

# Setting up Auto Responders in MakeForms

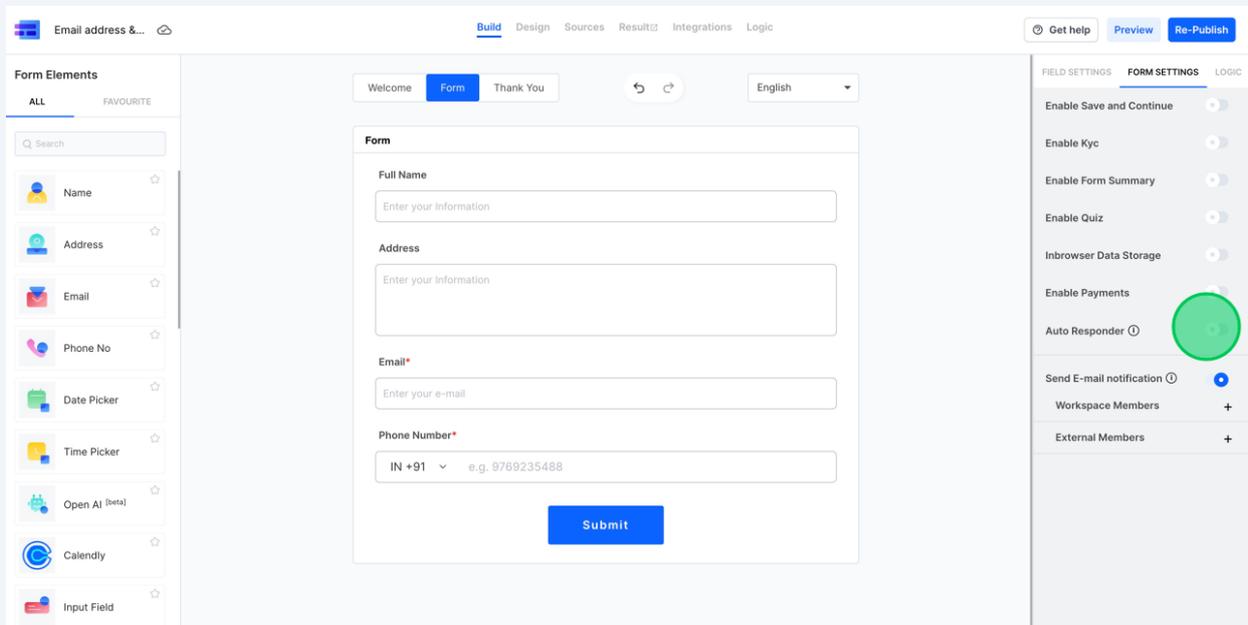
This guide provides step-by-step instructions on how to set up auto responders in MakeForms. By enabling this feature, users can automatically send personalized emails to individuals who complete their forms. The guide covers how to activate the auto responder, customize the subject line and message, and format the text.

1

MakeForms allows you to utilize the auto-responder function to dispatch an email to the individual completing the form.

