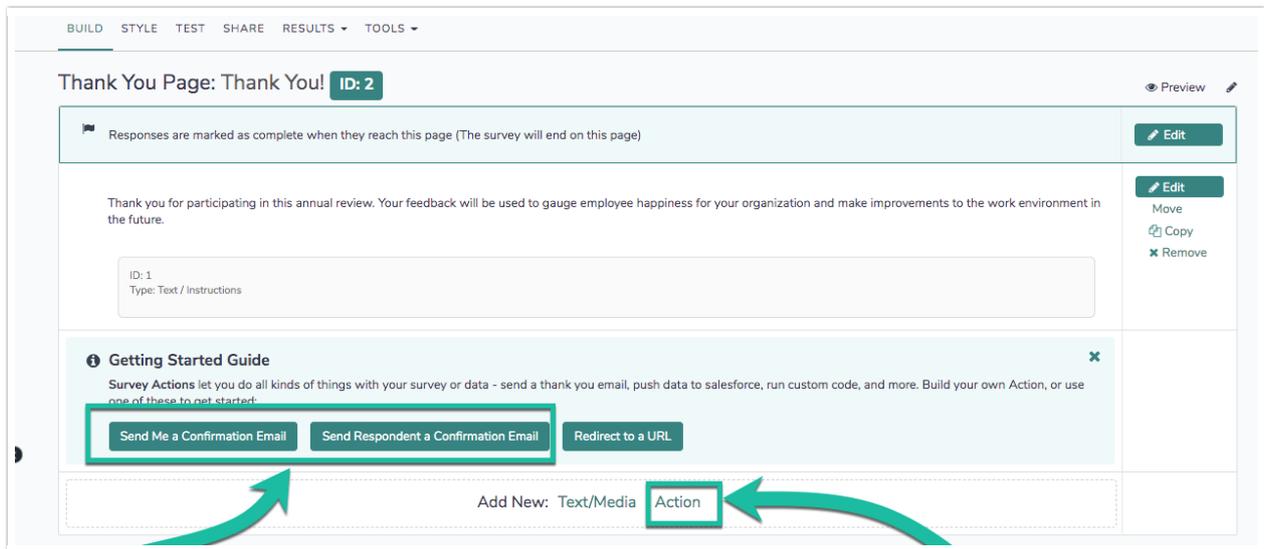


# Email a Survey Respondent a Copy of Their Response

Are you looking to send your survey respondents a copy of their response? Follow these steps.

Simply scroll to the [Thank You page](#) and click the button to **Send Respondent 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 click the **Action** link on that page. Remember, you *must* place these actions on a page that follows questions you want to reference.



This will open a panel for setting up your [Send Email Action](#).

### Edit Action

PRIMARY SETUP   LOGIC   ADVANCED ♥ Need Help?

Name

New Response Notification

|              |  |
|--------------|--|
| From Name    | Alchemer   |
| From Address | noreply <small>@alchemer.com (Alchemer)</small>  |
| Reply To     | <small>To Reply: noreply@alchemer.com</small>  |
| To           | <small>https://alchemer.com</small> <small>https://alchemer.com</small> <small>@alchemer.com</small> |
| Subject      | New Response Notification  |

Quick fills: Me | Survey Taker Add BCC

Good News!

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

P.S.  
You can change this email to include any of their answers if you would like.

Automatically generate plain-text version

Cancel Save Action

### Customize the Message Subject

If needed, feel free to update the email's **Subject**. This will read *"New Response Notification"* by default.

### Customize the From Name and From Email Address

The **From Name** and **From Address** (sender information) will default to *Alchemer* and *noreply@alchemer.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 [Redacted]

Name Quick fills: Me | Survey Taker

From Address noreply @ [Redacted].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).

**Name**

Confirmation Email

Subject New Response Notification

From [Redacted]

Name Quick fills: Me | Survey Taker

From Address smtpstest @yourdomain.com

Reply To No Reply <noreply@[Redacted].com>

To Comma Separated

Quick fills: Me | Survey Taker

Add BCC

### Customize the Reply To Name and Email Address

Customize the Reply To Name & Email Address. By default, this field contains:

No Reply <noreply@alchemer.com>

### Customize Recipient Email Address and Name

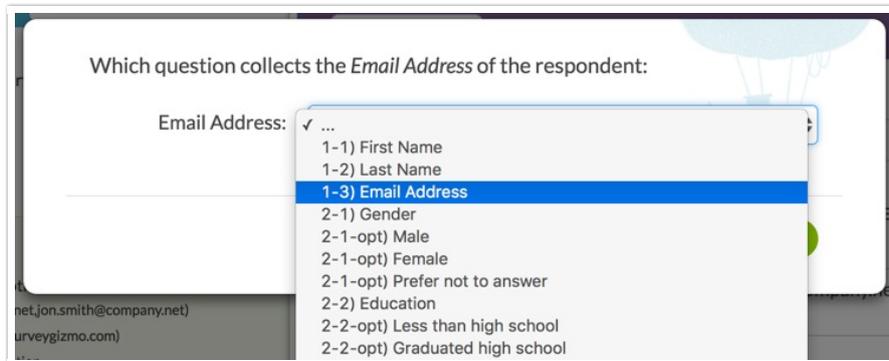
Under the **To** field use the **Quick Fills** options to click the **Survey Taker** link and indicate the field in your survey where you collect the survey taker's email address.

To Comma Separated

Quick fills: Me | Survey Taker

Add BCC

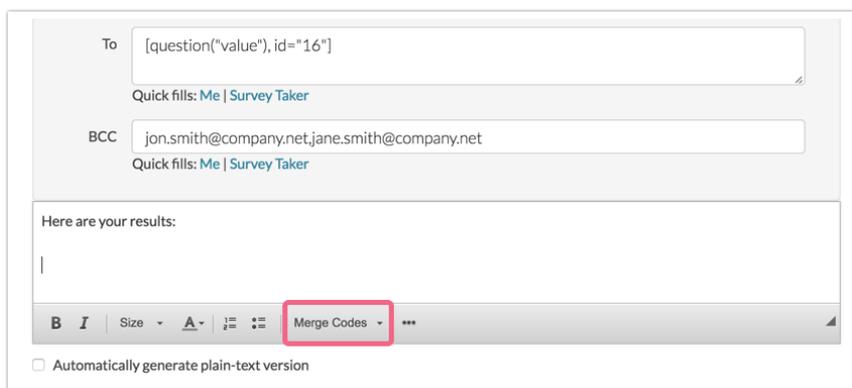
In the popup, select the question/field in your survey where you collect the survey taker's email address.



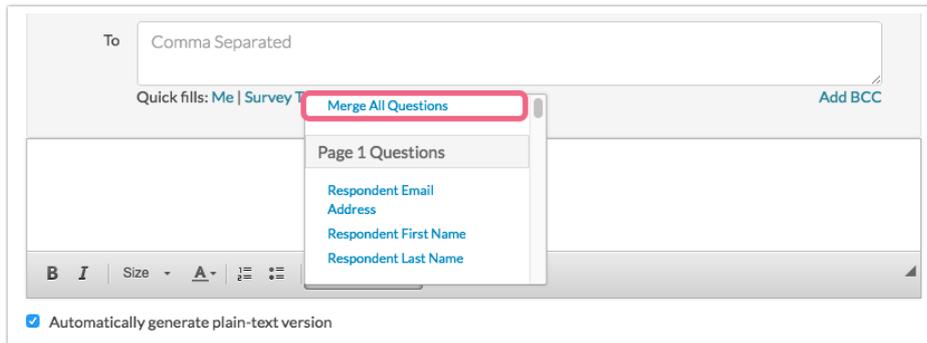
Click **Save** in the popup when you are finished. This will place the merge codes in the **To Email Address** field. This merge code will populate on the fly for each survey response with the respondent's email address.

### Customize the Message Body

Delete the default text in the Message Body (HTML) field. Add the text of the message body and, if you wish to include the survey details as part of the message text, click the **Merge Codes** menu below the Message Body field.



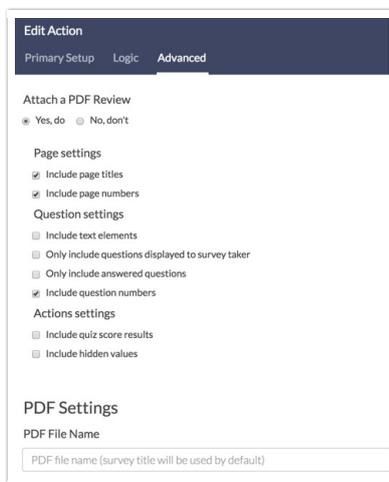
Select the **Merge All Questions** option at the top of the list of options in the merge code dropdown menu that appears to insert the merge codes at cursor.



This will insert merge codes that will dynamically populate with the survey taker's response to each question.

## Send a PDF with the Survey Response Instead

If you prefer to instead send the contents of the survey response in a PDF, head over to the **Advanced** tab of your Send Email action and select **Yes** under **Attach a PDF Review**. Select the page, question, action and PDF settings you desire and click **Save Action** when you are finished. To learn more about these settings check out our [Customize a PDF Tutorial](#).



Related Articles