Google Form Notification Add-on Tutorial

This add-on allows users to automate email notifications for:

    1. Form respondents - Configure messages that are delivered as individuals submit the Forms submission

    2. Form owners and editors - Configure messages that are delivered to you (as the creator of the Form), or other collaborators, on predetermined response thresholds. (Source)

Quick Set-up Guide

1. Create a new form or open an existing form to add the Add-on. (You can also install the Add-on directly in the G Suite Marketplace.) You only need to add this to once to have it available in all forms.
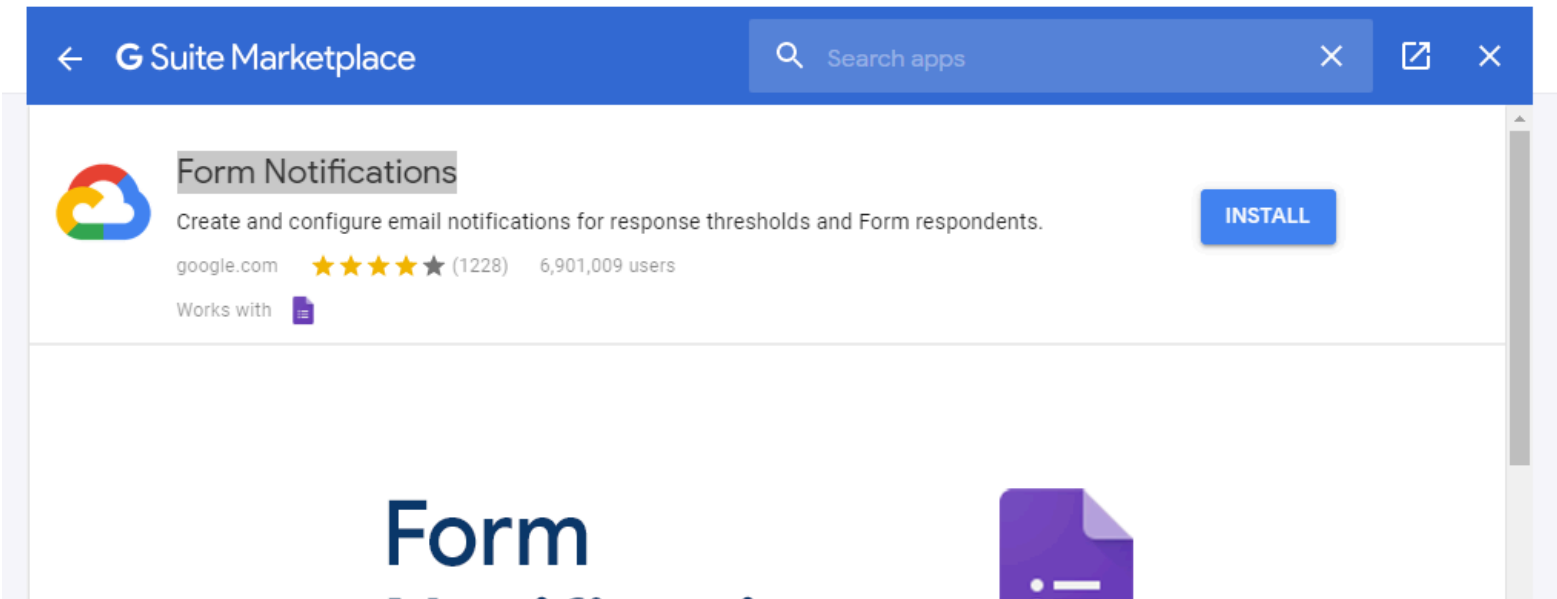
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2. After the form opens, click on the "More" menu. (3 dots). Then click on "Add-ons".
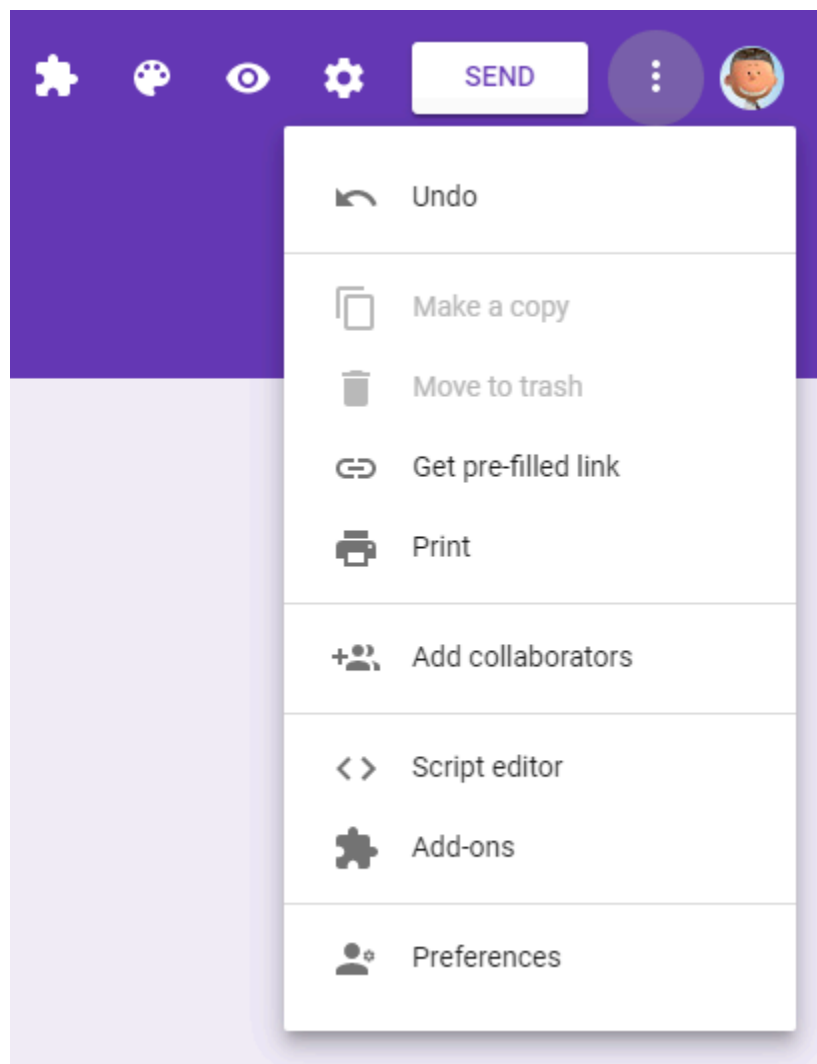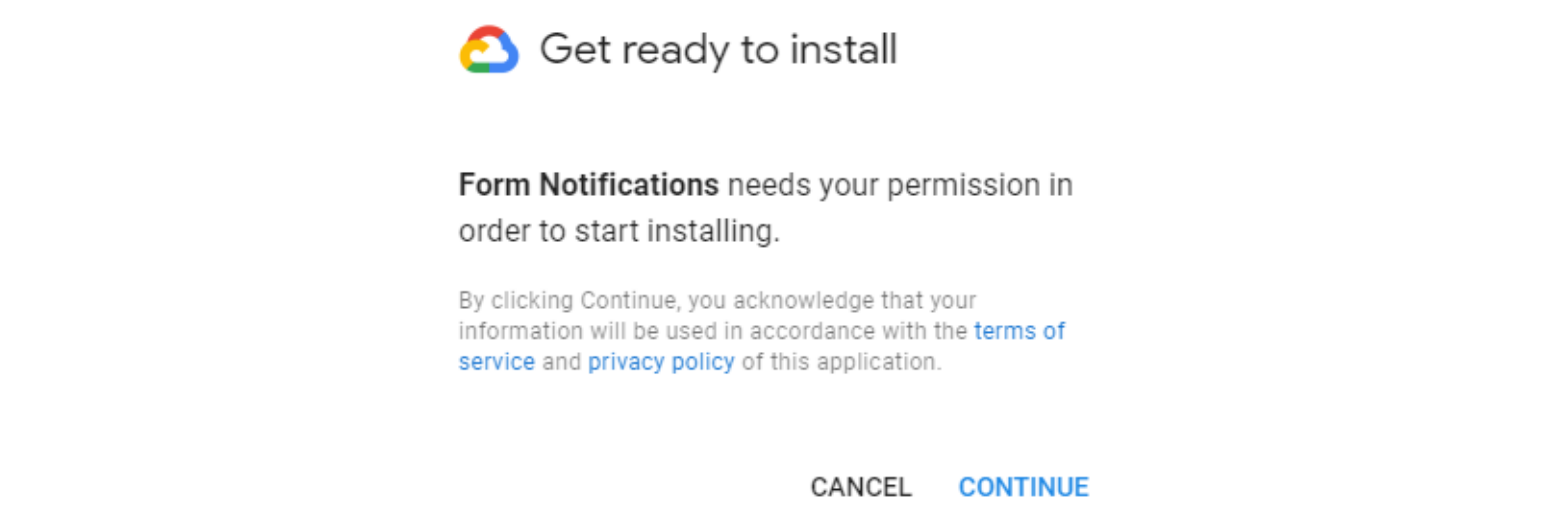
