

Sending email notifications in MakeForms

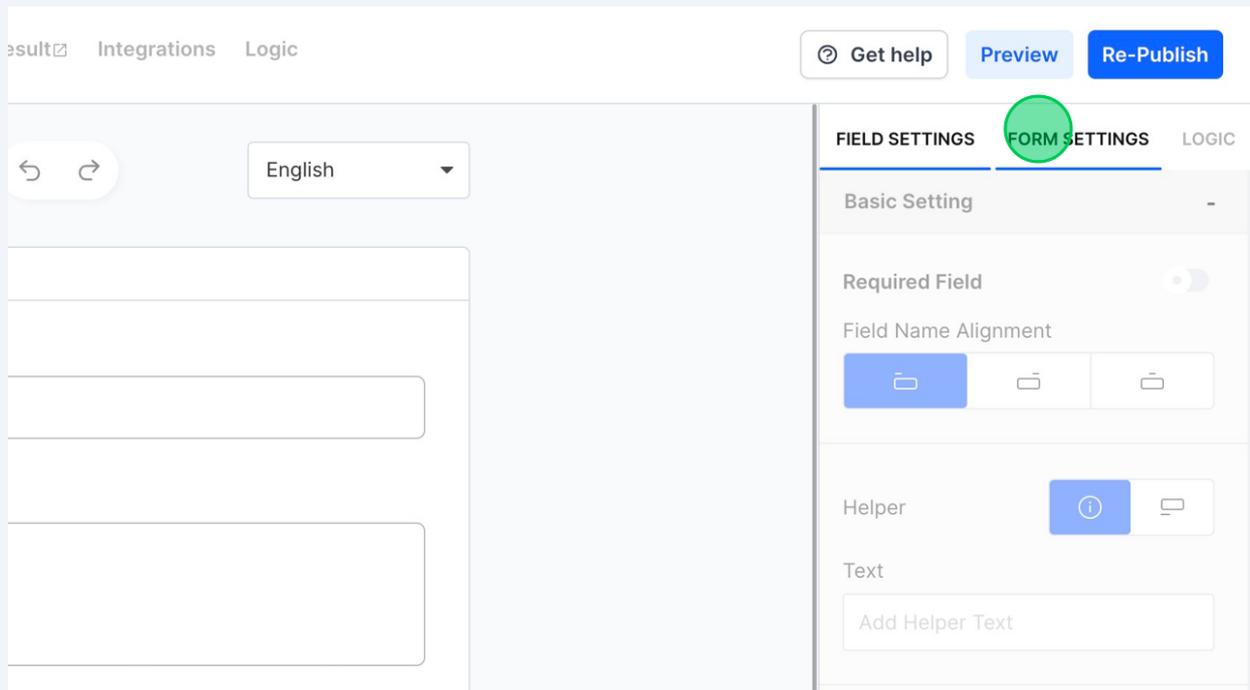
This guide provides step-by-step instructions on how to set up email notifications in MakeForms. It explains how to enable notifications for both Workspace members and external recipients, and also highlights the verification process for external email addresses. By following this guide, users can easily configure email notifications to stay informed whenever someone completes a form.

