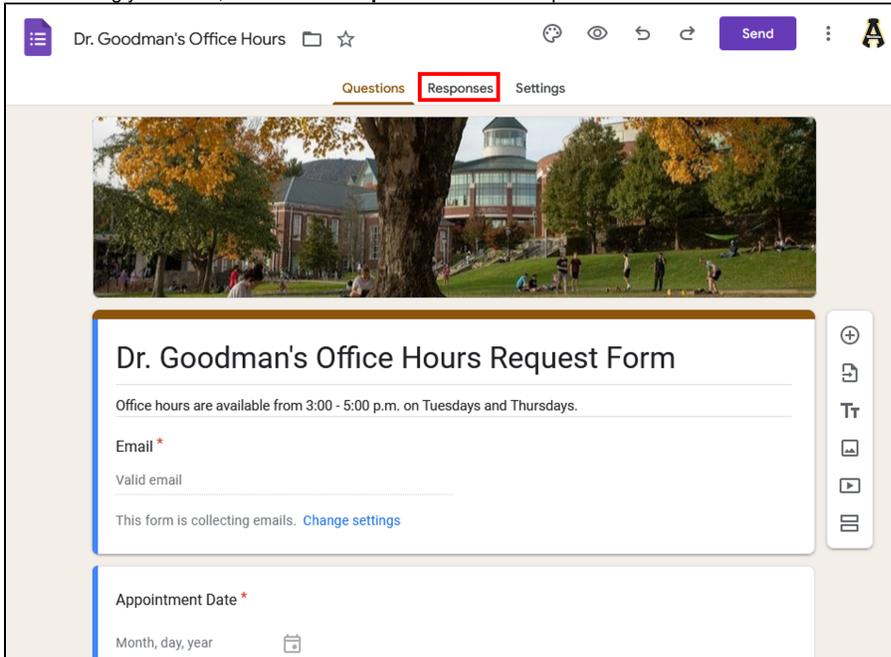


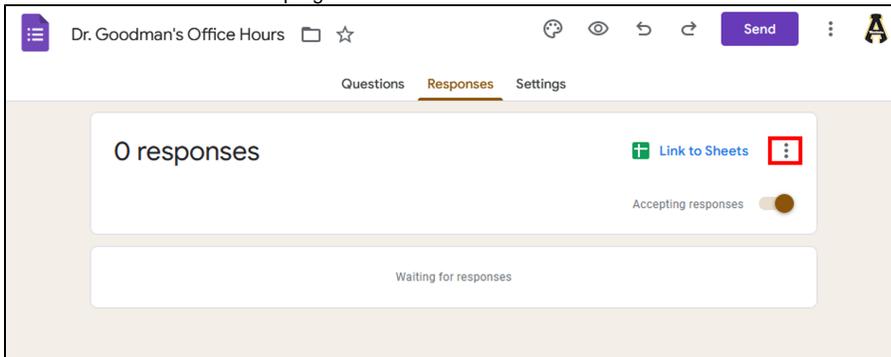
Notifications in Google Forms

Enabling Notifications in Google Forms

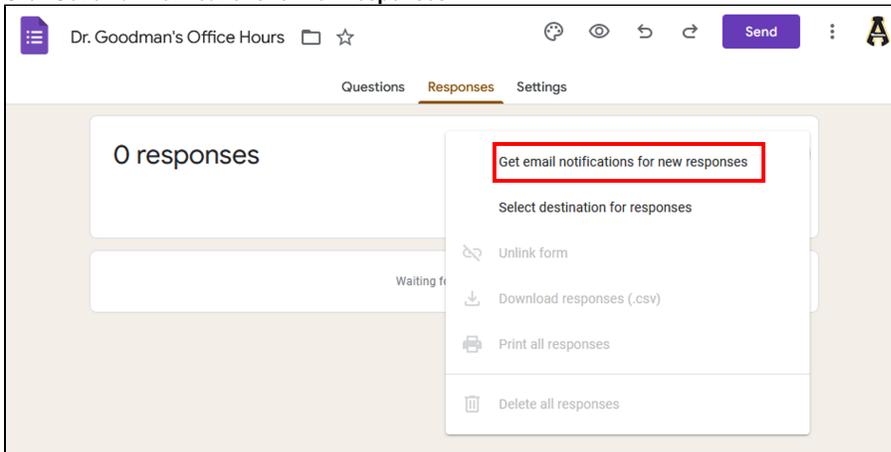
1. After creating your Form, click on the **Responses** tab at the top of the Form.



