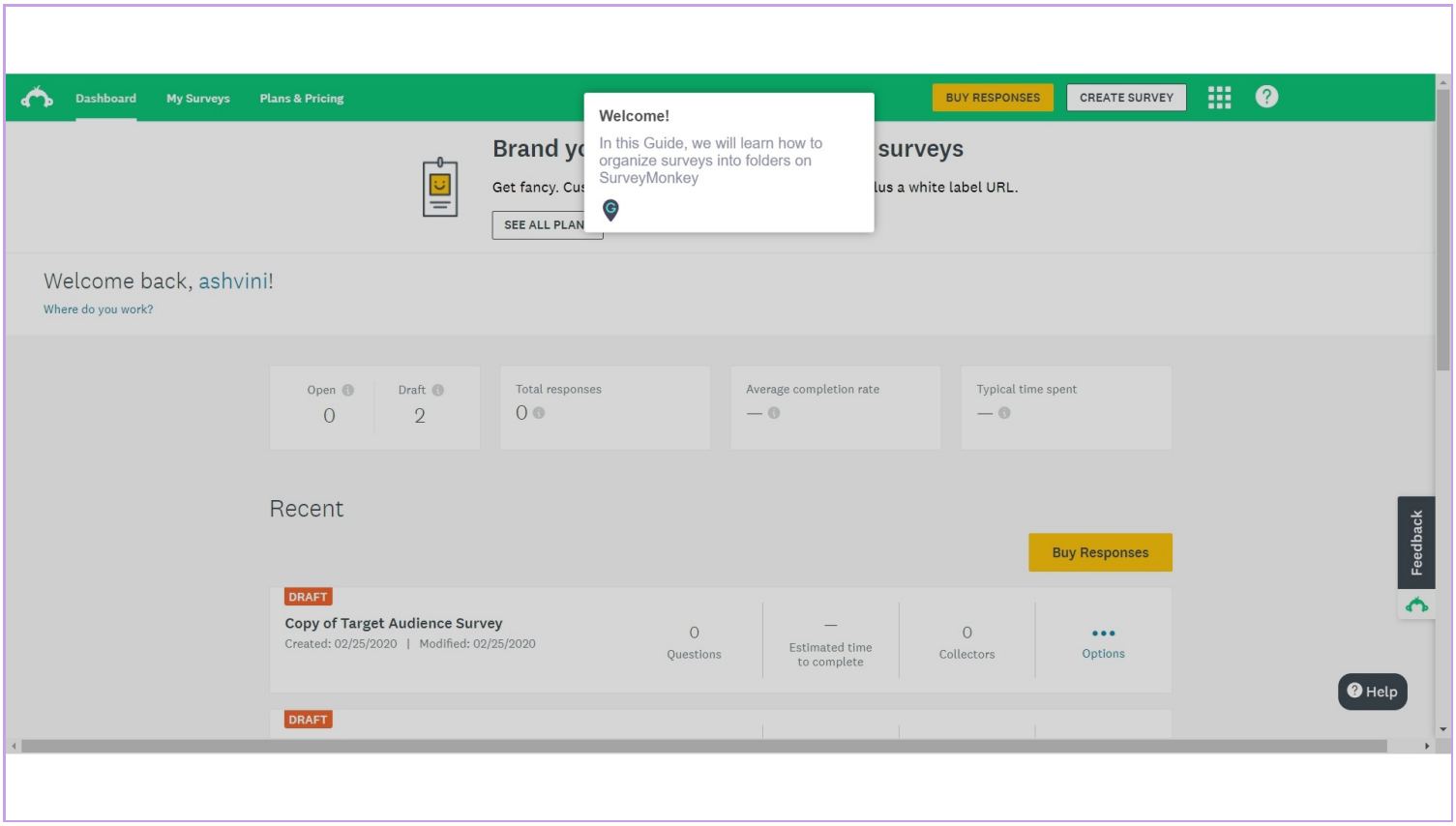
How to Organize Surveys into folders on SurveyMonkey

