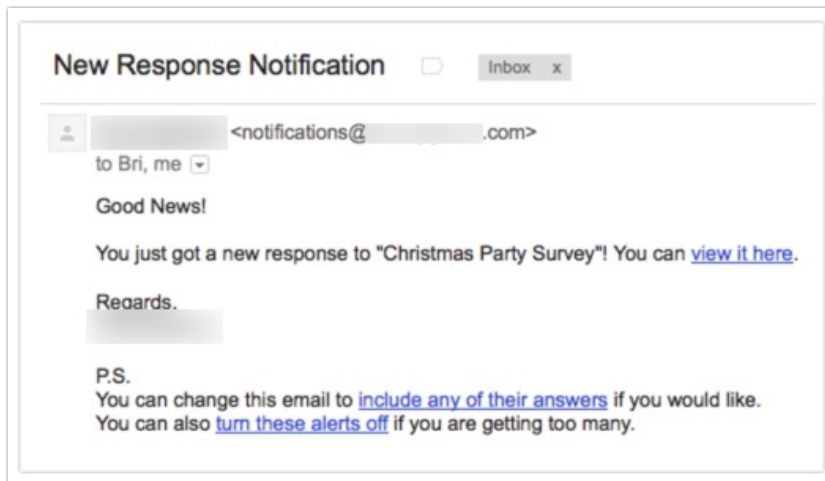


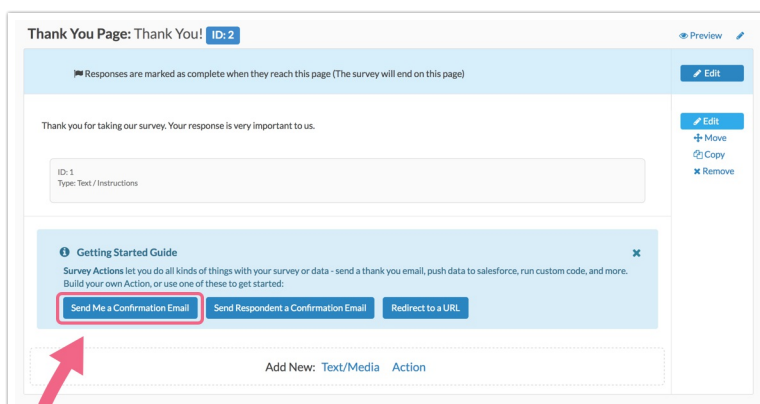
I would like to receive an email each time I receive a new response. How can I do this?

Are you looking to receive notifications each time someone completes your survey? We've made it super easy to stay in the loop!



Simply scroll to the Thank You page and click the button to **Send Me a Confirmation Email** in the Getting Started Guide.

Notification emails work best on the Thank You page, since all data collected in the survey can be referenced. If you wish to set up this type of notification elsewhere in the survey you can do so, just remember, you *must* place these actions on a page that follows questions you want to reference.

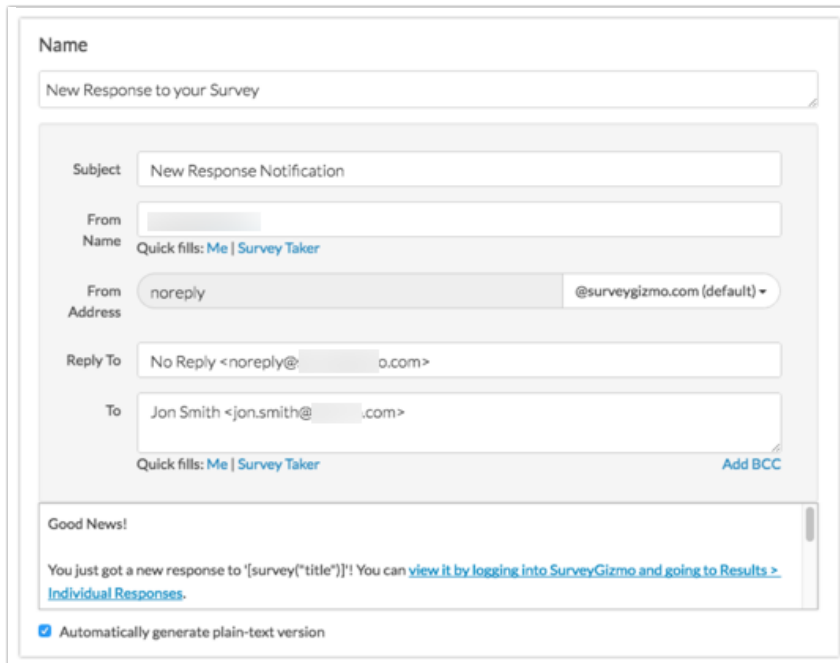


Not seeing these buttons?

