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To create online surveys and quizzes, use Google Forms. You can share your forms with collaborators or responders. Before responders can access your form, you need to publish it. When your form is ready to share, you can share it through email, social media, or embed on a website or blog. Limit users to one response Open a form in Google Forms. At the top of the form, click Settings. Next to "Responses," click the Down arrow . Turn on Limit to 1 response. Tip: To access and fill out the form, users must sign in to their Google Account. Their usernames won't be recorded unless you turn on the "Responses" setting to collect email addresses. Allow people to edit responses You can choose whether someone can edit a response they've already submitted. Open a form in Google Forms. At the top of the form, click Settings. Next to "Responses," click the Down arrow . Turn on Allow response editing. Show a summary of responses Important: After someone fills out your form, they get a link to the results. Response summaries show full text responses or charts for each question and are visible to anyone who can respond to the form. Open a form in Google Forms. At the top of the form, click Settings. Next to "Presentation," click the Down arrow . Turn on View results summary. A summary of results is shared with respondents. Change confirmation message You can customize the message people get after they submit the form. Open a form in Google Forms. At the top of the form, click Settings. Next to "Presentation," click the Down arrow . Next to "Confirmation message," click Edit. Enter your message. Click Save. When you publish a form, responders can access it. If the form is unpublished, responders with the link can't access it. At the top right, click Publish. To select who can respond to the form, click Manage. To give responder access to the users, add them to your form. Click Share. Optional: To notify the responders, click Notify these responders. You can also include a message. Click Publish or Publish and notify. Optional: Under "General access," you can give access to anyone with a link or to target audiences. Click Done Publish. Once your form is published, at the top right, it shows "Published." To change publishing options, click Published. Open a form in Google Forms. To share your form with responders, click Share . Optional: Under "General access," you can give access to anyone with a link or target audiences. Enter the names of the people or groups. To select the level of access, next to the responder names, click Down arrow Responder. Optional: To select a date to remove access to the form: Click Add expiration. In the calendar, select a date. Click Done. Optional: To remove expiration, click Edit expiration Remove expiration. If the form is published, an email notification will be shared when you send the form. Optional: For published forms, you can add a message to your email notification. Optional: If you don't want to send a notification, uncheck the box next to "Notify People." Click Send. Email a form To automatically send the form in an email notification when you share a form, click the box next to "Notify People." If you notify responders when you publish the form, the email sent to them includes the form. Tip: You can't embed a form in an email when it contains: File upload question Rating question Image in a question or an option Secured quiz Get a link to a form To get the form link for responders, you can either: At the top right, click Preview Copy responder link. Once you publish the form, click Published Copy responder link. At the top right, click Share Copy responder link. Tip: You can copy a short link once you publish the form: Click the box next to "Shorten URL." Click Copy. Send a form with pre-filled answers You can send responders a form with some fields already filled in. Open a form in Google Forms. In the top right, click More . Select Pre-fill form. Fill in any answer fields you want to pre-populate. Click Get link. To send the pre-populated form to respondents, copy and send the link at the top. Embed a form on a website or blog To embed a form on a website or blog: Open a form in Google Forms. At the top right, click More menu . Select Embed HTML . To copy the HTML that shows, click Copy. Paste the HTML into your website or blog. Post to the help community Get answers from community members To sign up for Gmail, create a Google Account. You can use the username and password to sign in to Gmail and other Google products like YouTube, Google Play, and Google Drive. Important: Before you set up a new Gmail account, make sure to sign out of your current Gmail account. Learn how to sign out of Gmail. From your device, go to the Google Account sign in page. Click Create account. In the drop down, select if the account is for you: Personal use Child Work or business To set up your account, follow the steps on the screen. Create an account Tip: To use Gmail for your business, a Google Workspace account might be better for you than a personal Google Account. With Google Workspace, you get increased storage, professional email addresses, and additional features. Learn about Google Workspace pricing and plans. Try Google Workspace The username I want is taken You can't create a Gmail address if the username you requested is: Already being used. Very similar to an existing username. For example, if example@gmail.com already exists, you can't use exampl@gmail.com. The same as a username that someone used in the past and then deleted. Reserved by Google to prevent spam or abuse. Someone is impersonating me If you believe someone has created a Gmail address to try to impersonate your identity, you can: Unfortunately, Gmail is unable to participate in mediations involving third parties regarding impersonation. Learn more about Gmail Terms of Use. Related resources How do I create a new Google Account? Sign in to Gmail Post to the help community Get answers from community members Next: Use both Excel & Sheets: Best practices You can open Sheets in any of the following ways: Any web browser—Go to sheets.google.com. Google Drive—Click NewGoogle Sheets and create from scratch or from a template. Most Google pages—In the upper-right corner, click the App Launcher Sheets. Android devices—Install and open the Android app. Apple iOS devices—Install and open the iOS app. Note: The instructions in this guide are web only. (Optional) Add multiple Google Accounts Have multiple Google Accounts? Quickly switch between them with Chrome profiles. Note: Don't have Chrome Browser yet? See instructions on how to install Chrome. In Chrome Browser, in the top-right corner next to the address bar, click your profile image. Click Manage People. Click Add Person. Enter a name, choose an image, and click Add. Sign in with the Google Account you're adding. All settings and bookmarks automatically sync. Click your profile image and choose a different profile to switch between accounts. If you're unsure which account you're currently using, click your name and see which profile is at the top. Create a browser bookmark In Chrome Browser, open Sheets. Note: If you prefer to open spreadsheets from Google Drive, open Drive instead. In the top-right corner, click MoreBookmarks. Make sure that Show Bookmarks Bar has a check next to it. In the address bar, click Bookmark. If you're not using Chrome, follow your browser's instructions to bookmark sheets.google.com. Add a Sheets desktop shortcut (Windows only) If you're using Microsoft Windows, you can add a shortcut to Sheets on your desktop. Go to your desktop and right-click. Choose NewShortcut. For the location, enter . (Optional) To name your shortcut, enter a name. Click Finish. Work offline (Chrome only) When you turn on offline access, your most recent files are automatically saved for offline use. Install the Google Docs Offline extension. In Drive, click Settings Settings. In the Offline section, check the Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline box. Click Done. Right-click a file and turn on Available offline. To learn how to access files offline from your desktop or mobile, see Access stored Drive files without the internet. Back to top Google, Google Workspace, and related marks and logos are trademarks of Google LLC. All other company and product names are trademarks of the companies with which they are associated. 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