

Sending Auto-responder Email

How to setup your form to send auto-responder email.

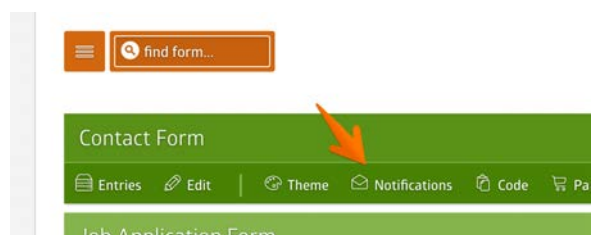
In some cases, you might need to send a receipt or copy of the form data to the user who filled the form. Fortunately, it's very easy to do this with MachForm.

First, you'll need to add an **Email** field type into your form.

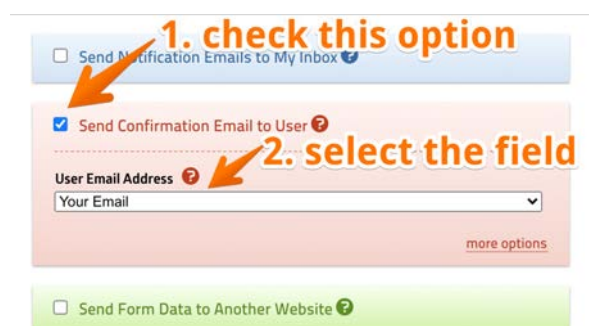


A preview of a form with three sections. The first section is labeled 'Name' and contains two input fields, one labeled 'First' and one labeled 'Last'. The second section is labeled 'Your Email' and contains a single input field. The third section is labeled 'Phone' and contains three input fields separated by hyphens, with labels '###', '###', and '####' below them.

Then go to your form **Notifications** setting page.



Turn on the **Send Confirmation Email to User** checkbox and select the email field under the **User Email Address** dropdown. The auto-responder will be sent to the email address entered by the user into this field.



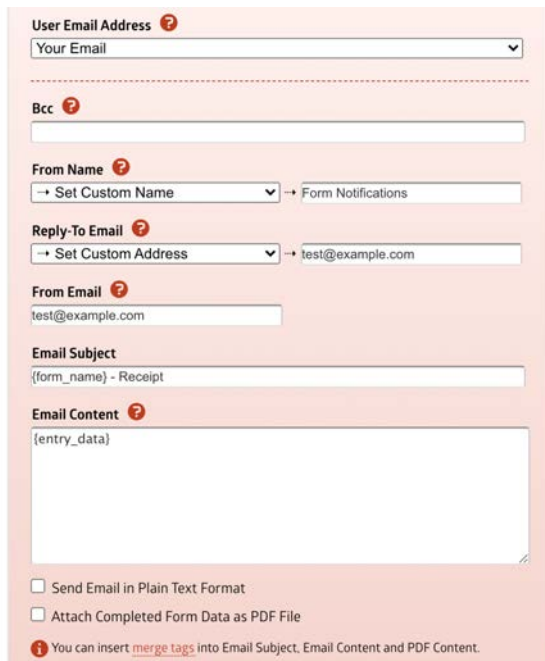
A screenshot of the 'Send Confirmation Email to User' settings page. The page has a light blue header with the text '1. check this option' and an orange arrow pointing to the 'Send Confirmation Email to User' checkbox, which is checked. Below this, there is a section labeled 'User Email Address' with a dropdown menu. An orange arrow points to the dropdown menu with the text '2. select the field'. The dropdown menu is currently set to 'Your Email'. At the bottom of the page, there is a green section with the text 'Send Form Data to Another Website' and a question mark icon.

Click the **Save Settings** button, and you should be good to go. Test by submitting your form to see the result.

Customizing Auto-Responder Email

The above steps will configure the auto-responder email using default settings. There are a lot of options you can adjust to customize the auto-responder email.

Click **more options**, and you'll see the complete email options.



The screenshot shows a configuration form for an auto-responder email. It includes the following fields and options:

- User Email Address**: A dropdown menu with "Your Email" selected.
- Bcc**: An empty text input field.
- From Name**: A dropdown menu with "Set Custom Name" selected, and a text input field containing "Form Notifications".
- Reply-To Email**: A dropdown menu with "Set Custom Address" selected, and a text input field containing "test@example.com".
- From Email**: A text input field containing "test@example.com".
- Email Subject**: A text input field containing "{form_name} - Receipt".
- Email Content**: A large text area containing "{entry_data}".
- ☐ Send Email in Plain Text Format
- ☐ Attach Completed Form Data as PDF File
- ! You can insert [merge tags](#) into Email Subject, Email Content and PDF Content.

The most important option is the **From Email** setting.

If you're using MachForm Self-Hosted, it's very important to use an email address originating from the same domain as your MachForm location to ensure email delivery.

If you're using MachForm Cloud, it depends on your current plan. If you're on the Small Business or Enterprise plan, you'll be able to customize the **From Email** setting with any email address.