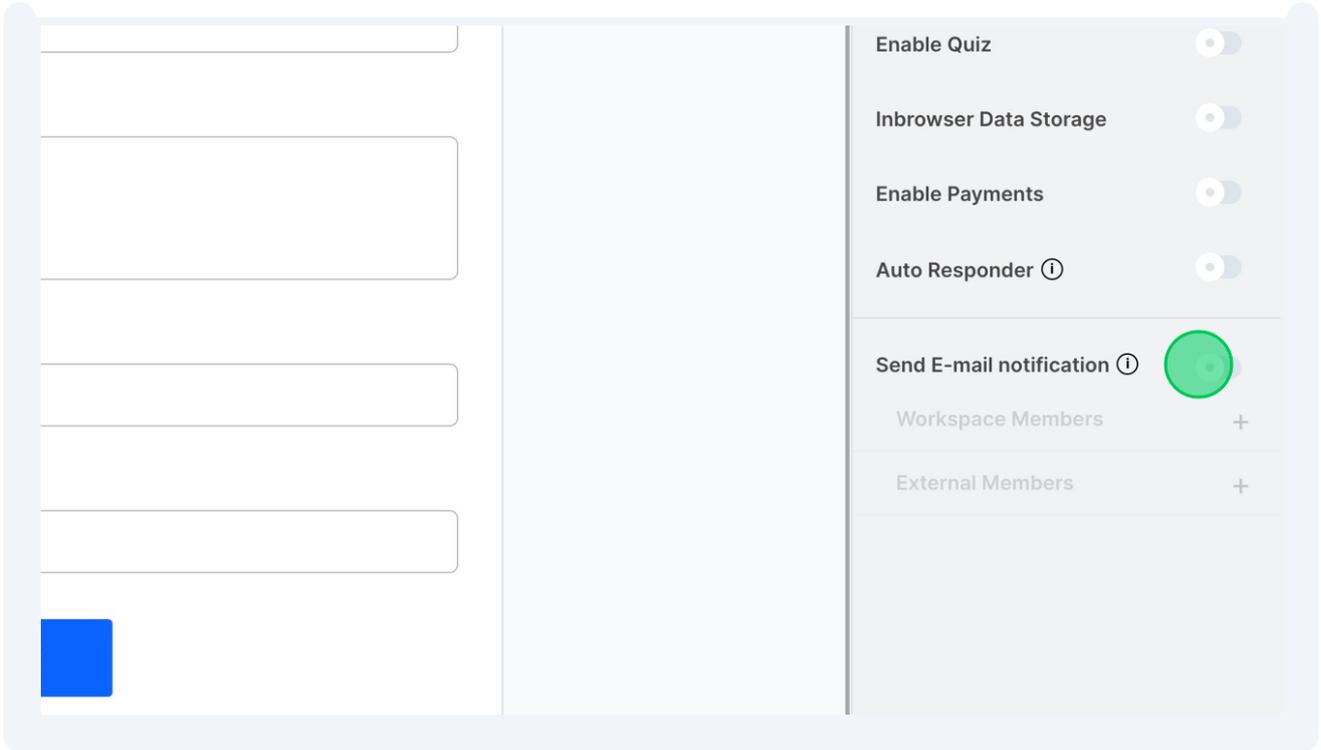
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To set up email notifications in MakeForms when someone completes the form, follow these steps:

1. Look for "Form Settings" on the right sidebar.
2. Within the settings, locate the "Send E-mail notification" feature.
3. Toggle this feature on.

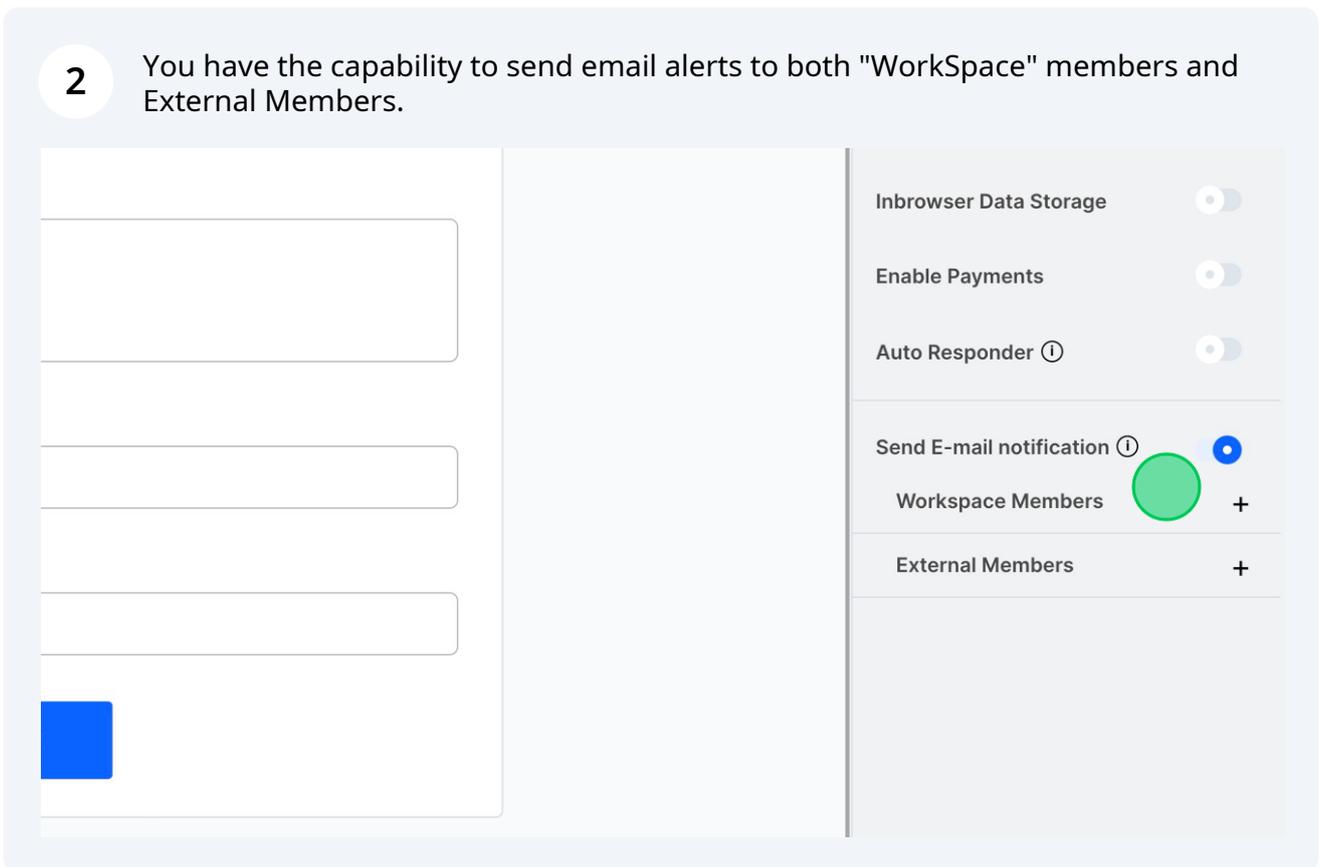
Once activated, you'll receive an email notification every time someone submits the form.





