

The Forms application allows you to send two types of emails automatically when a new record is added:

- [Notification email](#) – emails notifying the person responsible for form data management (content editor, administrator, etc.) about new submitted records.
- [Autoresponder](#) – email to the person who submitted the new record, typically confirming that the record has been received and will be processed.

When a user adds a record on the live site, the emails are sent out based on settings described in the respective sections. When you add a record via the administration interface, you can decide whether these emails are sent, as described in [Managing form data](#).

Notification emails

You can configure the notification emails on the **Email notification** tab of a form's editing interface:

1. Open the **Forms** application
2. Edit (✎) a form.
3. Switch to the **Email notification** tab.
4. Select the **Send form data to email** option if you wish to include the submitted form data within the notification email.
5. Define the settings:
 - **Sender email** – the email address from which the notifications are sent (e.g. a general sender address with your website's email domain, such as *form-notifier@company.com*).
 - **Recipient emails** – email addresses where notification emails are sent. You can specify multiple addresses separated by semicolons. For example, add the addresses of staff members who are responsible for processing of submitted form records.
 - **Subject** – subject of the notification emails.
 - **Attach uploaded documents** – enable this option if you want to attach files submitted via the form (if there are any) to the notification emails.
 - **Use custom layout:**
 - If disabled, the body of the notification emails contains all field names with the entered values, each on a single line.
 - If enabled, you can define a custom layout for the notifications in the text area displayed below the check box. Click the **Generate table layout** or adjust the layout by selecting a field from the **Available fields** list box and clicking the **Insert label** or **Insert value** buttons. You can also use macros in the values of these fields. See [Using macros with forms](#) for details.
6. Click **Save**.