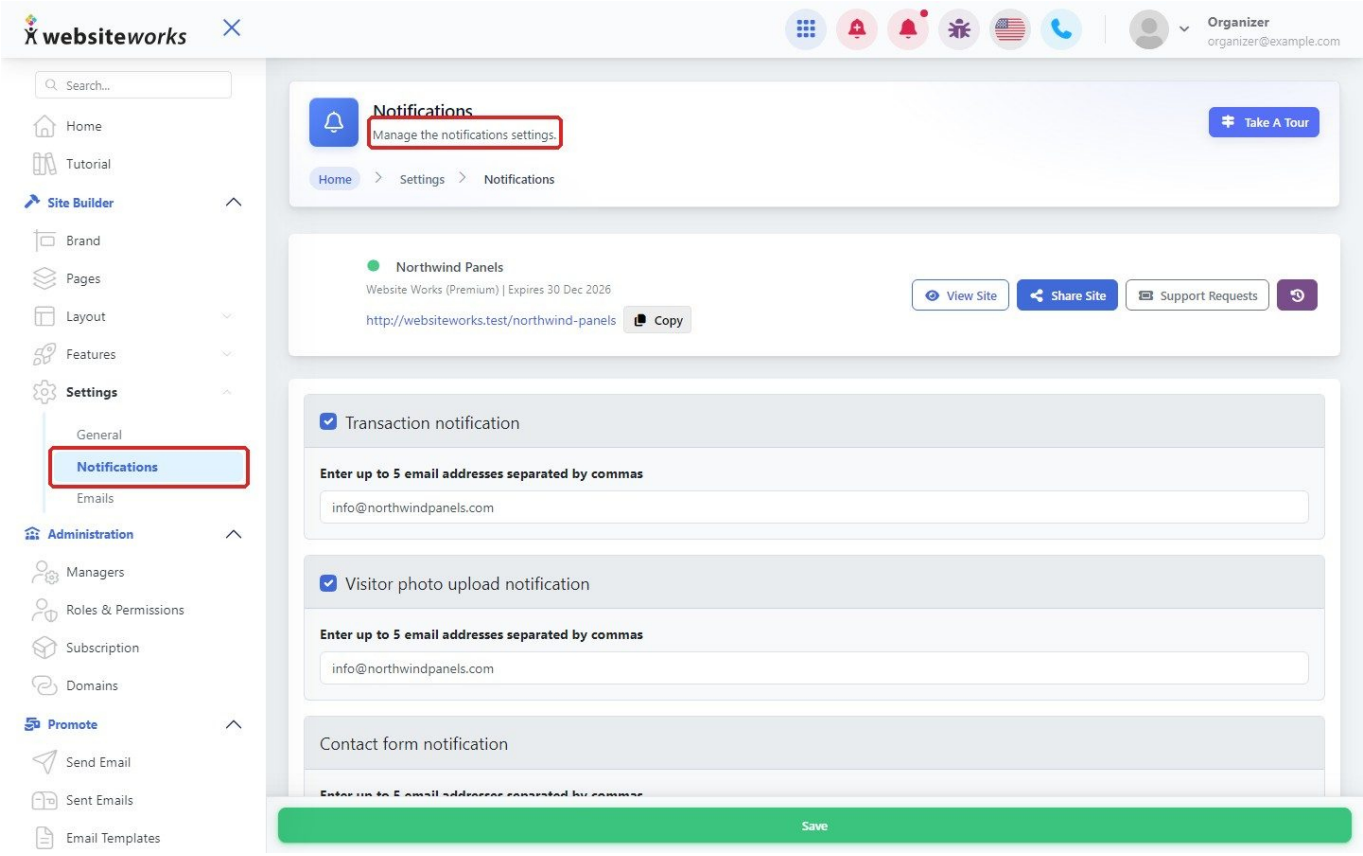
Choosing what email notifications you receive

Category: General Settings & SEO
Published: Oct 27, 2026
Reading Time: 1 min

Your website can email you when something happens, such as a new contact form message. In **Settings** > **Notifications** you choose which notifications you want and who receives them.

