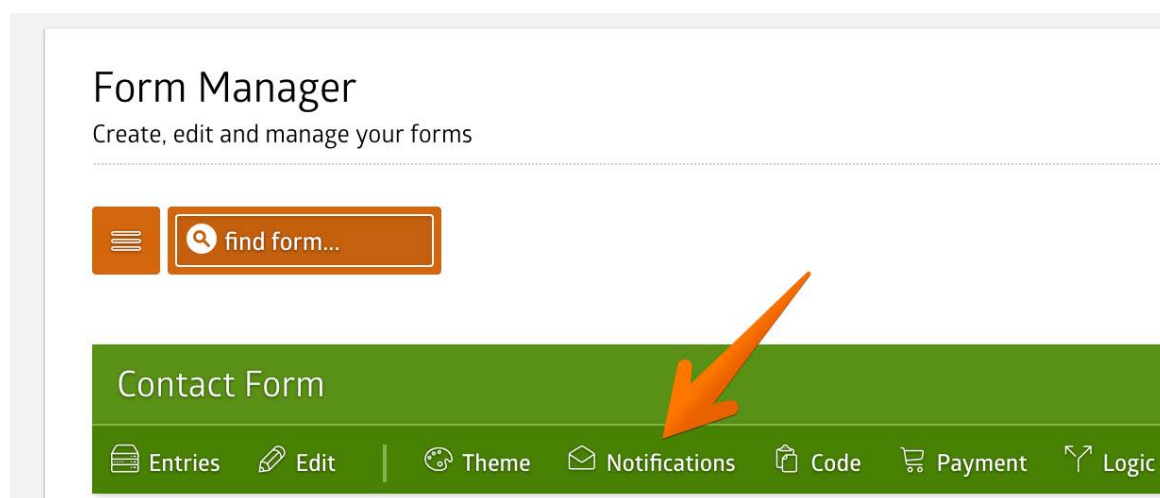


# Setting Up Emails

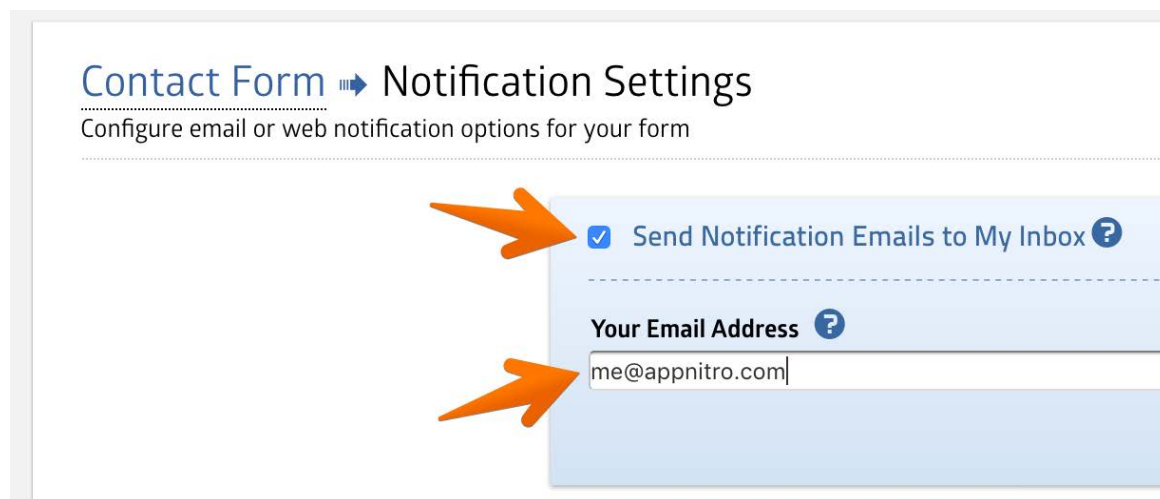
How to configure your form to send emails.

When you create a new form, by default MachForm won't set up that form to send the submissions to any email address. You need to enable the notifications and set the destination email address to do this.

On your Form Manager, click the **Notifications** icon.



Then, simply check the checkbox for the notification you would like to receive. For example, if you need to receive notifications in your email inbox, check **Send Notification Emails to My Inbox**.



You will be prompted to enter your email address. You can send the notification to multiple email addresses; simply separate them with **commas**. **If you use a semicolon instead of a comma, your form users might see error messages preventing them from submitting the form.** Save the settings and you're all set up.

## Sending Auto-responder email

In most cases, you might need to send a receipt or copy of the form data to the user who filled the form.

To do this, make sure you've added an email field into your form and then select the **Send Confirmation Email to User** option.

The screenshot shows the 'Contact Form' Notification Settings page. The title is 'Contact Form' followed by a right-pointing arrow and 'Notification Settings'. Below the title is the subtitle 'Configure email or web notification options for your form'. There are two main settings sections. The first is 'Send Notification Emails to My Inbox' with an unchecked checkbox. The second is 'Send Confirmation Email to User' with a checked checkbox. Below this is a section for 'User Email Address' with a dropdown menu currently showing 'Email'. Two orange annotations with arrows are present: '1. select this' points to the 'Send Confirmation Email to User' checkbox, and '2. then choose the email field' points to the 'Email' dropdown option.

Contact Form ➡ Notification Settings  
Configure email or web notification options for your form

**1. select this** ➡ ☒ Send Confirmation Email to User ?

**2. then choose the email field** ➡ User Email Address ?  
Email

Select the email field from the dropdown. The auto-responder will be sent to the email address entered by the user into this field. Make sure to click the **Save Settings** button once you've done with the configuration.