Step: 01

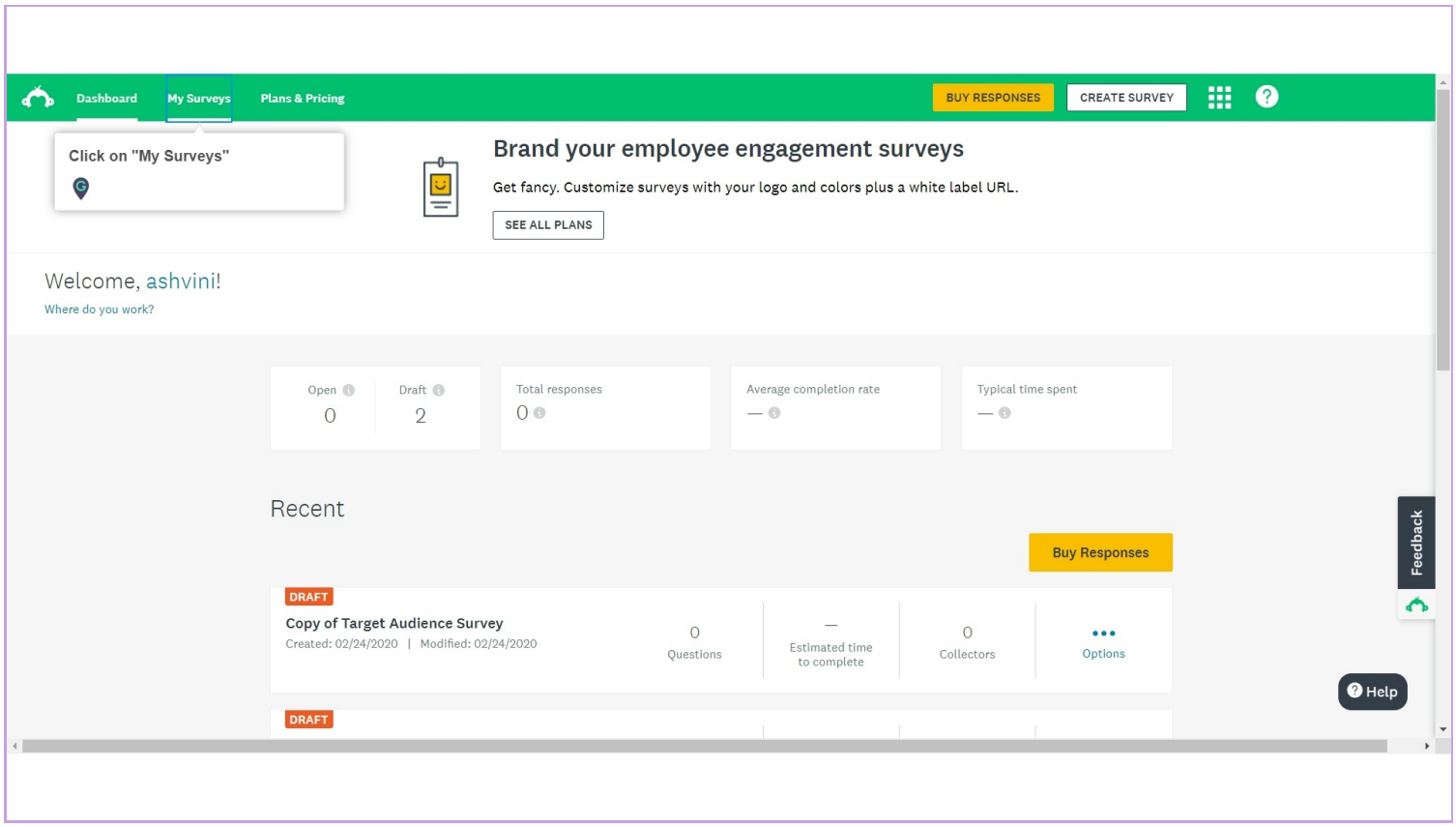
Welcome!

In this Guide, we will learn how to organize surveys into folders on SurveyMonkey