Step 1: Open Notifications

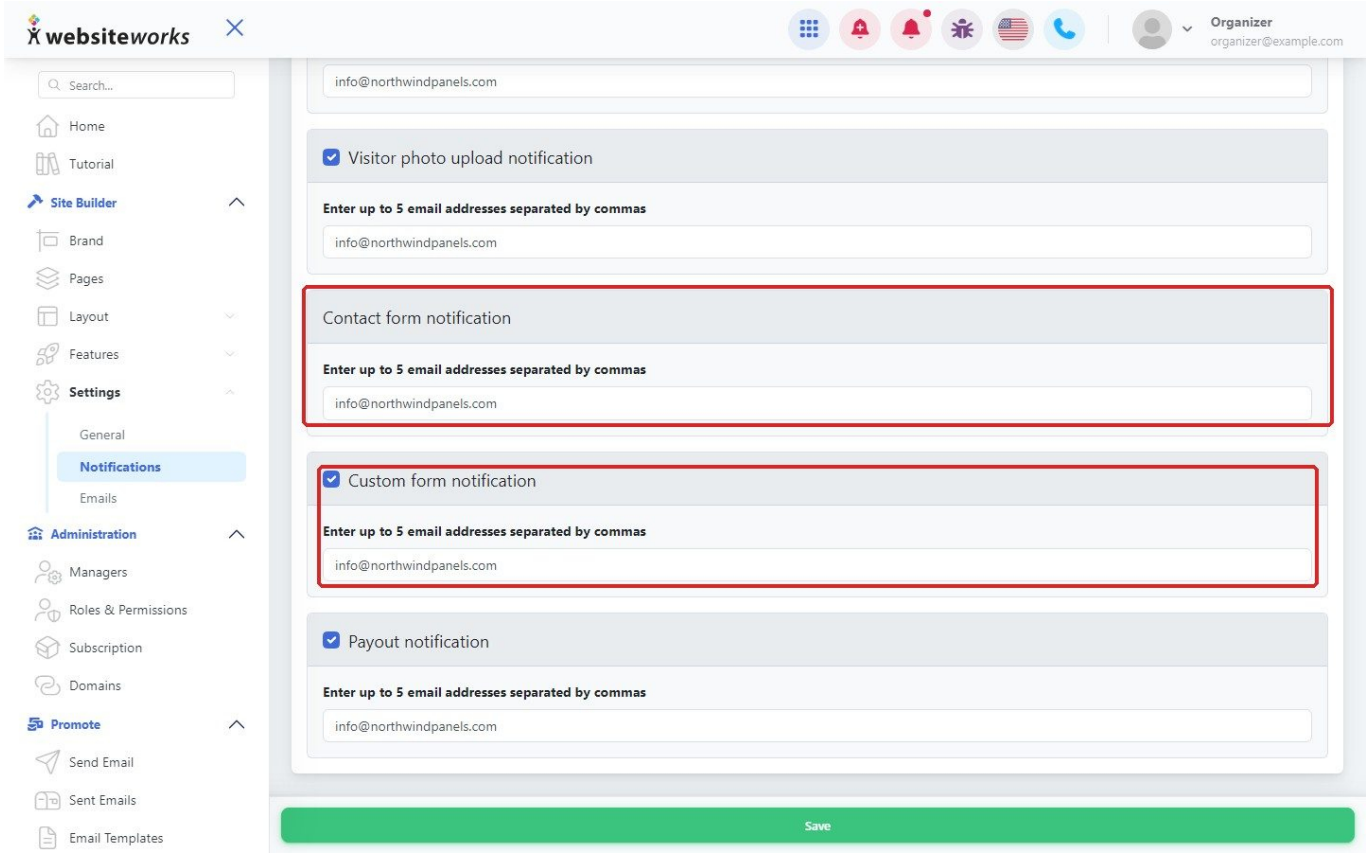
In the menu, click **Settings**, then **Notifications**.



Open Settings > Notifications.

