## Choose where to store responses

- 1. Open a form in Google Forms .
- 2. At the top, click RESPONSES.
- 3. Below, click More : .
- 4. Click Select response destination.
- 5. Choose from these options:
  - Create a new spreadsheet: Creates a spreadsheet for responses in Google Sheets
  - Select existing spreadsheet: Choose from your existing spreadsheets in Google Sheets to store responses
- 6. Click Create or Select.

You can find the response spreadsheet in the Google Sheets  $\square$  homescreen, the Google Sheets apps, or in Google Drive  $\square$ .