Step: 02

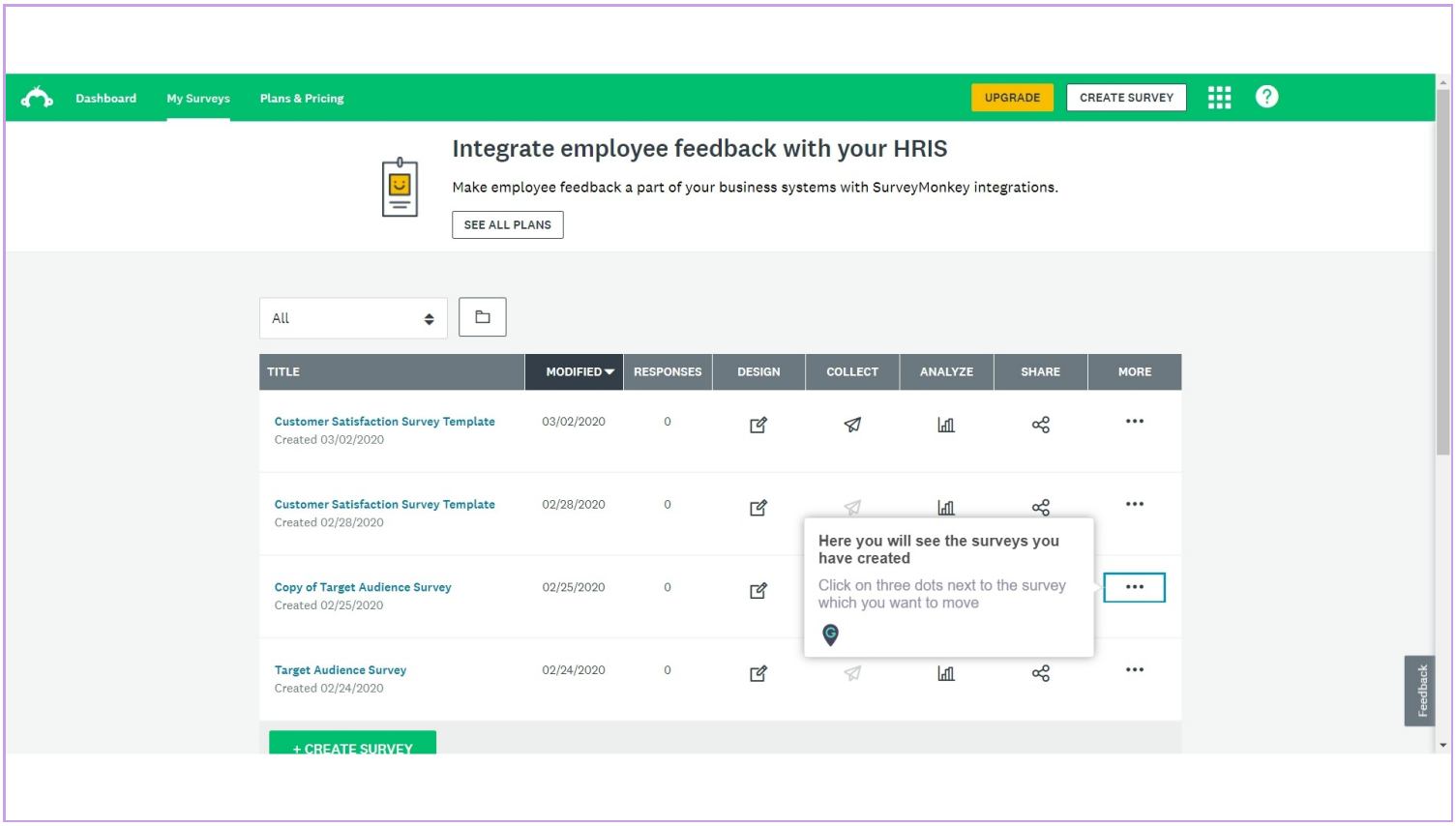
Click on "My Surveys"



Step: 03

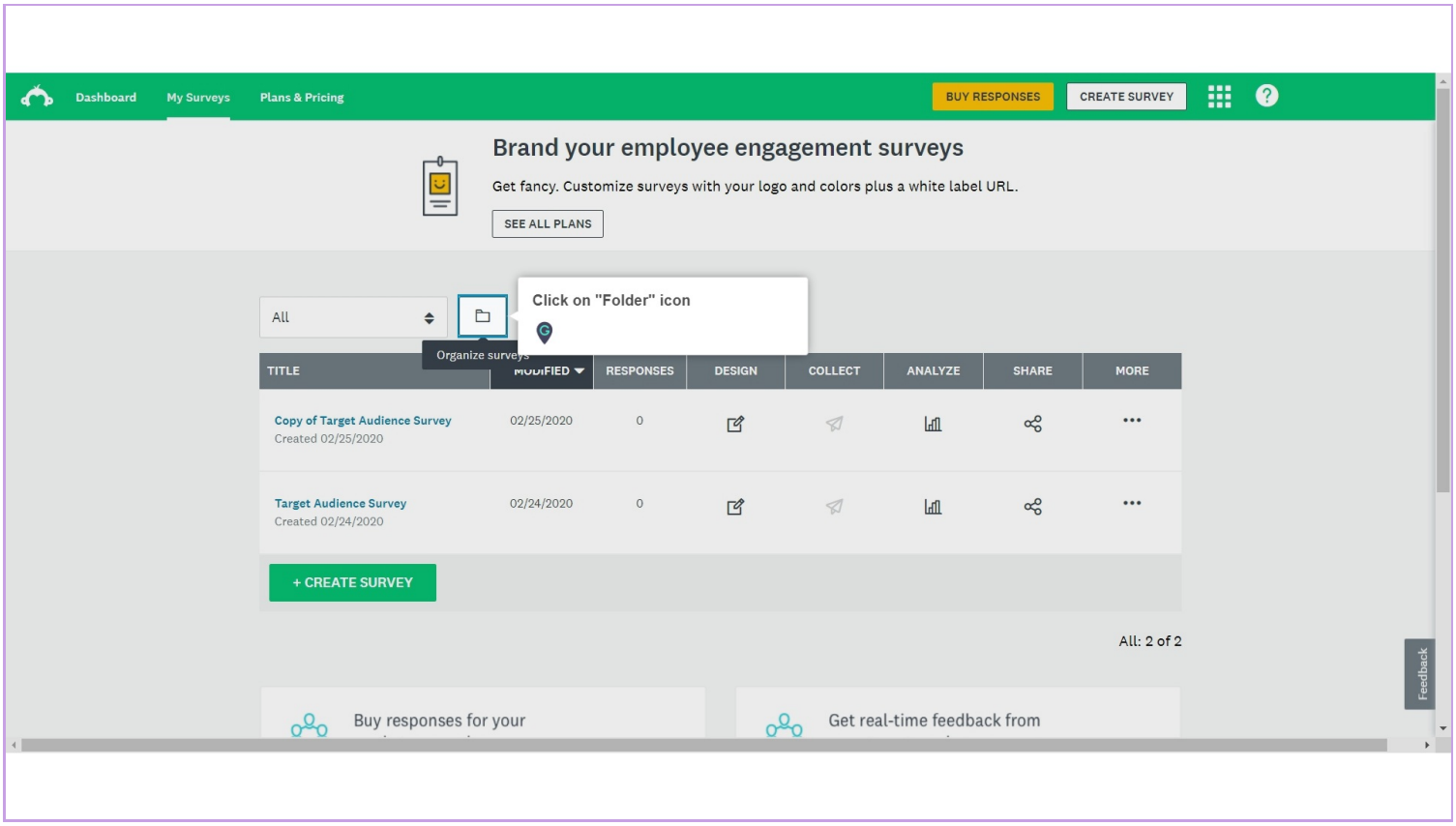
Here you will see the surveys you have created

