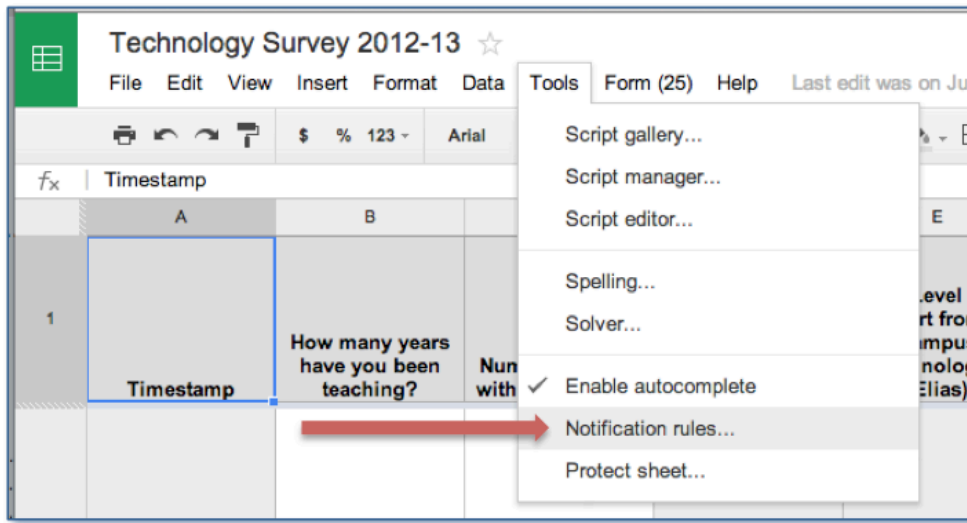


# Google Forms: Email Notification

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

A screenshot of the 'Set notification rules' dialog box. The title bar shows 'Set notification rules' with a 'Help' link and a close button. The main content area has a text input field with the email address 'elias.rodriquez@leanderisd.org'. Below this, there are two sections. The first section, 'Notify me at elias.rodriquez@leanderisd.org when...', has two radio button options: 'Any changes are made' and 'A user submits a form' (selected). The second section, 'Notify me with...', has two radio button options: 'Email - daily digest' and 'Email - right away' (selected). At the bottom right, there are two buttons: 'Cancel' and 'Save'.

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

### Set notification rules

[Help](#) ×

If form submitted then send email

EditDelete

Add another notification rule

Done

7. Click on **Done**