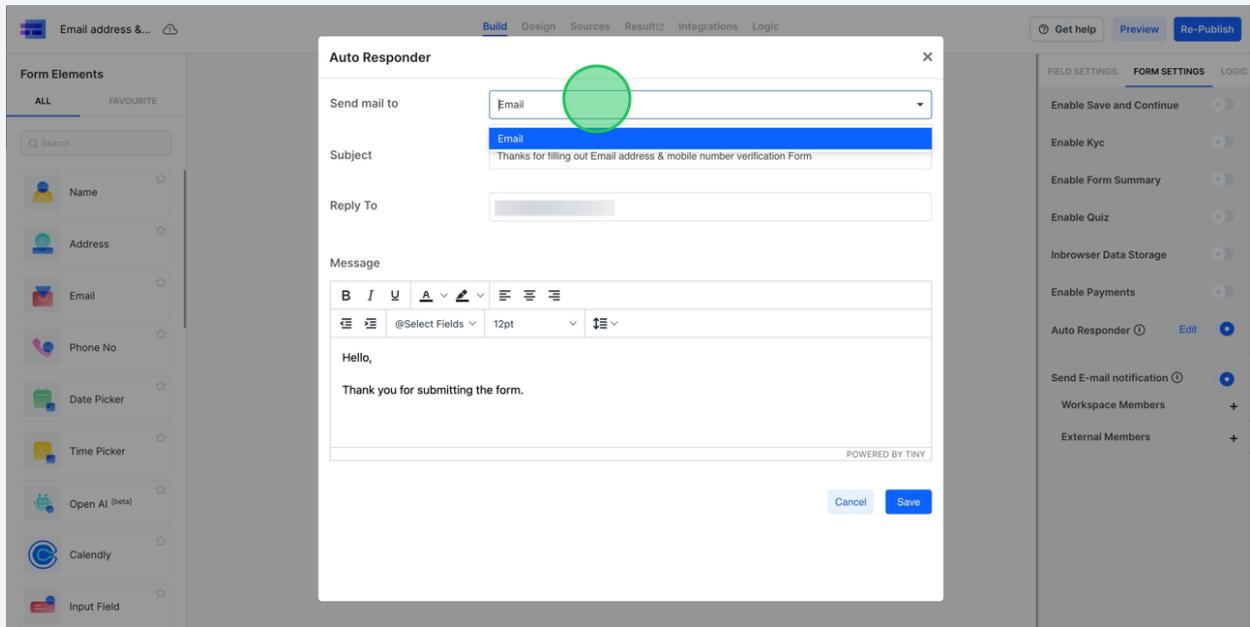
2

To activate this feature, select "Form Settings" on the right sidebar, locate the Auto Responder option, and switch it on.