Click on three dots next to the survey which you want to move



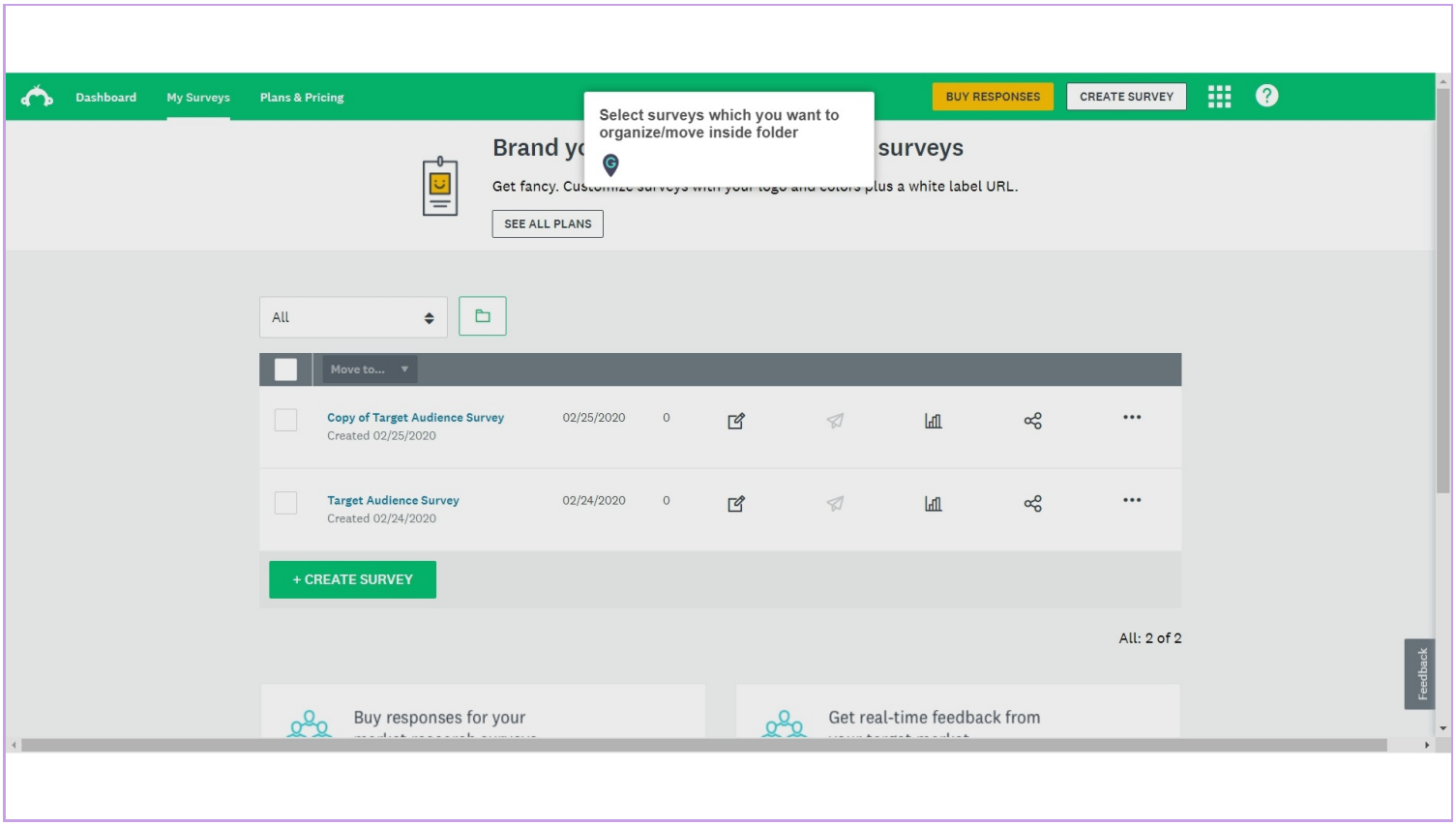
Step: 04

Click on "Folder" icon