Step 2: Choose your notifications and addresses

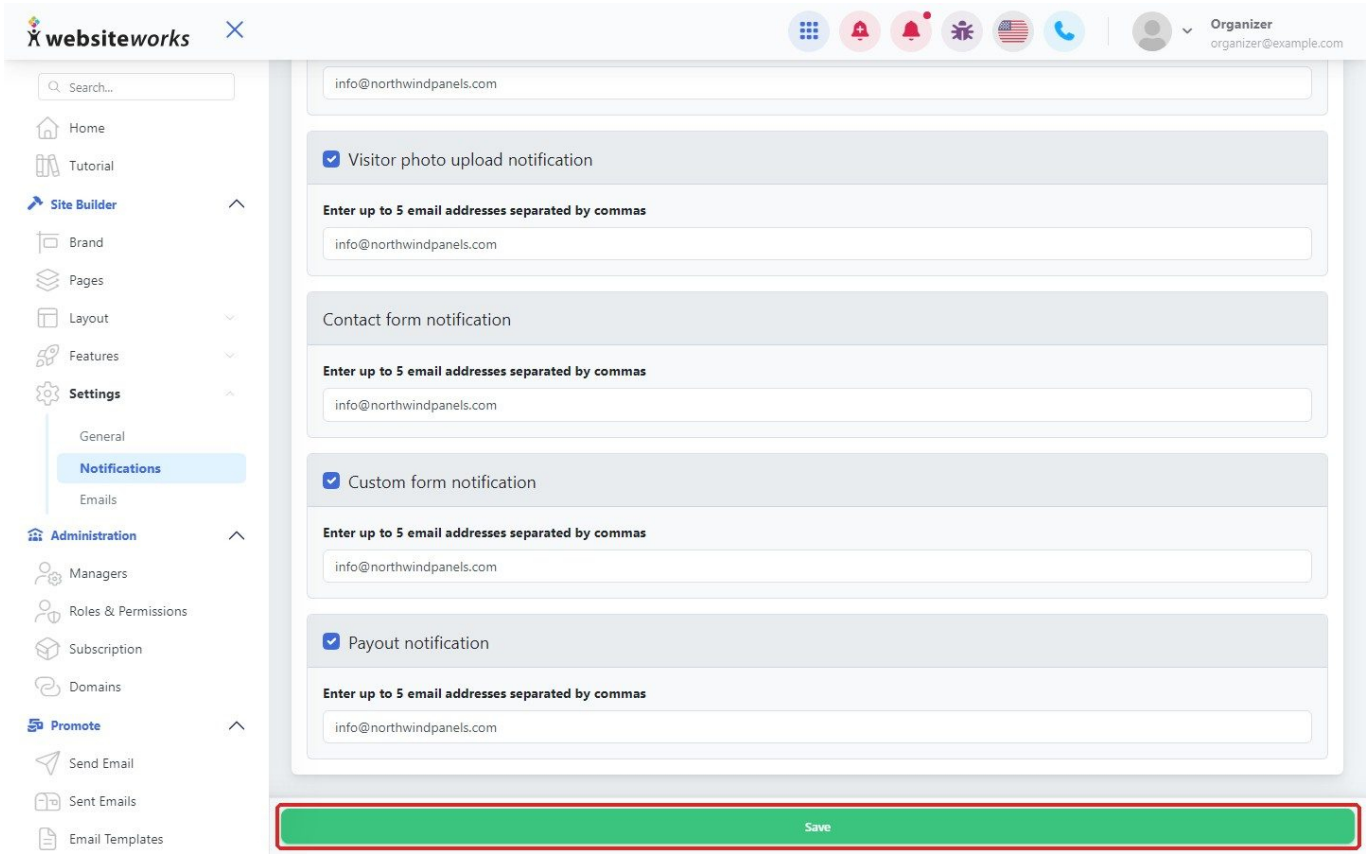
Contact form notification emails you when a visitor sends your contact form. Tick **Custom form notification** to also be told about answers to your custom forms, or **Visitor photo upload notification** to hear about photos visitors upload. In the box below each one, **Enter up to 5 email addresses separated by commas**.