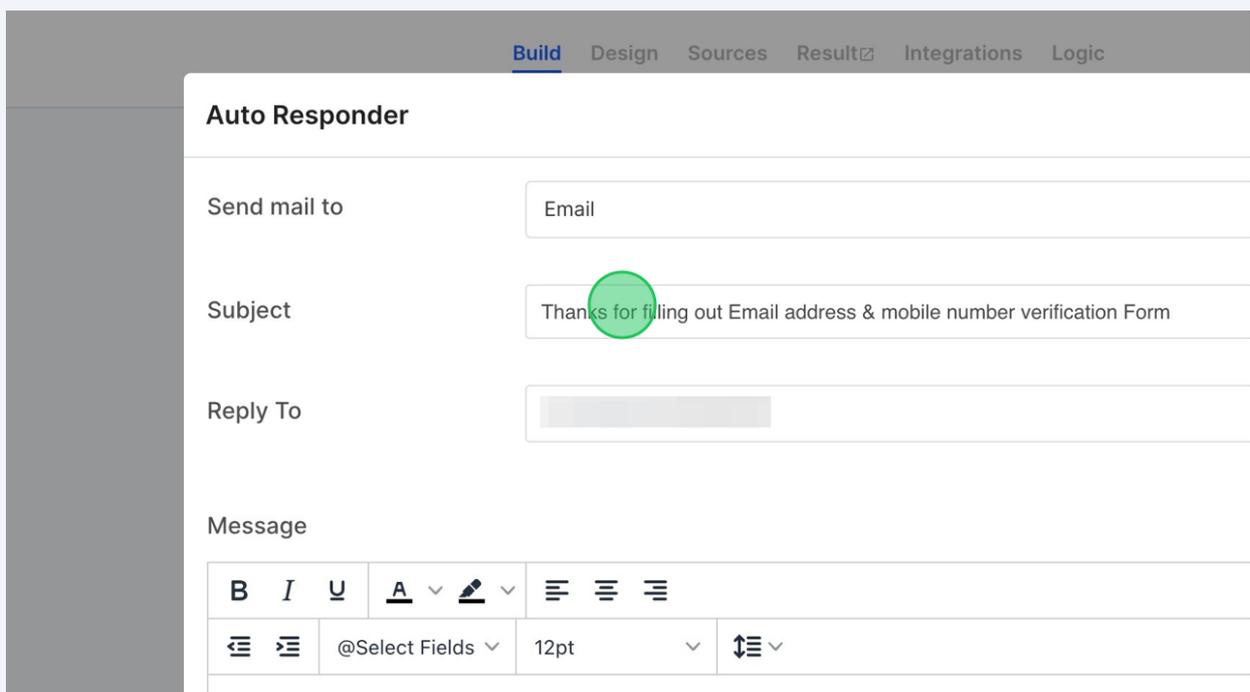
3

Once you enable the "Auto Responder" feature, a dialog box will appear for you to set up the details. The first option you'll see is "Send mail to". All the email fields from the form will be displayed in the related dropdown menu. If your form contains multiple email fields, you can select the one you prefer from the list.



4

You have the option to modify the subject line as you see fit. A default subject line is provided, but you can delete it if you wish. To incorporate a field from your form into the subject line, type "@" and then choose the desired field. In this case, if you want to address the individual filling out the form by their name and then add your message, you can do so.



### Auto Responder

Send mail to

Email

Subject

@

> Full Name

> Address

> Email

> Phone Number

Reply To

Message

**B** *I* U

**A** 

@Select Fields

12pt



### Auto Responder

Send mail to

Email

Subject

Full Name, we have received your info

Reply To



Message

**B** *I* U

**A** 

@Select Fields

12pt



Hello,

5

You also have the option to alter the "reply-to" email address. Initially, the reply-to address is set to your MakeForms account email. For our demo, we'll change it to [support@makeforms.io](mailto:support@makeforms.io).

**Auto Responder**

Send mail to: Email

Subject: [Full Name], we have received your info

Reply To: support@makeforms.io

Message

**B I U** | **A** | [List Icons] | [List Icons] | [List Icons]

[List Icons] [List Icons] | @Select Fields | 12pt | [List Icons]

Hey

6

Next, you'll need to modify the message. This message is the main content of the email that gets sent to the individual who fills out the form. To include values from the form fields in your message, you can choose them from the "Select Fields" dropdown menu.

Reply To: support@makeforms.io

Message

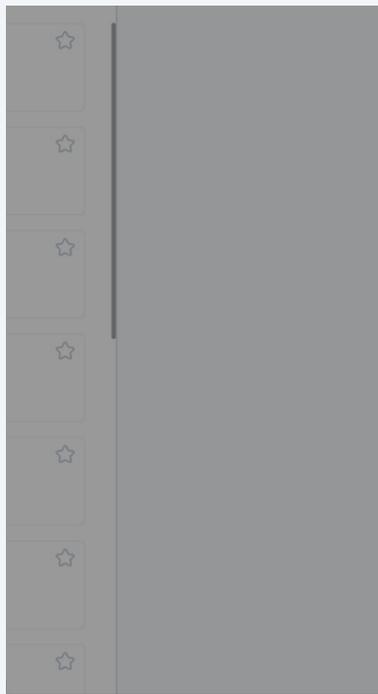
**B I U** | **A** | [List Icons] | [List Icons] | [List Icons]

[List Icons] [List Icons] | @Select Fields | 12pt | [List Icons]

