

How to Enable Email Notifications for My Survey

Get notified via email each time someone takes your survey. You can also enable email notifications for your survey takers and other stakeholders and share a variety of reports with them.

Here's how to enable email notifications for your surveys:

Step 1: Go to a survey's **Settings >> Notifications**.

The screenshot shows the ProProfs Survey Maker interface for a survey titled "Customer Experience Survey". At the top, there are navigation buttons: "Create", "Settings" (highlighted with an orange arrow), "Send", "Reports", "Preview", and "Save". Below the survey title, there are tabs for "General", "Security", "Scoring", "Notifications" (highlighted with an orange arrow), "Theme", "Integrations", "Social Media", and "Advanced".

The "Notifications" section is divided into three numbered steps:

- 1 — Email Notification:** This section has a "Yes" button selected. Below it, there are two options: "Email Full Report to survey-takers when they take this survey" (with a "Yes" button selected) and "Send email from: [email address]". A second option is "Email Full Report for every attempt on this survey to [text field: Enter comma separated emails]" (with a "Yes" button selected).
- 2 — Email Notification Subject:** This section has a radio button selected for a text input field. Below it is a dropdown menu with the option "Please add at least 1 single textbox question".
- 3 — Email Signature:** This section has a "Yes" button selected.

Under **Notifications**, you get the following email notifications settings:

1. Email Notification: Enable this when you want to be informed each time your survey is taken.

- You can further enable email notification for your survey takers who take this particular survey. You can choose to share the **Full Report**, **Score Only**, or **Report Only**, with your survey takers. Enter your email in the text field **Send email from**. Any survey reports will be sent from this email ID.

This is a close-up of the "Email Notification" settings. It shows a "Yes" button selected. Below it, the option "Email Full Report to survey-takers when they take this survey" is selected with a "Yes" button. The "Send email from:" text field is visible but empty.

- Send survey reports such as **Full Report**, **Score Only**, **Report Only**, and **Answered Only**, to other individuals and stakeholders as well. You can include up to five email addresses here.

Email Notification:

Yes No ?

Email to survey-takers when they take this survey Yes No ?

Send email from: ?



Email for every attempt on this survey to Yes No ?

2. Email Notification Subject: Add a customized subject line to your email notifications. Alternatively, if you have a **Single Textbox** question in your survey, you can include its response as the subject itself.

Email Notification Subject:

?
 Please add at least 1 single textbox question ?

3. Email Signature: Create your email signature which will appear at the bottom of every email notification that will go through the email ID you provide.

Email Signature:

Yes No ?

When you're done with all the notification settings, **save**.

Related Articles:

[Blocking Emails](#)

[How to Set Security Settings of a Survey](#)

[How to Set Browser Security of a Survey](#)