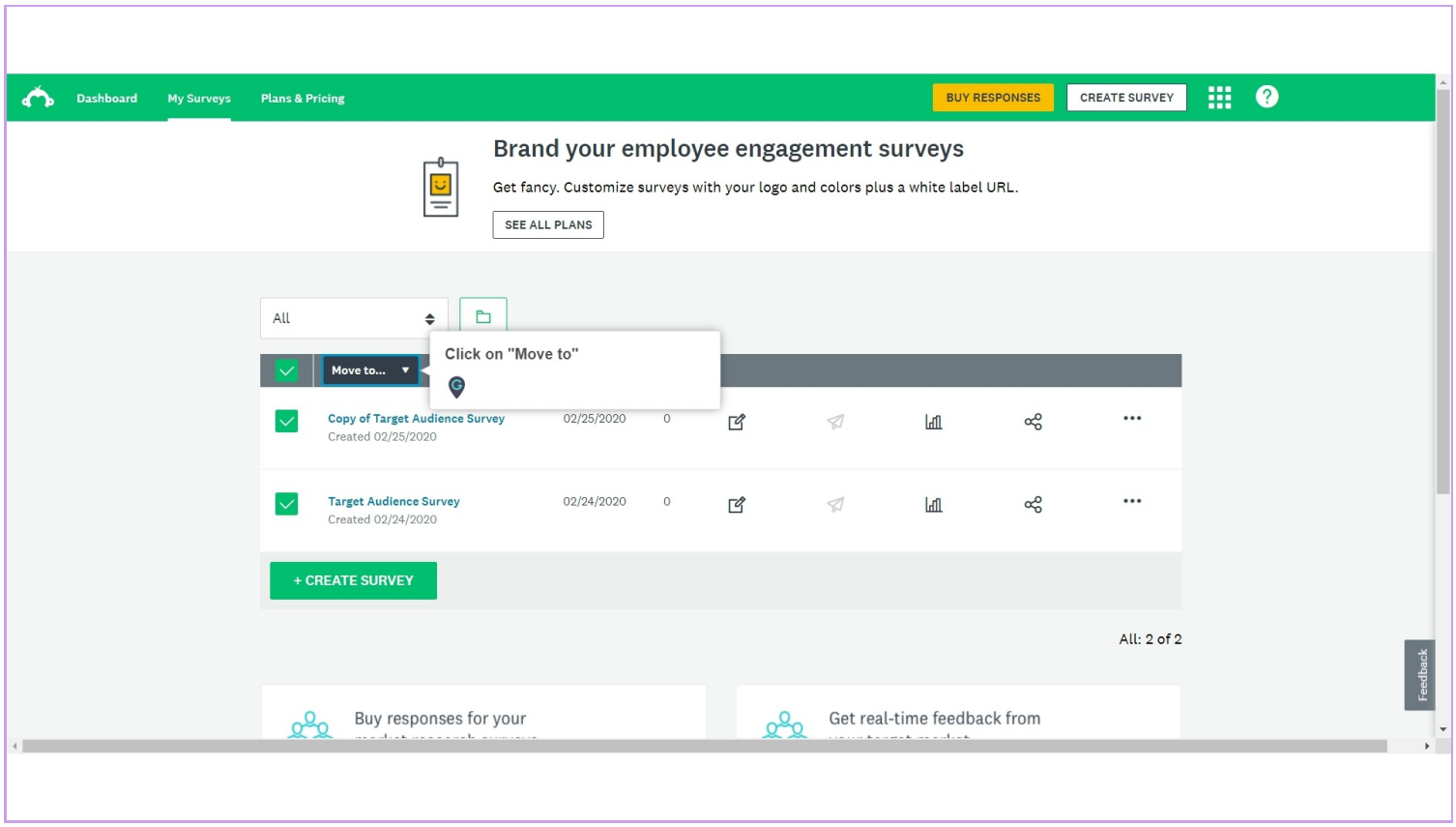
Step: 05

Select surveys which you want to organize/move inside folder



Step: 06

