Send your form to get responses
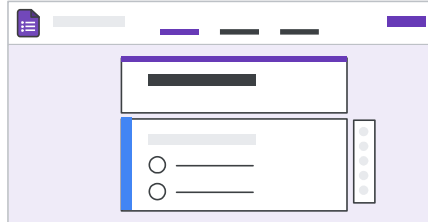
On this page

- Send your form
- Get form responses

Send your form

You can send a form by email or text, or share it online.

Email your form

1. Open a form in Google Forms   .
2. In the top right, click **Send**.
3. Add the email addresses you want to send the form to, along with the email subject and message.
4. Click **Send**.

Tip: If your form includes a file upload question, you can't check the box next to "Include form in email" when you send the form.

Share a link to your form

If you want to share a form through a chat or email message, you can get a link to the form.

1. Open a form in Google Forms   .
2. In the top right, click **Send**.
3. At the top of the window, click Link ⌗.
4. To copy the link that appears, click **Copy** or press **Ctrl + c** (Windows) or ⌘ **+ c** (Mac) on your keyboard.

Add a form to a website or blog

1. Open a form in Google Forms   .
2. In the top right, click **Send**.
3. At the top of the window, click Embed ‹ ›.
4. To copy the HTML that appears, click **Copy** or press **Ctrl + c** (Windows) or ⌘ **+ c** (Mac) on your keyboard.
5. Paste the HTML into your website or blog.
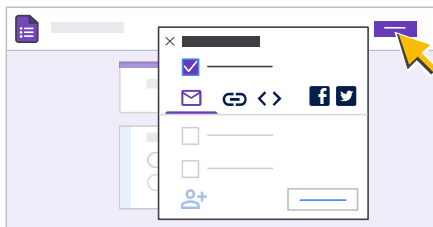
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Get form responses

Open the Responses tab

In Forms, you can see a summary of all responses or look at individual responses on the Response tab. You can also view the form questions by clicking on the Question tab. To switch between individual responses, click the individual's email.
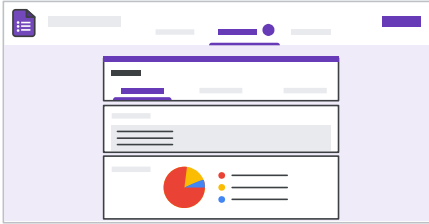
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Send responses to a spreadsheet

1. Open a form in [Google Forms](#)   .
2. In the top left under "Responses," click **Summary**.
3. In the top right, click More ⋮ > **Select destination for responses**.
4. Choose an option:
   - **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
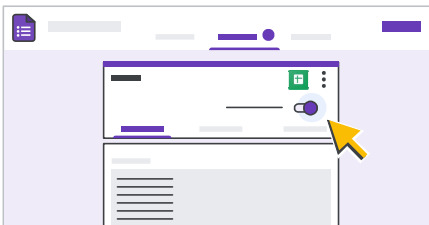5. Click **Create** or **Select**.

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Stop collecting responses

When you create a new form, response collection is automatically turned on. You can pause or stop it. For example, if you find a mistake after sending out a form, you can pause response collection until the error is fixed.

1. Open a form in [Google Forms](#)   .
2. At the top, click **Responses**.
3. Turn "Accepting responses" from **On** to **Off**.

After you've turned this off, you'll see a message in the "Responses" tab that says "Not accepting responses."

[Back to top ↑](#)