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Very similar to an existing username. For example, if example@gmail.com already exists, you can't use example@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 that 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 Creating a new survey is simple. Visit . Click + NEW SURVEY. In step 1 (Write questions), select the appropriate question type(s) and write your question(s). Click CONFIRM. In step 2 (Pick audience), name your survey and select your target audience. Click CONTINUE. In step 3 (Confirm survey), review your survey questions and purchase responses. You also have the option here to adjust the survey frequency. Click BUY NOW or START TEST\* if your survey has screening questions. Your survey is sent to our team for review and you receive a confirmation email once it has been started. You receive another email with a link to your results once your survey is completed. You can start seeing results once your survey is approved and data is processed, which usually happens in a matter of hours. \*If you use screening questions, an audience test is required and the minimum incidence rate is 5%. Survey creation frequently asked questions Expand all Collapse all How can I target the appropriate audience with my survey questions? When Google Surveys collects responses from the general-Internet audience, it uses published Internet-population data sets for the target-population distribution. For example, when targeting United States, the United States governments Current Population Survey (CPS) Internet Supplement is the target population distribution. For details, see our methodology overview. Note that our audience incomes are the median income of the areas we surveyed. You can target questions based on inferred demographics (age, gender, or geography) from the first step of the survey-creation wizard. For custom audiences such as dog owners or people who play golf, you can use screening questions that let you screen respondents to ensure that they are in your target audience. A screening question can be any non-binary, multiple choice question such as Yes / No / I plan to. As an example, respondents first see your screening question and then those who select Yes or I plan to answer the following questions from your survey. What types of language targeting are available? When targeting surveys to the general population in specific countries, you are required to write your survey questions in the language thats available in the country you selected. Learn more about the language availability for each country. Survey translation Google Surveys does not provide any survey-translation services. All surveys must be written and submitted in the language that the survey is targeting. Surveys are not automatically translated. Where will my survey questions appear? Questions appear throughout sites in our publisher network in order to get a representative sample of respondents. Users complete survey questions in order to access high quality content around the web, and publishers get paid as their users answer. Google and many publishers want to protect their readers privacy and ensure that any proprietary data they have about their readership is not exposed, so we do not supply a list of the sites where individual questions run. Can I create matrix-grid-type questions? Google Surveys does not support matrix questions, or grids with response categories along the top and a list of questions down the side, which often prompt participants to abandon surveys (Brecko, Carstens; 2006). Instead, we suggest that you break out each row of a matrix question into its own separate multiple choice or rating question. This way, respondents can focus on each question and provide more accurate answers. Learn more about our available question types Post to the help community Get answers from community members Next: Add files & folders to a shared drive Note: You can create shared drives only if your edition supports them and your administrator allows you to create them. On your computer, go to drive.google.com. On the left, click Shared drives. At the top left, click New. Enter a name for the shared drive. Click Create. Who you can add to a shared drive You can add anyone in your organization as a member of a shared drive. If your organization allows, you can add external people to a shared drive as long as they have an email address associated with a Google Account. Any content an external person contributes (for example, edits to, creating, or uploading a file) in a shared drive created by someone in your organization is transferred to and owned by your organization. For people whose Google Workspace edition doesn't include shared drives, you can only add them with Viewer access. However, you might be able to give them comment or edit access to specific files in the shared drive, depending on folder permissions. See How sharing a folder in a shared drive works. What members can do at different access levels When you add a new member to a shared drive, you can set their access level: If possible, give collaborators Manager or Content manager access so they aren't limited in how they work together in the shared drive. Give members who need to edit files in Google Drive for desktop in the Chrome OS Files app at least Content manager access. If you're concerned about members deleting files from a shared drive, give them Contributor, Commenter, or Viewer access only. These members can't delete files. Access level Permission Manager Content manager Contributor Commenter Viewer Can view files and folders Can comment on files Can edit files Can create and add files, can create folders \* Can add and remove people and groups on specific files Can set limited access to folders Can restore files from the Trash (up to 30 days) Can move files from My Drive to a shared drive Can move files and folders to the Trash Can move files and folders within a shared drive Can add or remove people and groups on specific folders in a shared drive \*\* Can move folders from My Drive to a shared drive Can move files from one shared drive to another shared drive Can add or remove members of a shared drive Can change member access levels Can permanently delete files in the Trash Can rename or change theme Can delete the shared drive \* In Google Drive for desktop or files in the Chrome OS Files app, Contributor access gives only read access to files. To allow users to create, upload, and edit files in a shared drive in