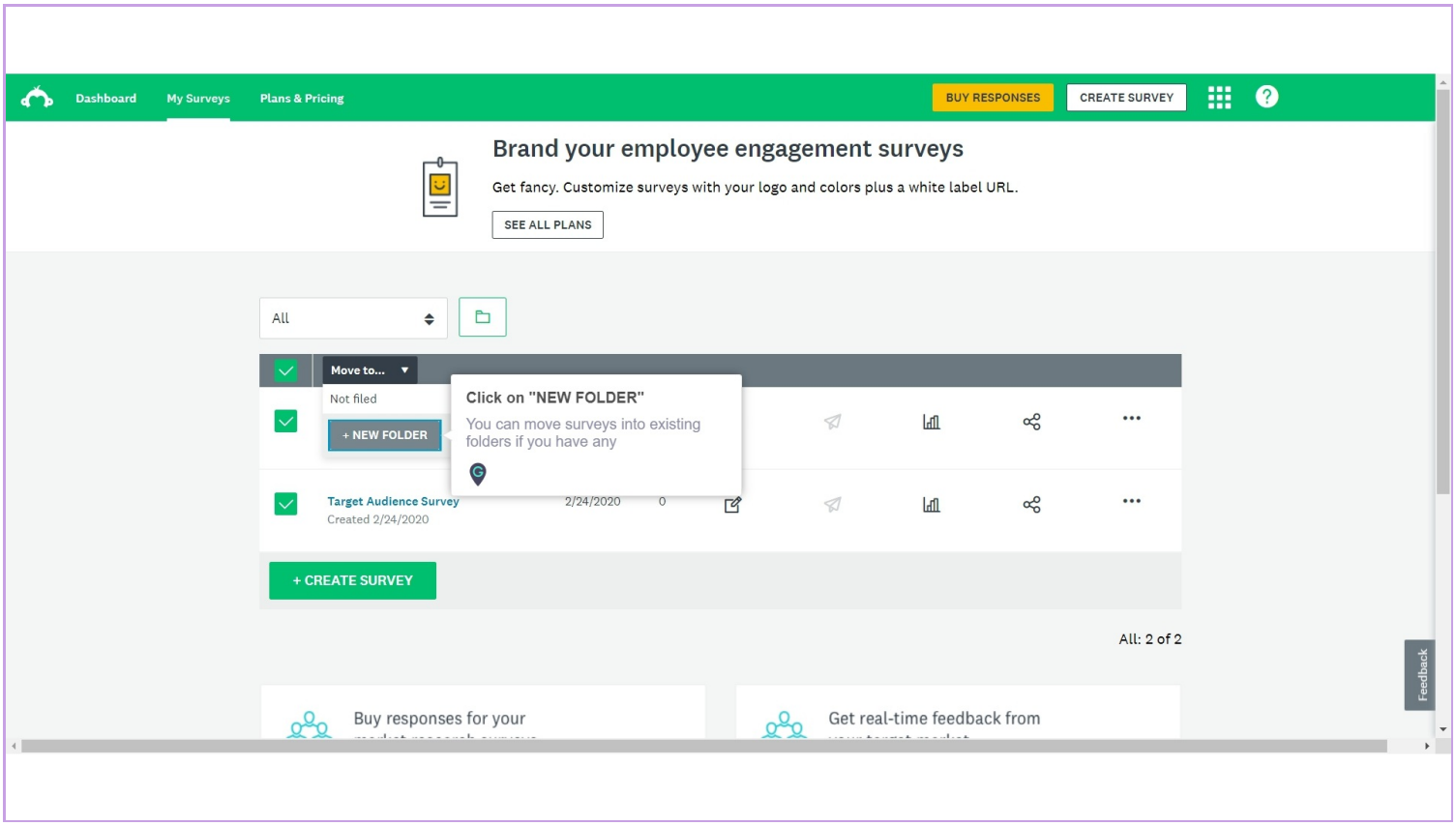
Click on "Move to"



Step: 07

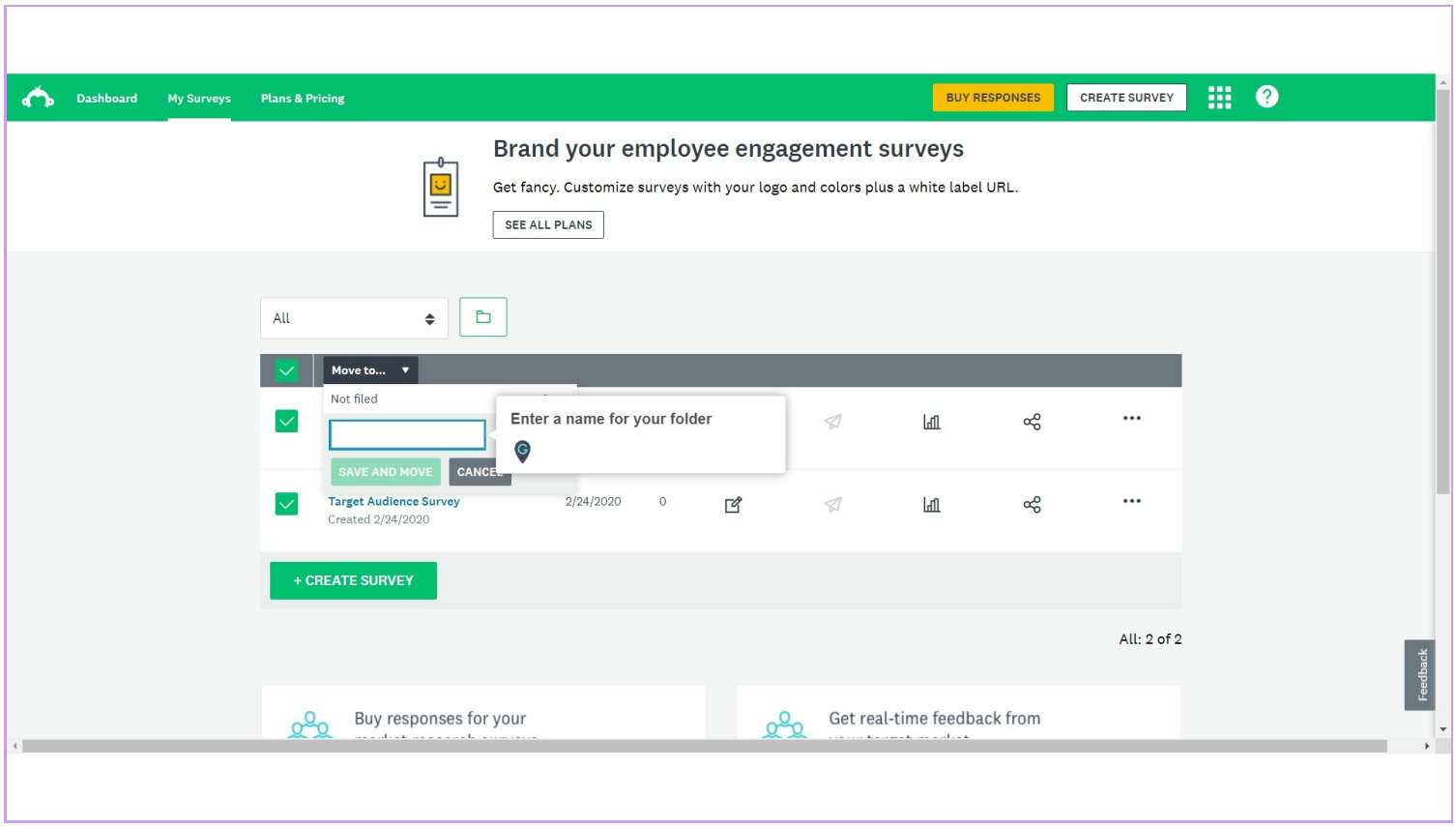
Click on "NEW FOLDER"

