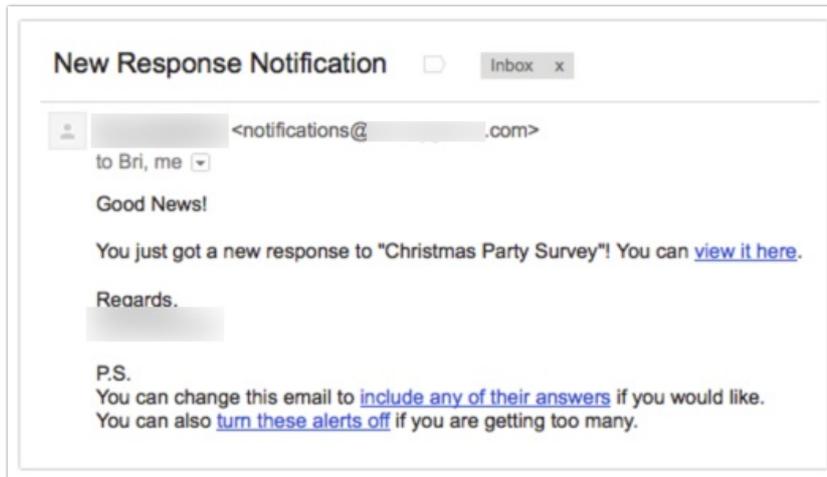


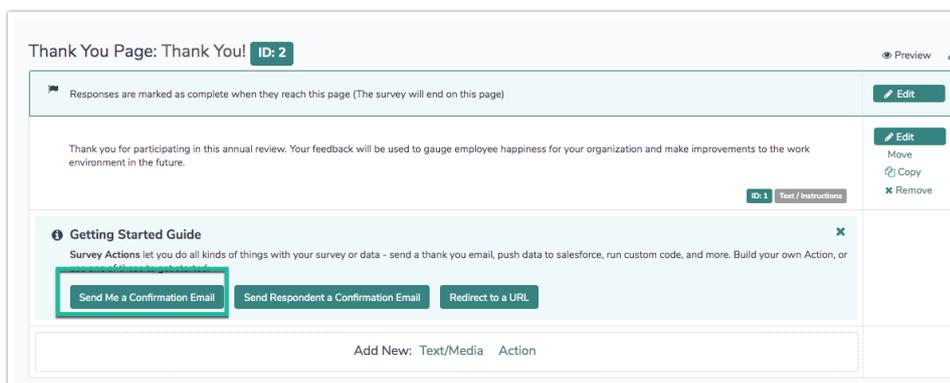
# I would like to receive an email each time I receive a new response. How can I do this?

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.

The screenshot shows the 'Edit Action' interface with the following details:

- Header:** 'Edit Action' with tabs for 'PRIMARY SETUP', 'LOGIC', and 'ADVANCED'. A 'Need Help?' link is in the top right.
- Name:** A text field containing 'New Send Email'.
- From Name:** 'Alchemer' with a 'Quick fills: Me | Survey Taker' dropdown.
- From Address:** 'noreply' with a domain dropdown set to '.com (Alchemer)'.
- Reply To:** 'No Reply <noreply@alchemer.com>'.
- To:** A partially filled recipient field with a 'Quick fills: Me | Survey Taker' dropdown and an 'Add BCC' link.
- Subject:** 'New Response Notification'.
- Body:** A text area containing:
  - 'Good News!' followed by a paragraph: '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.'
- Options:** A checked checkbox for '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 *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 Name** Quick fills: Me | Survey Taker