Hey

- Full Name
- Address
- Email
- Phone Number

P



Reply To: support@makeforms.io

Message

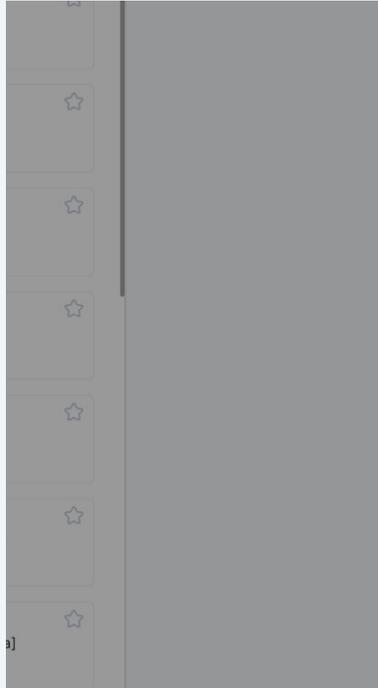
**B I U** **A**

@Select Fields 12pt

We have received following details from you

Name :  
Email  
Phone  
Address

P



Reply To: support@makeforms.io

Message

**B I U** **A**

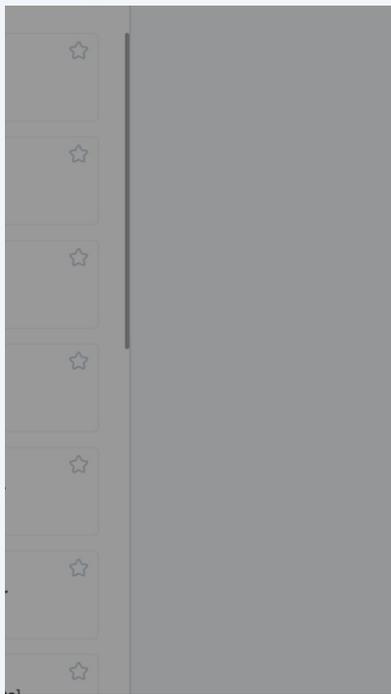
@Select Fields 12pt

We have received following details from you

Name :  
Email  
Phone  
Address

Full Name  
Address  
Email  
Phone Number

P



Subject: [Full Name], we have received your info

Reply To: support@makeforms.io

Message

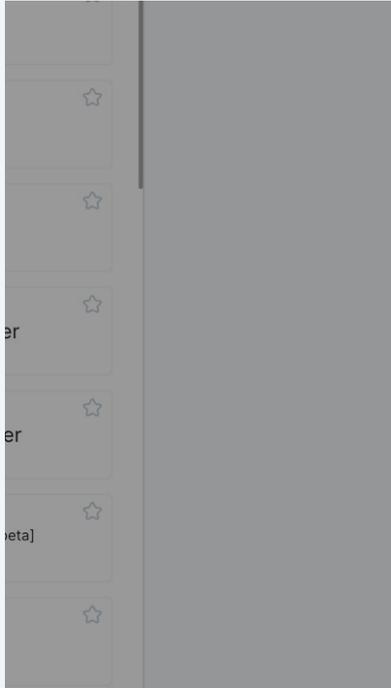
**B I U A** [color picker] [font size] [text color] [background color]

[bullets] [numbered] [checkboxes] @Select Fields [font size: 12pt] [direction]

We have received following details from you

Name : [Full Name]  
Email :  
Phone  
Address

P



Message

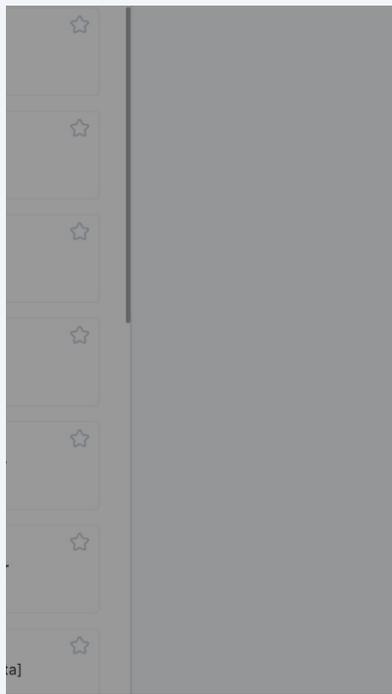
**B I U A** [color picker] [font size] [text color] [background color]

[bullets] [numbered] @Select Fields [font size: 12pt] [direction]

We have [Full Name] details from you

Name : [Full Name]  
Email : [Email]  
Phone  
Address

P



Reply To

support@makeforms.io

Message

Rich text editor toolbar with options for Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (brush), Bulleted List, Numbered List, and Indentation. Below the toolbar are icons for Undo, Redo, a dropdown menu labeled '@Select Fields', a font size dropdown set to '12pt', and a text alignment dropdown.