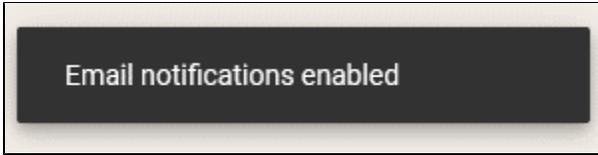
2. Click the three-dot icon in the top-right corner.



3. Click **Get email notifications for new responses**.

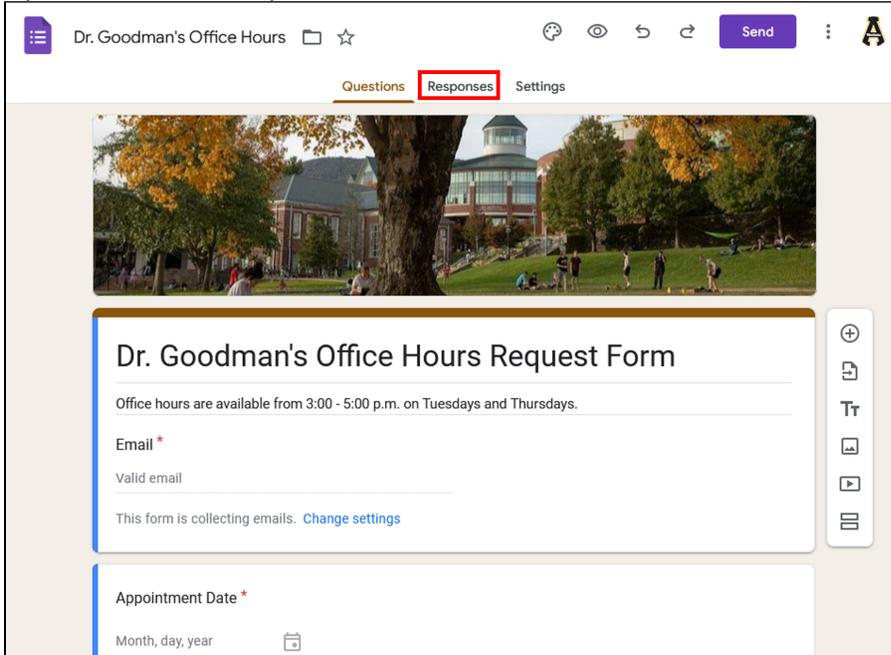


4. You will get a pop-up that says **Email notifications enabled**. Every time a new respondent completes a form, you will receive an email notification.