Set who hears about form messages.

Step 3: Save your changes

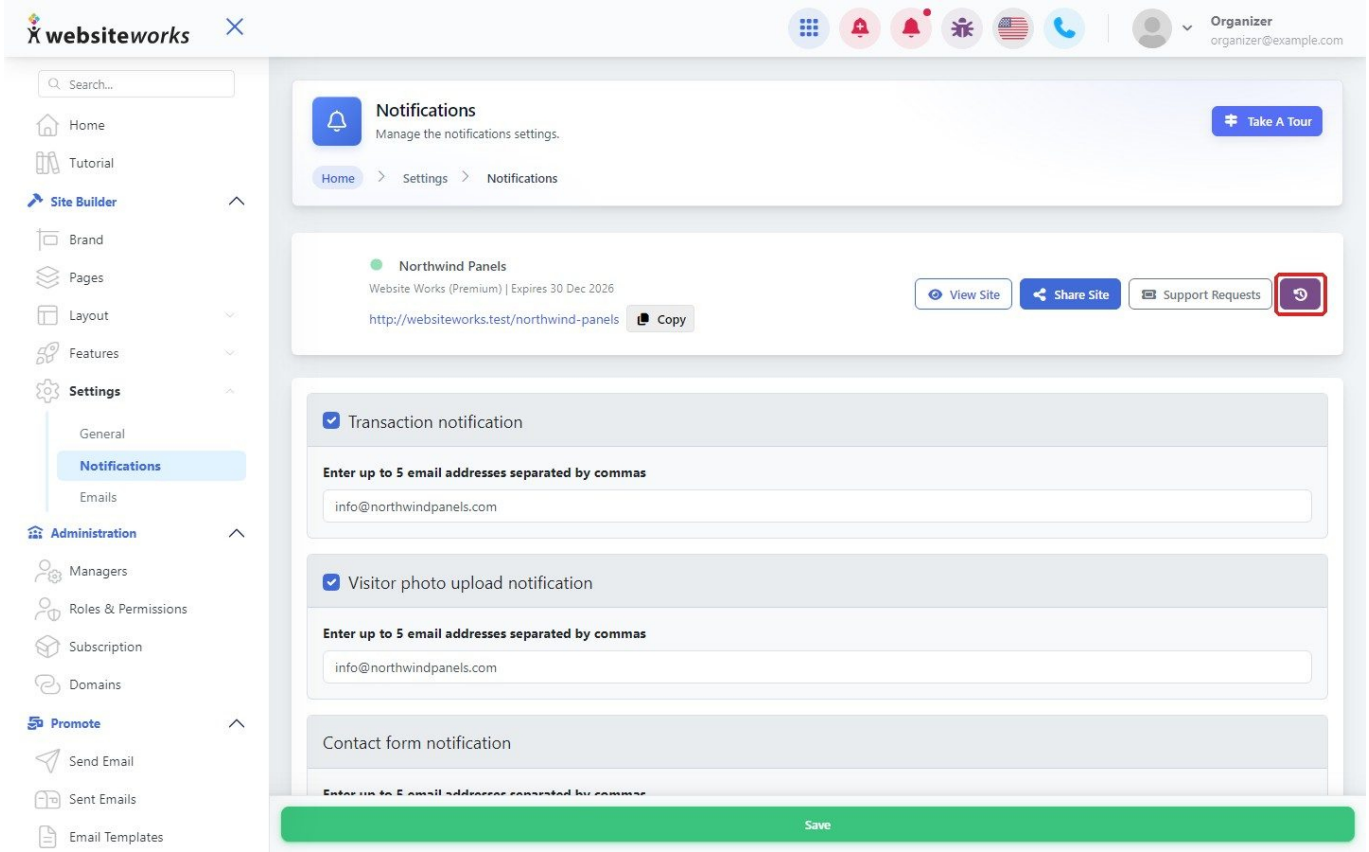
Click **Save**.