We have received following details from you

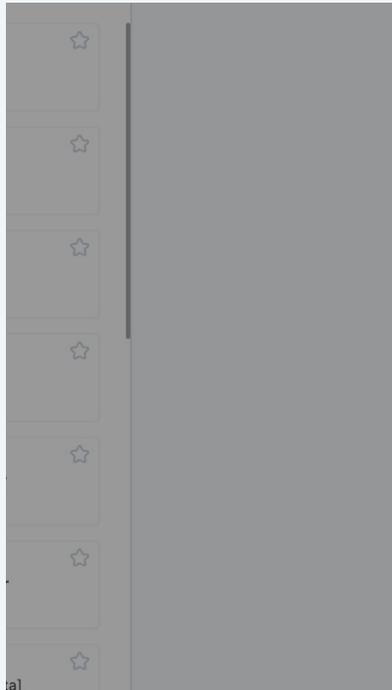
Name :

Email :

Phone :

Address

P



Reply To

support@makeforms.io

Message

Rich text editor toolbar with options for Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (brush), Bulleted List, Numbered List, and Indentation. Below the toolbar are icons for Undo, Redo, a dropdown menu labeled '@Select Fields', a font size dropdown set to '12pt', and a text alignment dropdown.

We have received following details from you

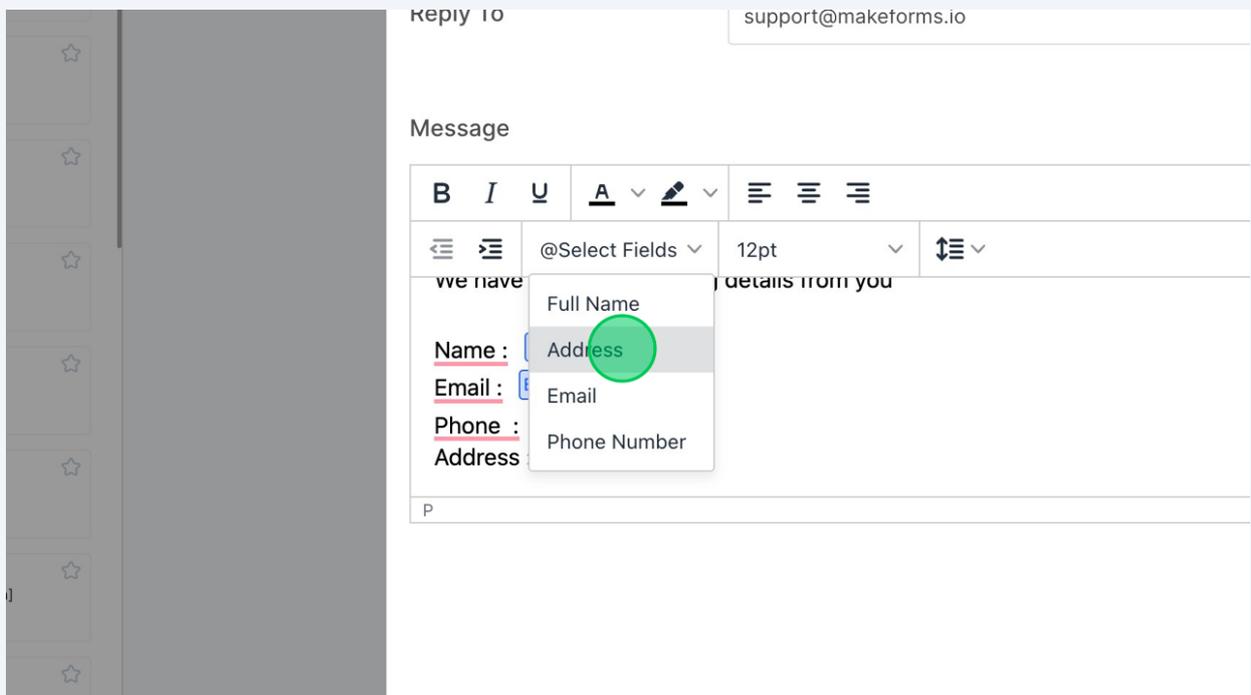
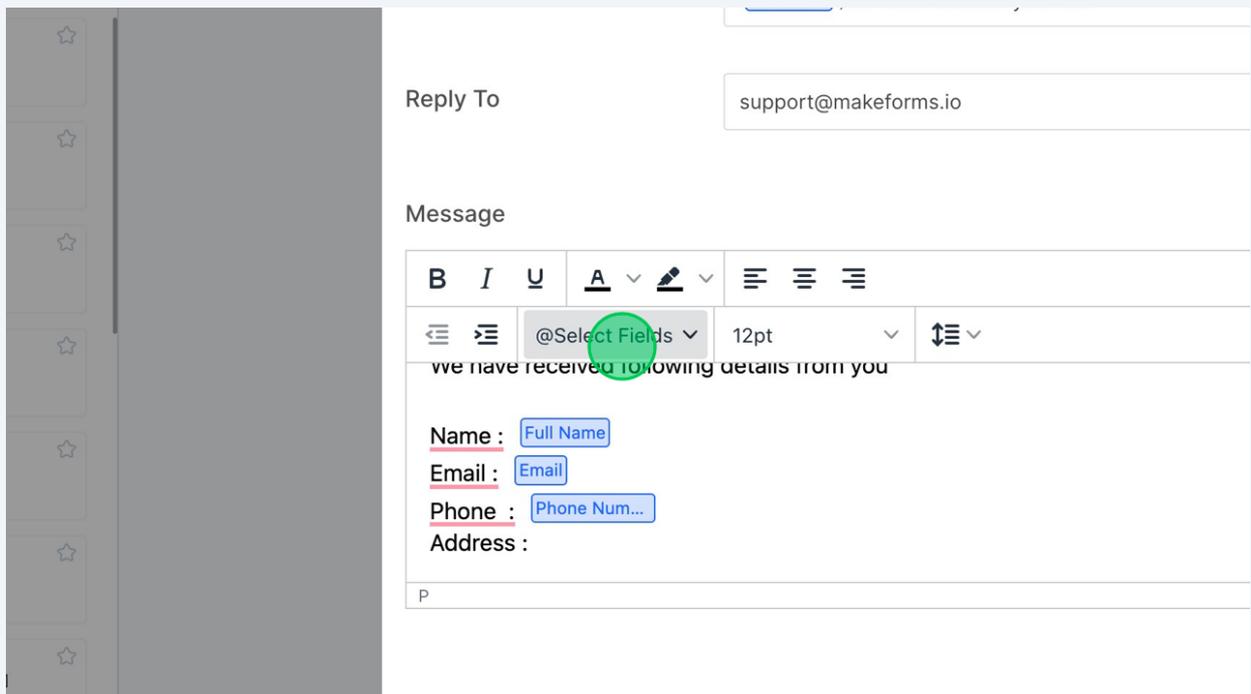
Name :

Email :

Phone :

Address

P



7

You have the ability to style the text using the available formatting tools. For the purposes of our demonstration, we'll highlight the entire text and adjust the font size from 12pt down to 10pt.

... , we have received your info

Reply To: support@makeforms.io

Message

**B I U** **A**

@Select Fields **12pt**

Address : [Address](#)

We will get back to you as soon as possible.

Thanks!

- Team MakeForms

P

**Auto Responder**

Send mail to

Subject

Reply To

Message

**B I U** **A**

@Select Fields **12pt**

Address : [Address](#)

We will get back to you as soon as possible.

3pt

4pt

5pt

6pt

7pt

8pt

9pt

**10pt**

11pt

12pt ✓

13pt

14pt

... e received your info

... ms.io

8

Lastly, click the save button. From this point on, every user who completes the form will be sent an email notification containing the content you've configured for them.