3. A new window will open for the G Suite Marketplace that includes Add-ons and Apps that work with Google Forms. If you don't see the "Form Notifications" Add-on right away you can use the search to find it.
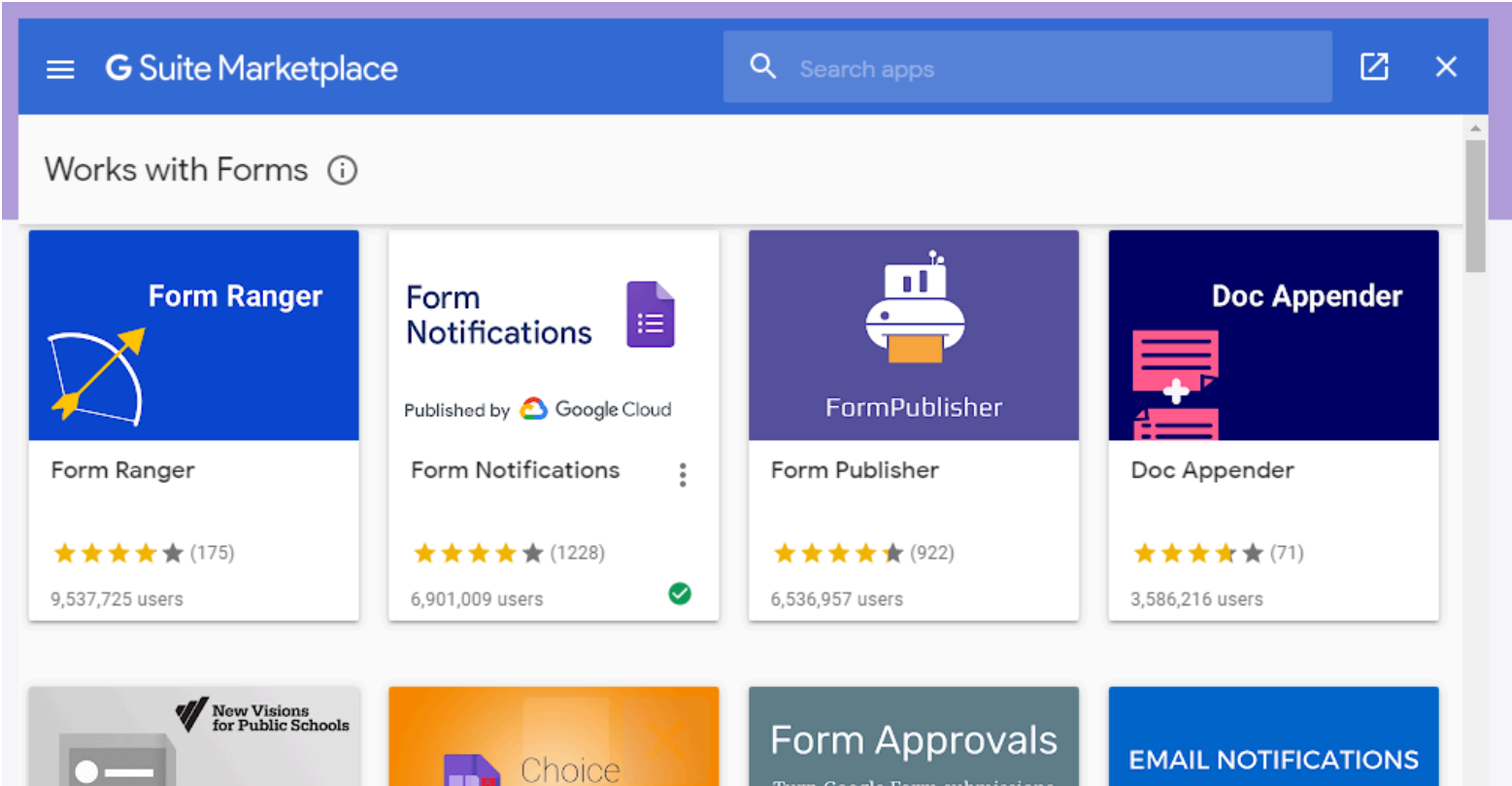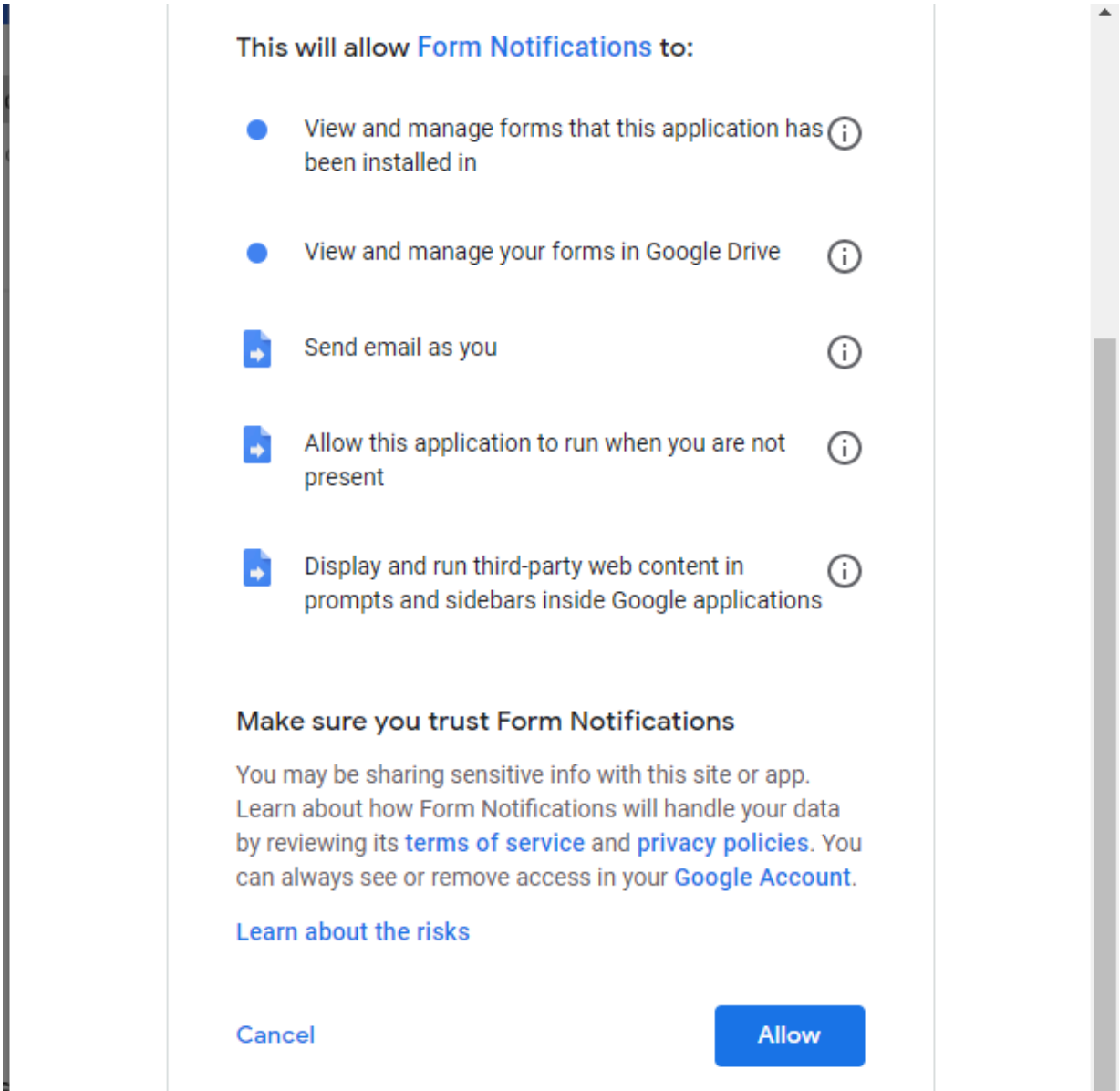