**From Address** noreply @: .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 Name** Quick fills: Me | Survey Taker

**From Address** smtpstest @yourdomain.com

**Reply To** No Reply <noreply@.com>

**To** Comma Separated

Quick fills: Me | Survey Taker Add BCC

### 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:

No Reply <noreply@alchemer.com>

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

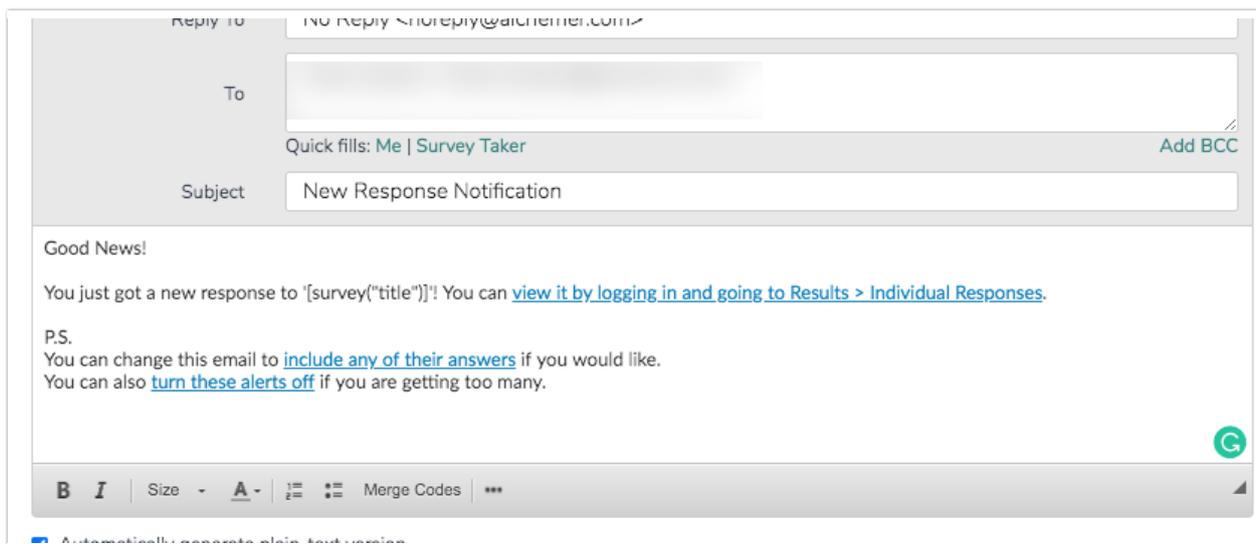
### Customize Recipient Email Address

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



## Customize Message Body

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

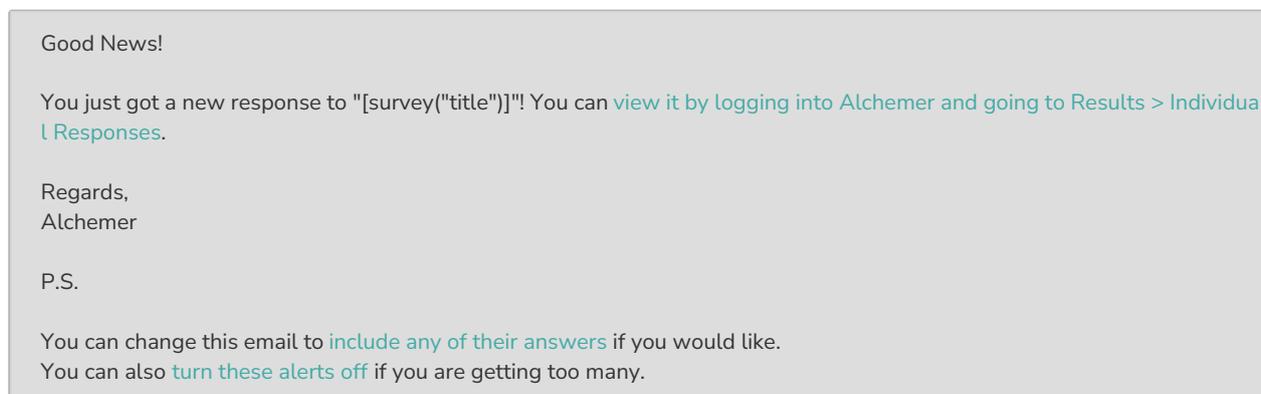


## Default Message Content

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!



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.alchemer.com/explorer/responses/id/2492453>

Regards,  
Alchemer

P.S.