You can move surveys into existing folders if you have any



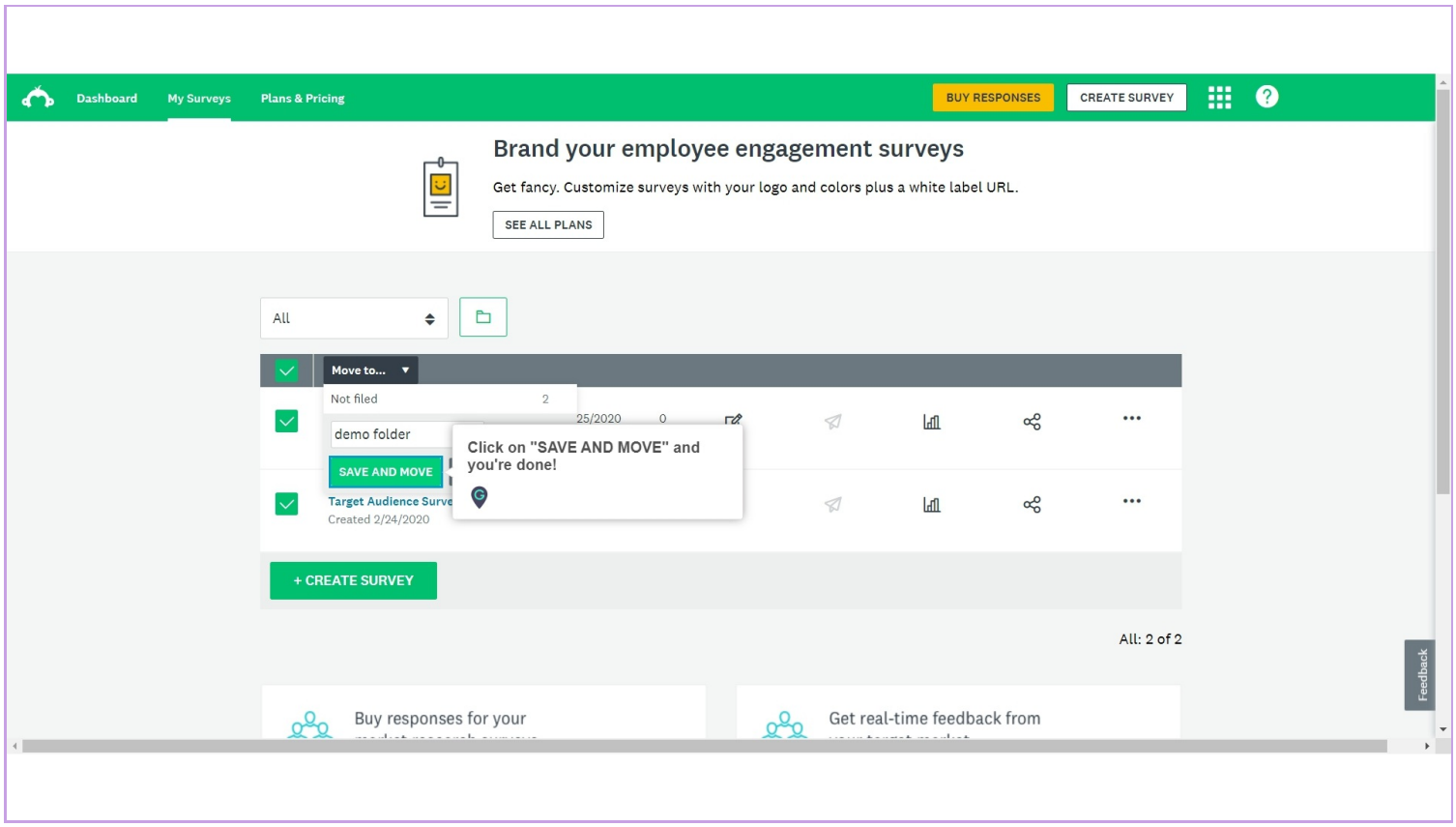
Step: 08

Enter a name for your folder



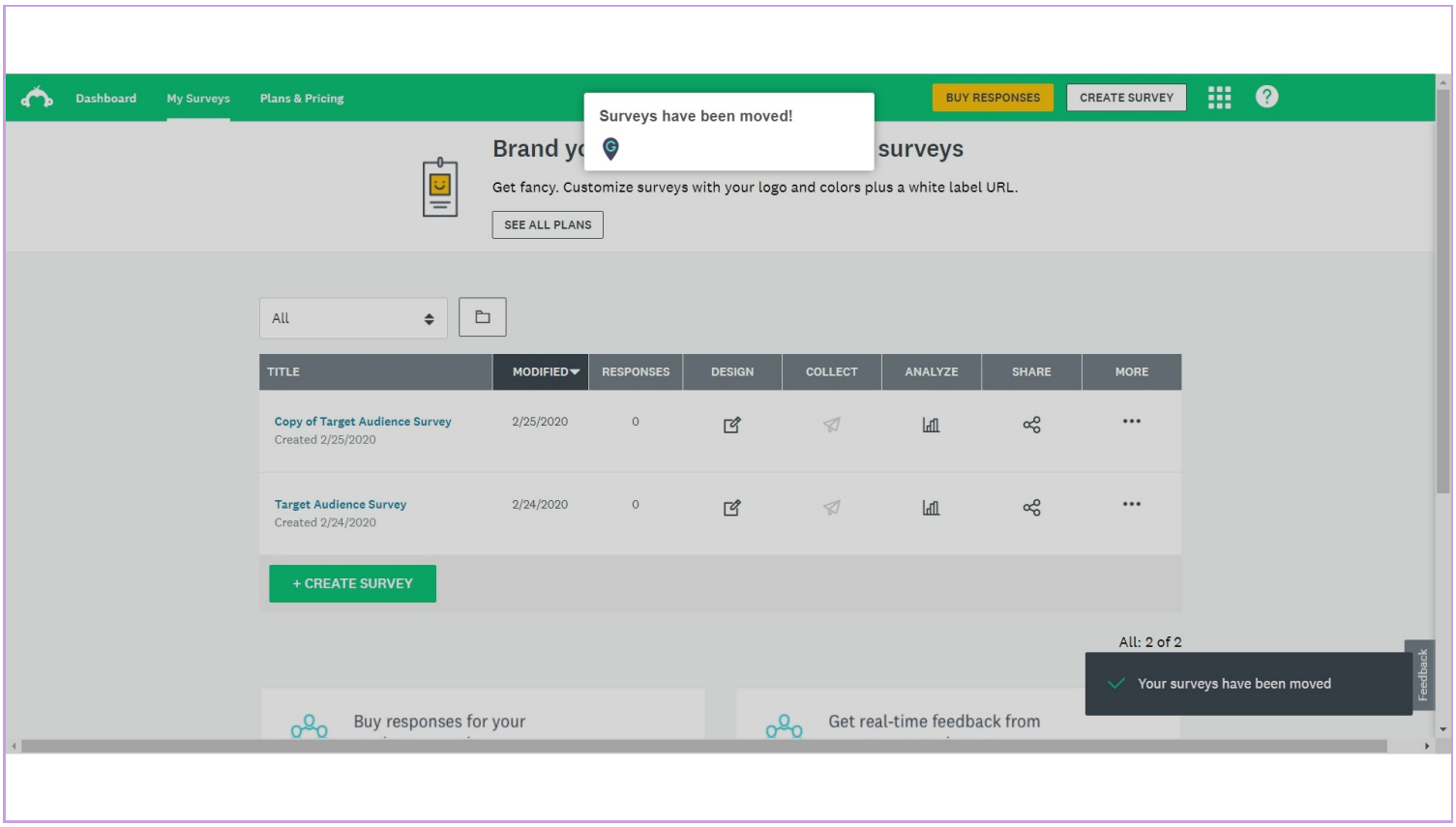
Step: 09

Click on "SAVE AND MOVE" and you're done!



Step: 10

Surveys have been moved!



Thank You!

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