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Collect verified emails Important: Respondents must confirm their Google Account email address gets collected with their responses," click Settings. Next to "Responses," click the Down arrow. Under "Collect email addresses," select Verified. Collect emails manually Open a form in Google Forms. At the top, click Settings. Next to "Responses," click the Down arrow . Under "Collect email addresses," select Responder input. Review your form to see what the changes look like. At the top right, click Preview . The preview opens in a new window. To edit the form, click Edit or go back to your editing window. Send it to collaborators for review Before sending your form, including responses and where they are saved. Open a form in Google Forms. In the top right, click More. Click Add collaborators. Click "Invite people." In the "Add editors" window, add email addresses to share it with others. Click Send. Report abusive content in a form your computer. 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