# **Form Notifications**

**E-mail notification to creator of the form:**

Once you are done with creating the form, you can setup notifications to the creator once a user has filled the form.

1. Place the cursor on the form you need to set you notifications to.
2. Underneath the title of the form, you will see “**Notification**” button, click on it.
3. Enter email to the “**Your Email Address**” field.

Note: If multiple users need a copy of the responses, separate the emails by a comma.

Example: bob@csusm.edu, jdoe@csusm.edu

1. **Set reply** to will allow you to be able to reply to the confirmation email if there are any issues with the form.
2. You can **customize the notification email** by giving the email a title in the “**message subject**”
3. **Save** your preferences.