Click **Action** at the bottom of the Thank You Page and click the **+ Add** button to the right of **Send**

Email.

This will open the **Primary Setup** tab for setting up a [Send Email Action](#). All fields will be prepopulated so you can **Save Action** if you wish, but you'll probably want to make some changes.



Name

New Response to your Survey

Subject New Response Notification

From Name noreply
Quick fills: Me | Survey Taker

From Address @surveygizmo.com (default) ▾

Reply To No Reply <noreply@.com>

To Jon Smith <jon.smith@.com>
Quick fills: Me | Survey Taker [Add BCC](#)

Good News!

You just got a new response to '[survey("title")]'. You can [view it by logging into SurveyGizmo and going to Results > Individual Responses](#).

Automatically generate plain-text version

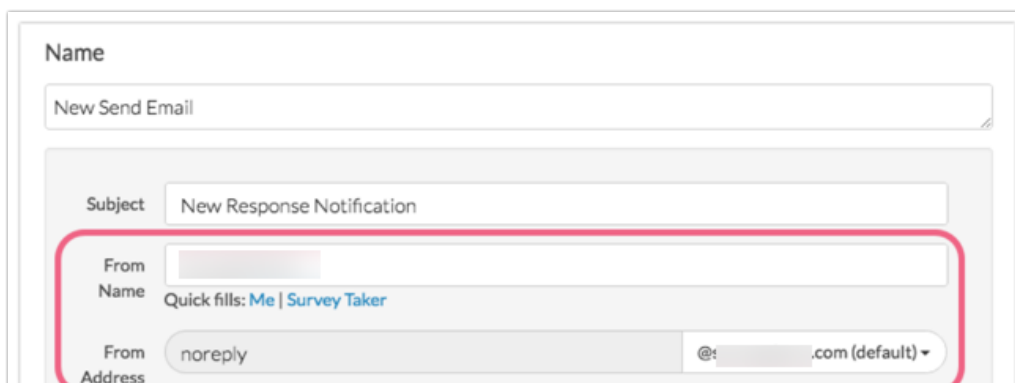
Customize Email Subject

By default, this field contains the following text: "New Response Notification"

Customize Sender's Name and Email Address

The **From Name** and **From Address** (sender information) will default to *SurveyGizmo* and *noreply@surveygizmo.com* respectively.

Note: In order to provide a custom **From Address**, a [Custom Email Settings](#) integration will need to be configured.



