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.

Autoresponder emails

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

1. Open the **Forms** application.
2. Edit ( ) a form.
3. Switch to the **Autoresponder** tab.
4. Select a form field from the **Confirmation email source field** drop-down list, where users will enter their email address (so that the system knows where to send the automatic response).
5. Define the additional options:
   - **From email** – email address from which the autoresponder emails will be sent (the *From* field of the email message).
   - **Subject** – subject of the autoresponder emails.
6. Click the **Generate table layout** button.
   - This generates a table with all field names in the left column and their values in the right column.
   - You can also 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.
7. (Optional) Click the **Attachments** button in the header of the tab to add files to the autoresponder email, such as a detailed event agenda, white papers, pictures, etc.
   - You can use the **Paste to text** action to insert image attachments directly into the body of the email (to the current cursor position).
   - The current number of attachments is displayed by a number in the button's caption.
8. Click **Save**.