Google Drive for desktop and Chrome OS, give the user Content manager or Manager access. \*\* Administrators or Managers can prevent Content managers from sharing folders. Add members to a shared drive Requires Manager access On your computer, go to drive.google.com. In the left column, click Shared drives and double-click one of your shared drives. At the top, click Manage members. Add names, email addresses, or a Google Group. By default, new members will be Content managers. They can upload, edit, move, or delete all files. To change the role for a new member, select a role from the dropdown. To choose to notify new members of their access, click Notify people. Click Send. Change a member's access to a shared drive Requires Manager access On the left, click a shared drive. At the top, next to the shared drive name, click the Down arrow Manage members. Next to a members name, click the Down arrow and select a new access level. Click Done. See members of a shared drive On the left, click a shared drive. Under the shared drive name, click the number of members. Email members of a shared drive On your computer, go to drive.google.com. At the left, click Shared drives and double-click one of your shared drives. At the top, next to the name of your shared drive click the Down arrow . Click Email Members. Enter your message and click Send. Remove members of a shared drive Requires Manager access Members who are Managers can change what other members can do. On your computer, go to drive.google.com. At the left, click Shared drives and double-click one of your shared drives. At the top, next to the name of your shared drive, click the Down arrow . Click Manage members. To the right of the person you want to change, click the Down arrow . Select a role or Remove. Click Save. Note: When you remove a member from a shared drive, they also lose access to any files and folders in the shared drive that were directly shared with them. Delete a shared drive Tip: If you aren't ready to delete a shared drive, but you aren't actively using it, you can hide it. Hiding a shared drive removes it from your view. See Best practices for shared drives. Before you can delete a shared drive: The shared drive has to be empty You need to be a Manager of the shared drive. Requires Manager access On your computer, go to drive.google.com. On the left, click Shared drives. Right-click the shared drive you want to delete. Click Delete shared drive. To empty a shared drive before you delete it, put the files in the trash or move them to "My Drive." 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. SearchClear searchClose searchGoogle appsMain menu 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 example@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: Publish your form and get responses On this page Create a form Go to forms.google.com. Click Blank form. Name your untitled form. Learn more at the Google Docs Editors Help Center Add questions If you're using a template, you can skip to Update questions. Open a form in Google Forms. Click Add . To the right of the question title, choose the type of question you want. Type the possible responses to your question. To prevent people from not answering, turn on Required. Update or arrange questions To move a question, at the top of a question, click Drag. To add a description to a question, click MoreDescription. To add an image to a question, click Add image. To add a YouTube video to a question, click Add video. To delete a question, click Delete. Tip: To preview your changes at any time, at the top right, click Preview. Learn more at the Google Docs Editors Help Center Customize your design Use an theme with your organization's branding In Google Forms, open a form. Click Customize theme. Under "Themes," click a theme. Note-Organization-branded themes appear only if your administrator makes them available. Create sections Sections can make your form easier to read and complete.Each section starts on a new page. In Google Forms, open a form. Click Add Section . Name the new section. Tips: To move questions into a section, at the top of a question, click Drag. To reorder sections, at the top of a section, click MoreMove section. Change the color or header In Google Forms, open a form. Click Customize theme. Optional: Under "Color," you can choose a theme color and background color for your form. To add a custom color, click Add custom color . To add your own photo as a theme, under "Header," click Choose image. Click Close. You can view your new theme and continue to edit your form. Change the font In Google Forms, open a form. Click Customize theme. Below "Text," you can change the font style for headers, questions, and text. Choose the text style you want to edit, then change the font and size. Click Close. Learn more at the Google Docs Editors Help Center Control and monitor access Allow access from outside your organization By default, access is restricted to people inside your organization. People must sign in with their email address to access your form. To share a form with people outside your organization: Open a form in Google Forms. At the top of the form, click Settings. Next to Responses, click the Down arrow . Turn offRestrict to users in [your-company.com] and its trusted organizations. Collect email addresses of participants Record the email addresses from people who fill out your form. When someone takes your survey, they will be required to enter their email address before they submit the form. Collect verified emails Important: Respondents must confirm their Google Account email address gets collected with their response. The confirmation displays on each page of the form. Open a form in Google Forms. At the top, 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 Preview it yourself At any time, you can preview 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, you can let people review and edit it. Whoever you invite can edit any part of 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 You can report abusive content in a form from your computer. To report a violation in a form, you can: At the bottom left, Help Report. At the bottom, click Report. If you're an editor, click More Report. Choose the type of abuse found in the form. Click Submit Abuse Report. Learn more at the Google Docs Editors Help Center 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. SearchClear searchClose searchGoogle appsMain menu

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