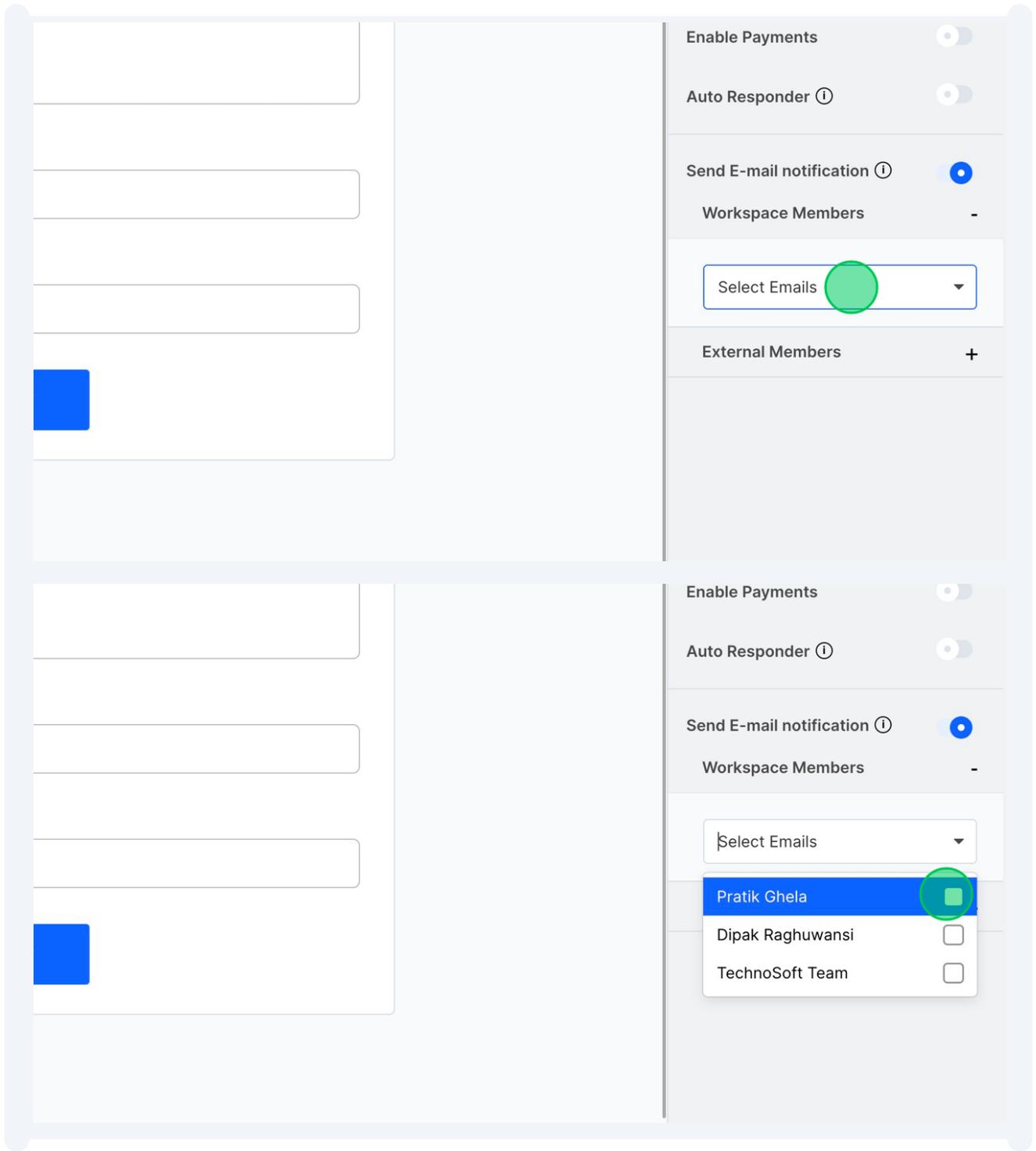
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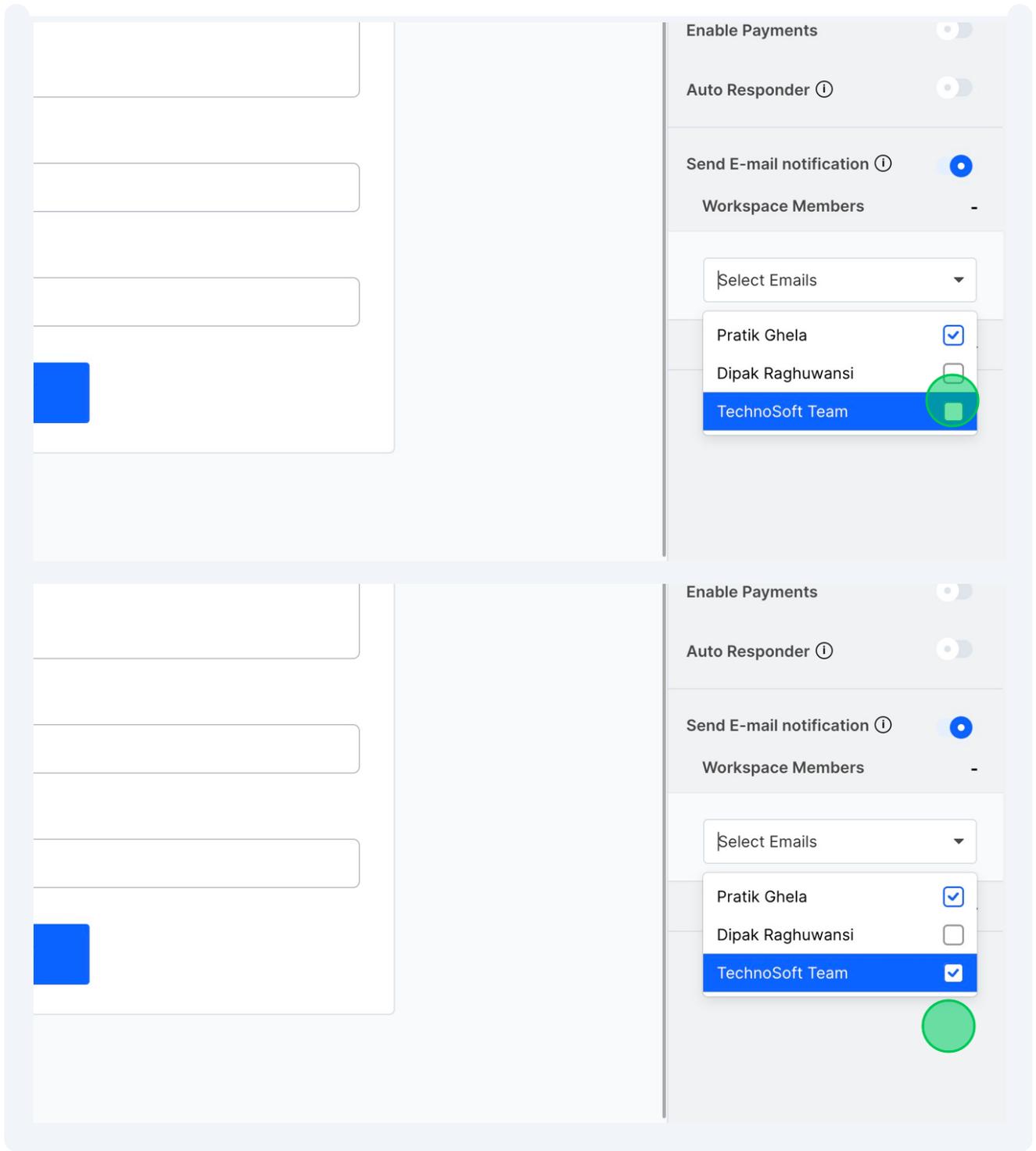
You have the capability to send email alerts to both "WorkSpace" members and External Members.