Name

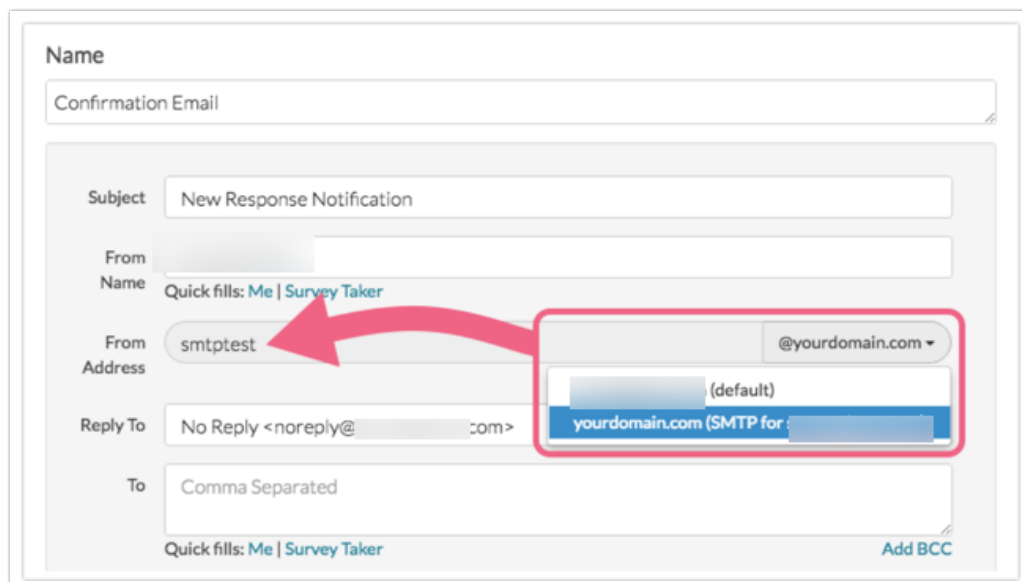
New Send Email

Subject New Response Notification

From Name noreply
Quick fills: Me | Survey Taker

From Address @.com (default) ▾

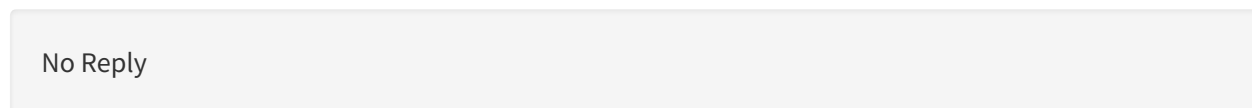
If you have configured a Custom Email Settings integration, use the dropdown menu associated with the **From Address** field to choose your custom from address (if this information has not been populated by default).



The screenshot shows an email configuration form. The 'Name' field contains 'Confirmation Email'. The 'Subject' field contains 'New Response Notification'. The 'From Name' field contains 'Quick fills: Me | Survey Taker'. The 'From Address' field contains 'smtpstest' and a dropdown menu with '@yourdomain.com' selected. A red arrow points from the dropdown menu to the 'From Address' field. The dropdown menu is open, showing '(default)' and 'yourdomain.com (SMTP for :'. The 'Reply To' field contains 'No Reply <noreply@ :com>'. The 'To' field contains 'Comma Separated'. There are 'Quick fills: Me | Survey Taker' and 'Add BCC' links at the bottom.

Customize Reply To Name and Email Address

(Optional) If you need to update the **Reply To** information, you can do this here. This field will contain the following default information:



The screenshot shows a text input field containing the text 'No Reply'.

If you elect to customize this address, make sure to keep the Name format as above.

Customize Recipient Email Address

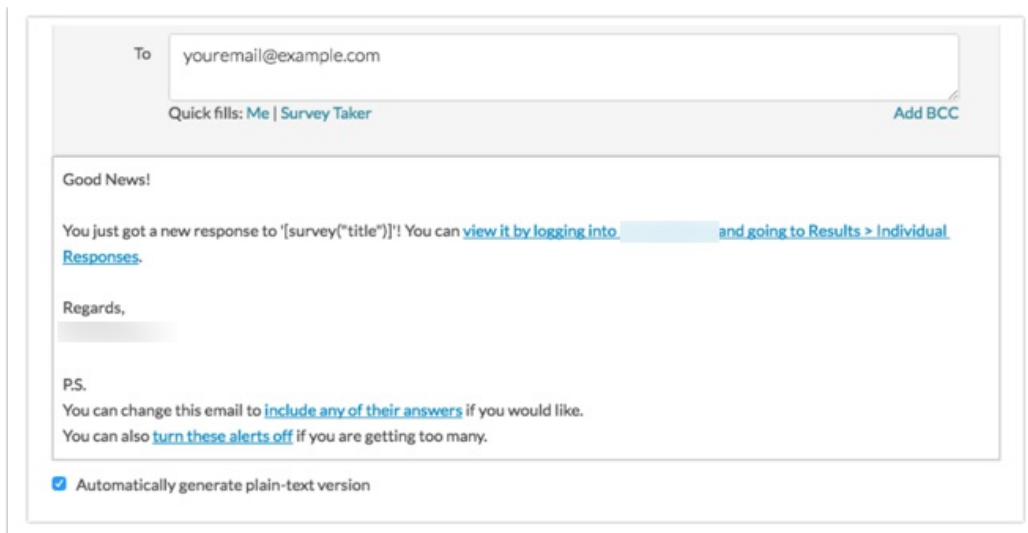
The **To** field (recipient email address) is pre-populated with your login email address and SurveyGizmo screen name. You can customize this if you wish.