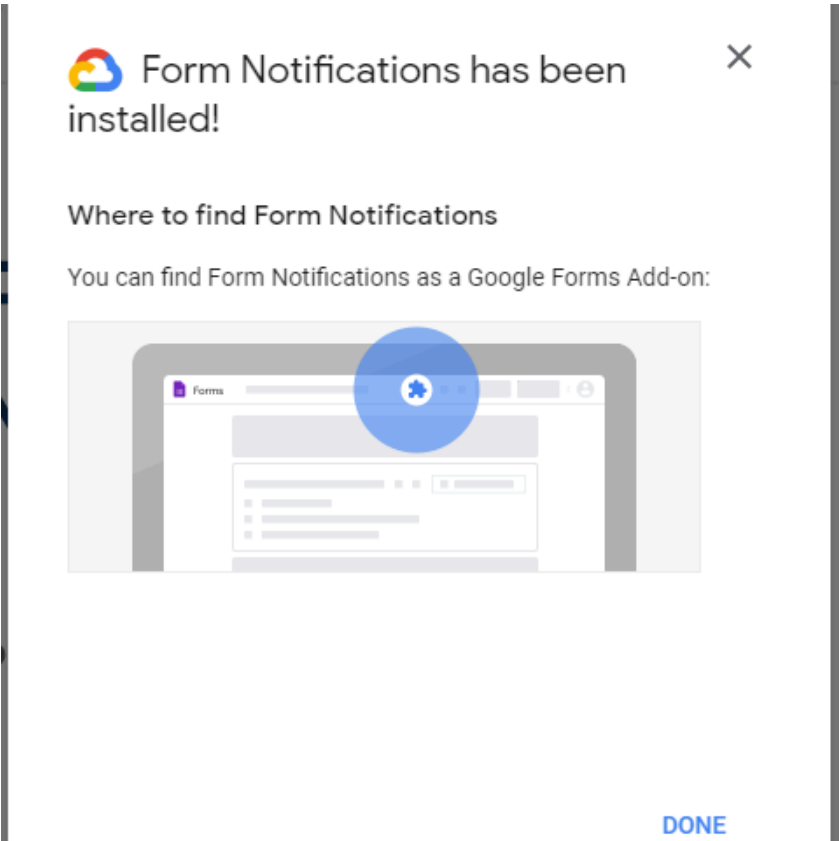4. Click on the "Form Notifications" box and then click on "INSTALL".