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First, let's activate the notification feature for Workspace members. Click on "Workspace Members" and then choose the members you wish to notify.





4 To notify individuals outside of the Workspace, click on "External Members".

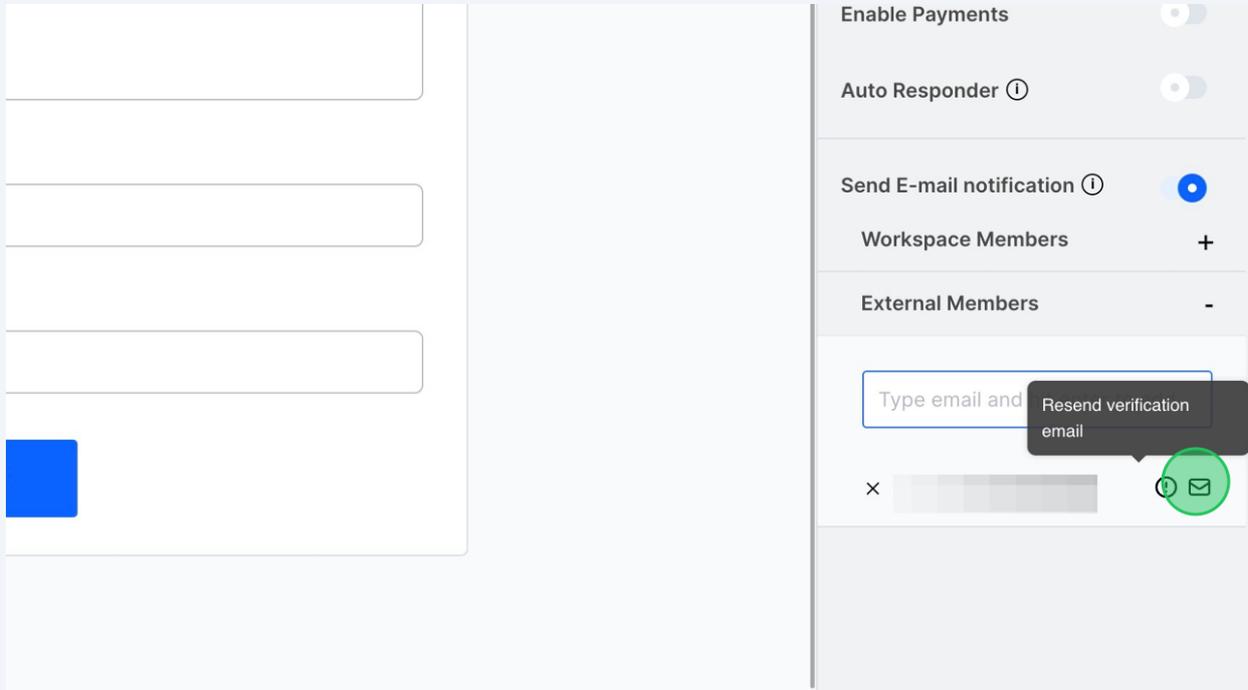
The screenshot shows a settings panel on the right side of a workspace interface. The panel includes several sections: 'Enable Payments' with a toggle switch, 'Auto Responder' with a toggle switch and an information icon, 'Send E-mail notification' with a toggle switch and an information icon, and 'Workspace Members' with a minus sign. Below these is a 'Select Emails' dropdown menu. The 'External Members' section is highlighted with a green circle and has a plus sign next to it. The left side of the interface shows a list of workspace members with a blue square icon next to one of them.

5 A textbox will appear prompting you to input the email address of the recipient you want to notify.

The screenshot shows the same settings panel as in the previous step. The 'External Members' section is now expanded, showing a text input field with the placeholder text 'Type email and hit enter to add'. A green circle highlights the input field. The 'Workspace Members' section now has a plus sign next to it, and the 'External Members' section has a minus sign next to it. The left side of the interface remains the same, showing a list of workspace members with a blue square icon next to one of them.

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For the privacy and protection of the individual whose email is provided, MakeForms dispatches a verification email to that address. MakeForms will not send any alerts to individuals who haven't confirmed their email. Until the email is authenticated, an exclamation symbol and a "Resend verification email" button will be visible.



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After the email address has been confirmed, a green tick will appear next to it. If you wish to remove this email from the notification list, simply click on the cross button.

