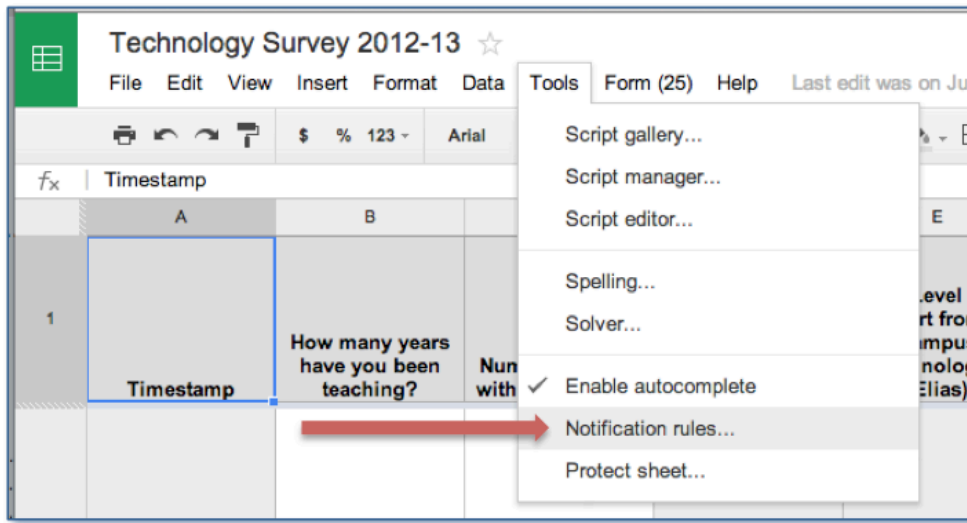# Google Forms: Email Notification

1. Open your Google Form (in Spreadsheet View)
2. Click on **Tools → Notification rules…**

3. Decide when you want to be notified
   a. I recommend that you only select "**A user submits a form**"
   b. For other documents that you share, you can also select more choices
4. Decide how often you want to be notified
   a. **Email - daily digest**: you will get one email at the end of the day that lists all of the submission
   b. **Email - right away**: you get an email "right away"
   c. Your choice

5. Click on **Save**
6. The **Set notification rules** window will pop-up

Set notification rules

Help ✕

If form submitted then send email   Edit   Delete

Add another notification rule   Done

7. Click on **Done**