The screenshot shows the 'Reply To' field containing 'No Reply <noreply@ :com>'. The 'To' field contains 'youremail@example.com'. There are 'Quick fills: Me | Survey Taker' and 'Add BCC' links at the bottom.

Customize Message Body

Finally, review the **Message Body**. You can customize this text to your heart's content.



Default Message Content

Below is the default text that is placed into the message body (**HTML** version).

First, we've added the survey title merge code **[survey("title")]**, this will dynamically populate with your survey name which is pretty handy if you have a number of notifications like this one set up.

Notice too, we've included a quick navigation link that will take you straight to the responses for this within the application. You'll probably want to delete the post scripts as these are just tips to help you improve your message and, by reading this tutorial, you're already on it!

```
Good News!  
  
You just got a new response to "[survey("title")]"! You can view it by logging into SurveyGizmo and going to Results > Individual Responses.  
  
Regards,  
SurveyGizmo  
  
P.S.  
  
You can change this email to include any of their answers if you would like.  
You can also turn these alerts off if you are getting too many.
```

Below is the default text that is placed into the message body (**Plain-Text** version). You can delete this text altogether if you wish but there are a couple cool features you might want to keep.

Good News!

You just got a new response to [survey("title")]. You can view it here: <https://app.surveymzmo.com/explorer/responses/id/2492453>

Regards,
SurveyGizmo

P.S.

You can change this email to include any of their answers if you would like:
<http://help.surveymzmo.com/help/article/link/notify-me-when-survey-is-completed>

You can also turn these alerts off if you are getting too many:
<http://help.surveymzmo.com/help/article/link/turn-off-response-notifications>

Add BCC email addresses if needed

If you need to include others on the email via BCC, click the **Add BCC** link underneath the **To** field.



The screenshot shows an email composition form with the following fields:

- From Address:** noreply @ [domain].com
- Reply To:** No Reply <noreply@[domain].com>
- To:** [question("value"), id="16"]

Below the 'To' field, there is a link labeled 'Add BCC' with a red arrow pointing to it. The text 'Quick fills: Me | Survey Taker' is visible below the 'To' field.

Add BCC emails as needed. Make sure to separate multiple email addresses with commas (no spaces).

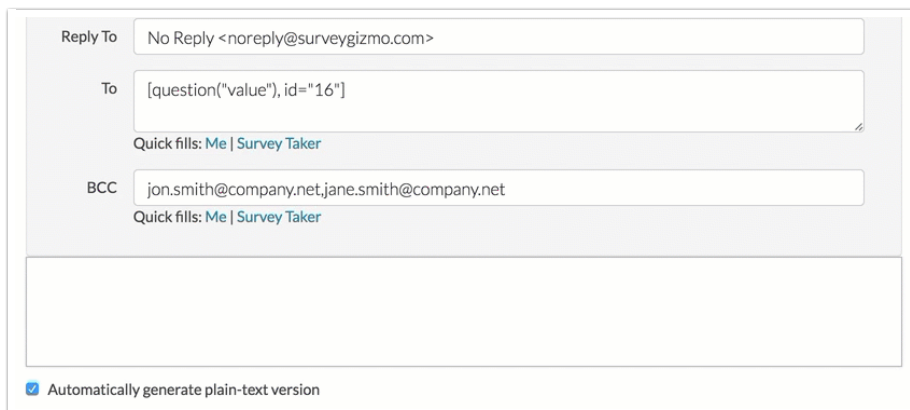
Want To Include Survey Response Data In Your Message?

Remember that post script that encouraged you to include survey response data in your message? Here's how!

You can use merge codes in the message body to dynamically populate with the answers from the survey response itself. Use the **Merge Codes** link, below the Message Body, to introduce values entered in the survey response in your email messages.



For example, say you want to include all the respondent's answers from the survey in your message content. Click **Merge Codes** below the message. The **Merge All Questions** option will include the text and the response that was entered for all questions in your survey in the message body.



If you only wish to include a question or two, select the survey question in the dropdown menu. The question merge code will be inserted at cursor.

