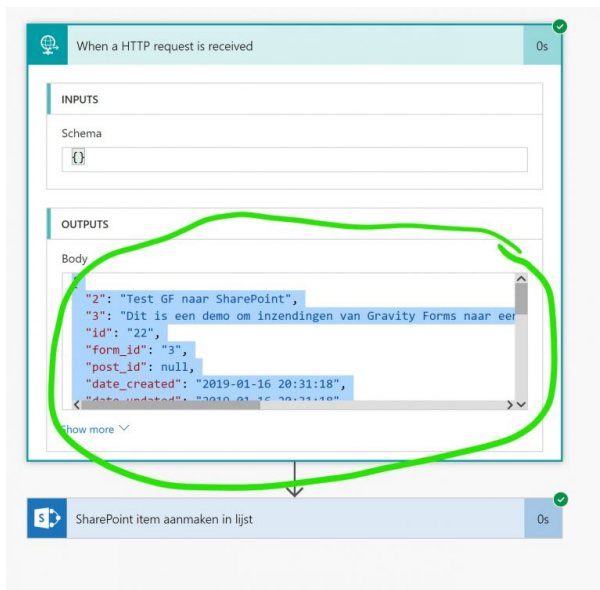
Back in Flow, we need to do a test run in order to get the data from the form in Flow.

We need those fields to make sure everything ends up in the correct SharePoint field.

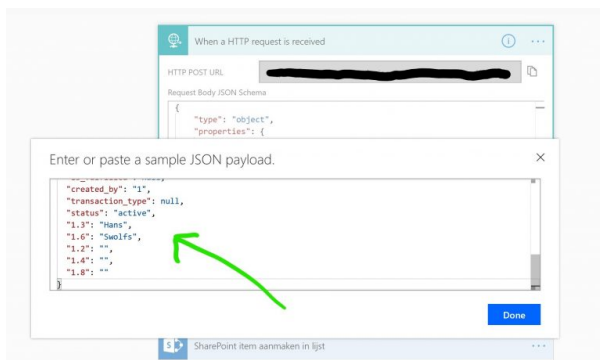
To do this, perform a test of your Flow and submit the form on your WordPress website.



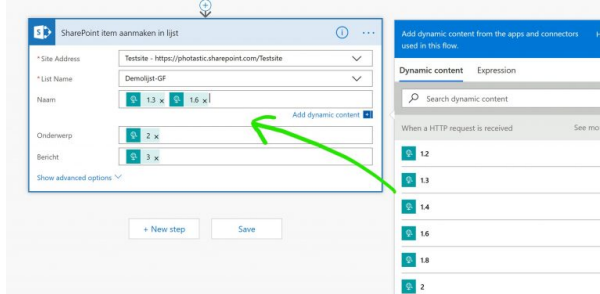
Use the data that appears in Flow to further set it up:



Copy this data and go to the edit screen of the Flow. Open the trigger and click on “Use sample payload to generate schema”. Paste the data in the pop-up:



The only thing that remains, is to enter the fields in the correct fields of our SharePoint-list. Here we'll use the option “dynamic content” of the “Create item” action of the flow to make sure all fields are going to the corresponding column of SharePoint:



That's it!!! Save the Flow and test the form to see if the SharePoint-list is filled correctly:

## Demolijst-GF

Naam ▾	Onderwerp ▾	Bericht ▾
Hans Swolfs	Test GF naar SharePoint	Dit is een demo om inzendingen van Gravity Forms naar een Office 365 SharePoint lijst te sturen. Deze gegevens kwamen van een tekstvak.

If something shouldn't work as expected, just fill in the contact form on <https://hansswolfs.be> and we'll work it out 👍