

Activity 8: Share a Google Form

In this activity, you will share the Google Form from the previous activity using email and generate a shareable link. For this form, you want to be able to identify respondents' email addresses with their responses.

Complete the following steps:

1. Send a Google Form by email.
 - a. Open the form from the previous activity and select **Send**.
 - b. Check the box to **Collect email addresses**.
 - c. Choose to send via **Email**.
 - d. Enter a colleague's email address. Ensure you tell your colleague in advance that they will be receiving a form via email as part of a training exercise.
 - e. Check the box to **Include form in email** and select **Send**.
2. Generate a link to the Google Form.
 - a. Select **Send**.
 - b. Check the box to **Collect email addresses**.
 - c. Choose to send via **Link**.
 - d. Check the box to **Shorten URL** and select **Copy**.
 - e. Paste the URL into a new browser tab. Can you see your form?
3. Close the two tabs that contain your form.