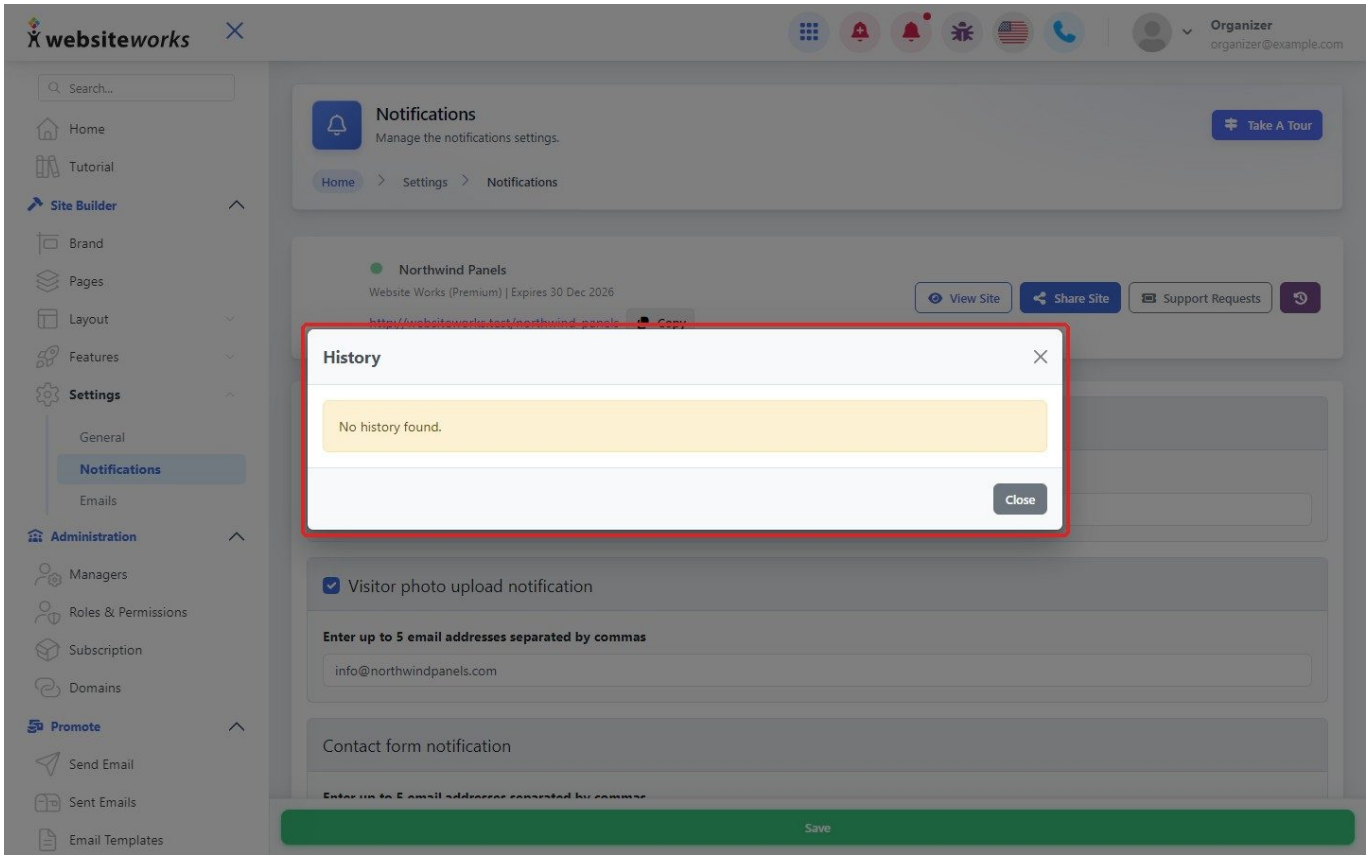
Click Save.

Step 4: Check the history

Click the **History** button at the top right to see earlier changes to these settings. If nothing has changed yet, you see **No history found.**



Click History.



Earlier changes are listed here.