5. A permission window will open up. Click "CONTINUE" to accept the terms of service.

6. If prompted, sign in with you Google Account and then click "Allow" on the next pop up window.

This will allow **Form Notifications** to:

● View and manage forms that this application has (i)
   been installed in

● View and manage your forms in Google Drive (i)

⬛ Send email as you (i)

⬛ Allow this application to run when you are not (i)
   present

⬛ Display and run third-party web content in (i)
   prompts and sidebars inside Google applications

Make sure you trust Form Notifications

You may be sharing sensitive info with this site or app.
Learn about how Form Notifications will handle your data
by reviewing its **terms of service** and **privacy policies**. You
can always see or remove access in your **Google Account**.

Learn about the risks

Cancel   **Allow**

7. You should then see a pop-up window that verifies that it has been installed. Click done and it should be ready to use in your forms.

Form Notifications has been   ✕
installed!

Where to find Form Notifications

You can find Form Notifications as a Google Forms Add-on:
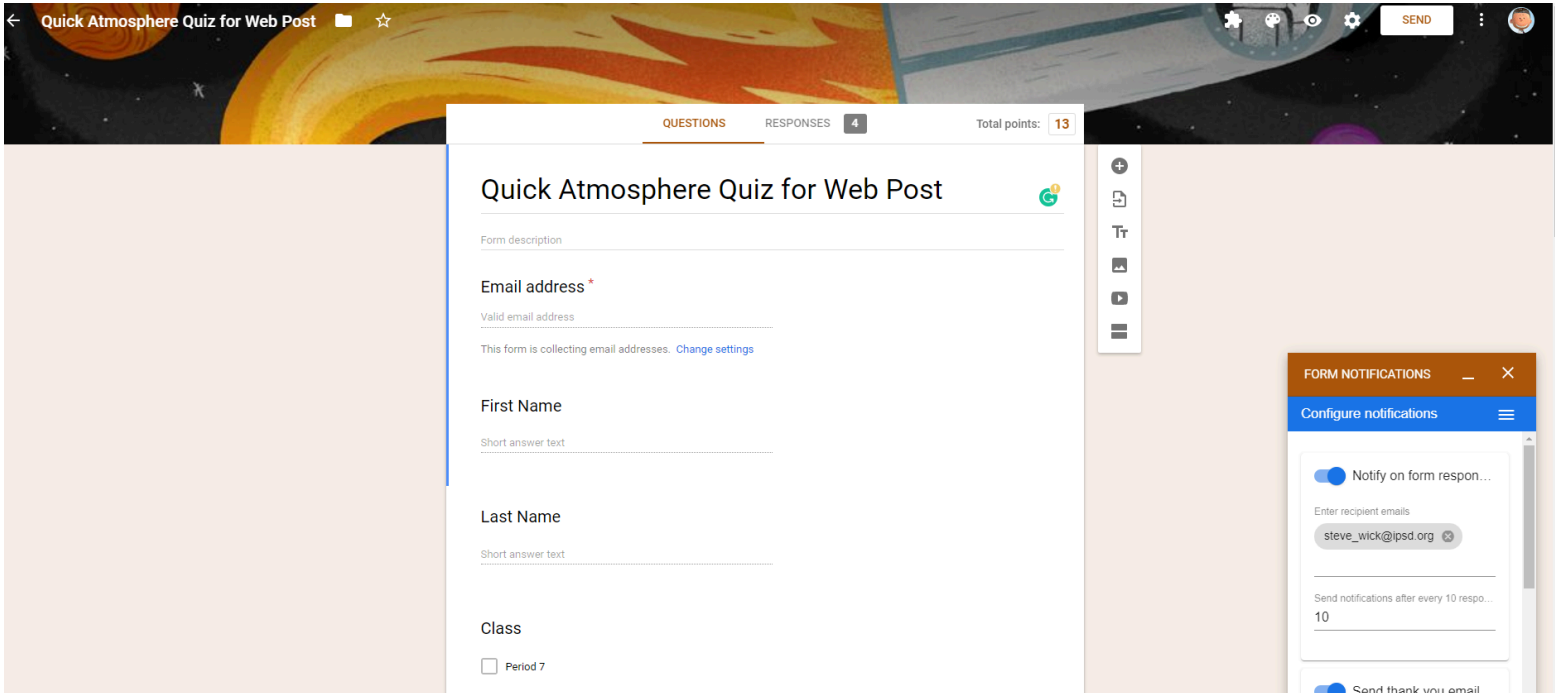
                                                    DONE

Using the Add-on

1. Add questions to your form. (Google has a great help page for forms if you need some help editing and formatting a form.)

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2. When your form is ready, click on the "Add-on" icon and then click on "Form Notifications" and then on "Open". (The Add-on icon will either look like this or this depending on the account.)

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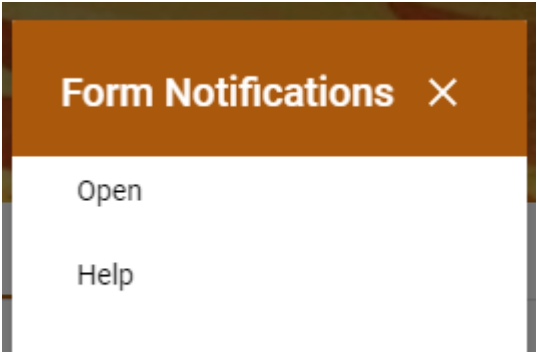
3. A sidebar will open. You can turn on and set up notifications and thank you emails here.

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4. Click "Save configuration" when you are done setting it all up. You can go back and edit these by opening up the Add-on at any time. You can close the sidebar after you've saved any changes.

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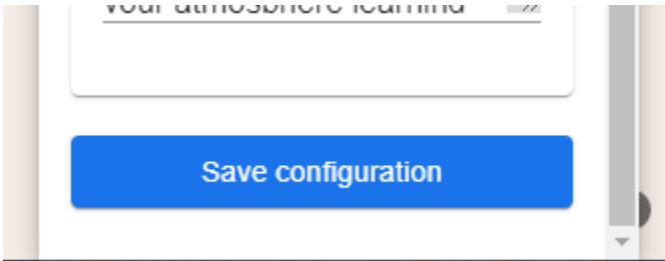
5. You are now ready to share your form and wait for those responses.