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

You can also turn these alerts off if you are getting too many:  
</help/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 @ [redacted] .com
- Reply To:** No Reply <noreply@[redacted].com>
- To:** [question("value"), id="16"]

Below the 'To' field, there is a 'Quick fills: Me | Survey Taker' section and an 'Add BCC' link. A red arrow points from the 'Add BCC' link back to the 'To' field.

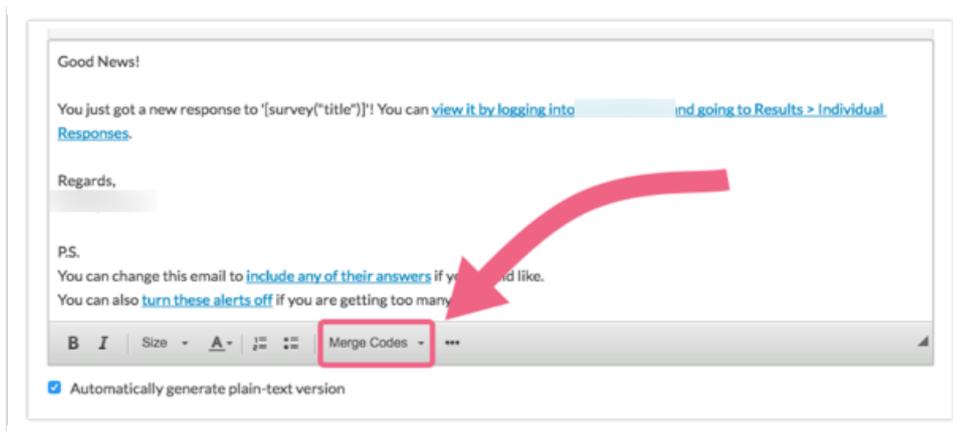
Add BCC emails as needed. Make sure to separate multiple email addresses with commas (no spaces).

### Want To Include Survey Response Data In Your Message?

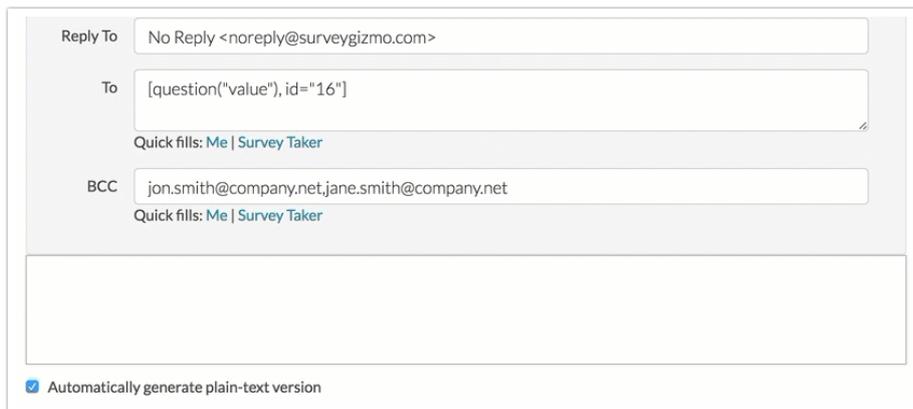
Remember that post script that encouraged you to include survey response data in your message? Here's how!

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.

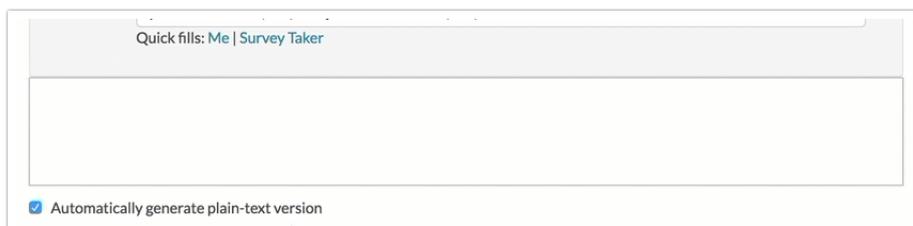
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For example, say you want to include all the respondent's answers from the survey in your message content. Click **Merge Codes** below the message. The **Merge All Questions** option will include the text and the response that was entered for all questions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



Related Articles