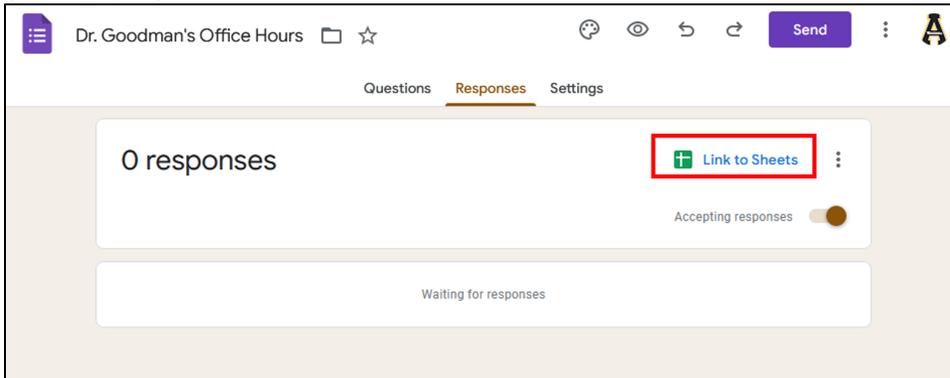


Notification Settings

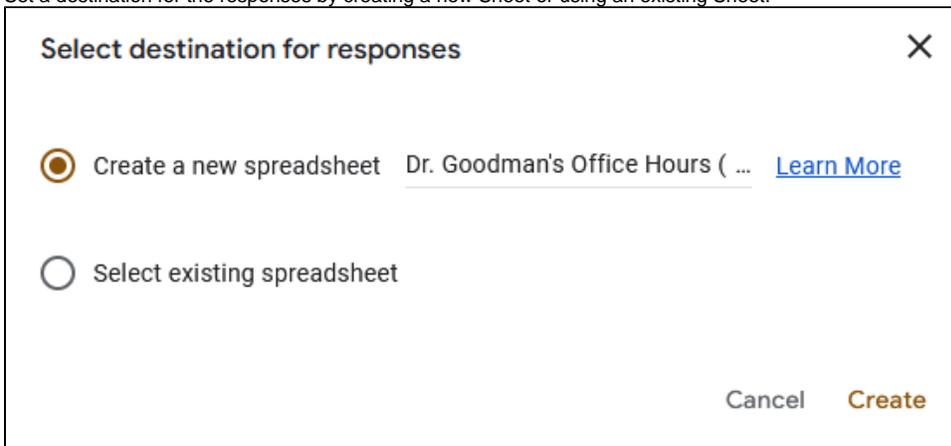
1. In your Form, click on the **Responses** tab.



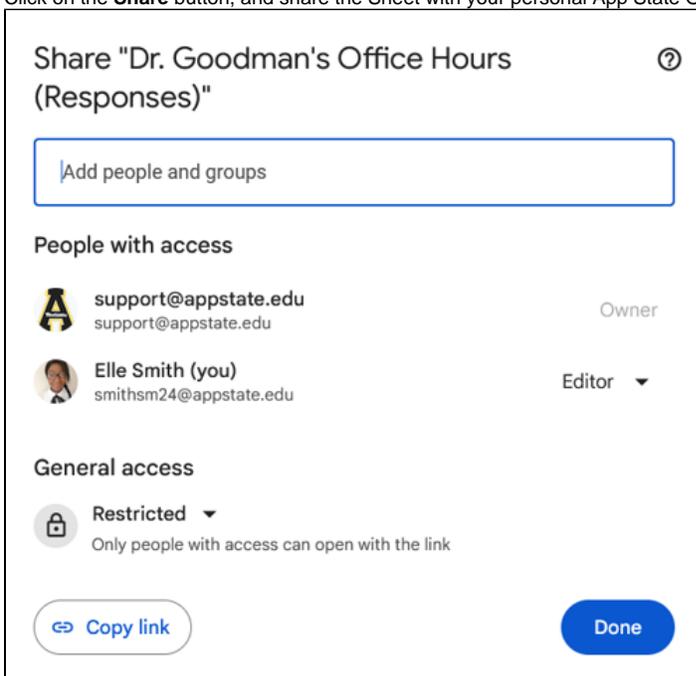
2. Click on **Link to Sheets**.



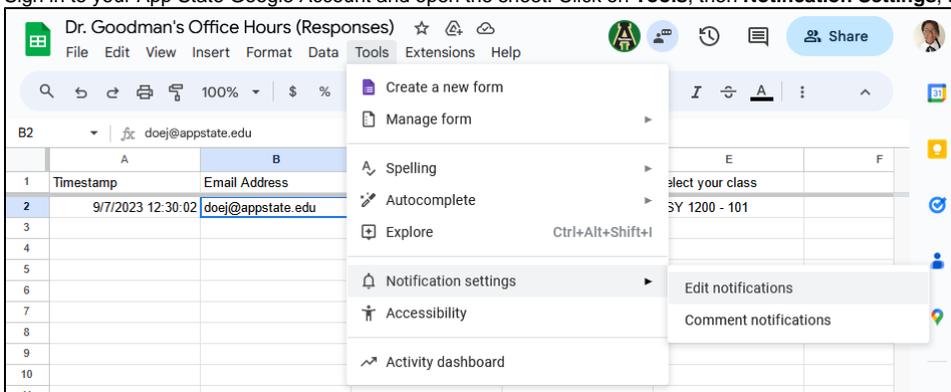
3. Set a destination for the responses by creating a new Sheet or using an existing Sheet.



4. Your new Sheet will open automatically or you can navigate to Google Sheets in the generic account to open the existing sheet.
5. Click on the **Share** button, and share the Sheet with your personal App State Google account then click **Done**.



6. Sign in to your App State Google Account and open the sheet. Click on **Tools**, then **Notification Settings**, then click **Edit**.



7. Select the option to notify you when **A user submits a form**. Then choose whether you want to receive a daily digest of all the responses at once, or whether you want to be sent an email as soon as a user submits a response. Click **Save** to save these changes to notifications.

Set notification rules Help ×

Notify me at smithsm24@appstate.edu when...

Any changes are made

A user submits a form

Notify me with...

Email - daily digest

Email - right away

Cancel Save