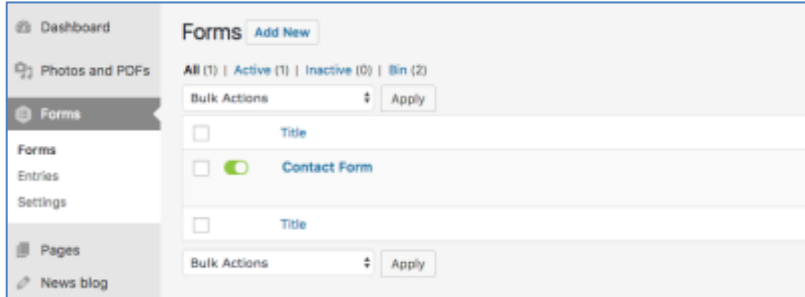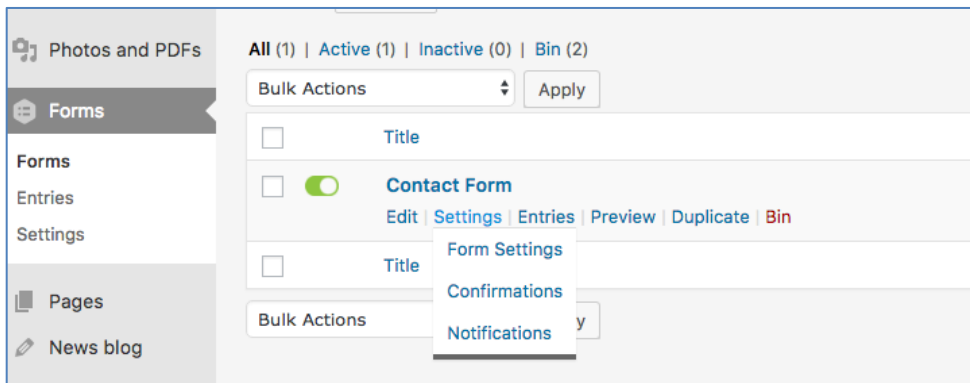# How to... Access Contact Forms

Within the Dashboard, you will see an icon alongside Forms. If you click on this, more options will appear.

To view entries, click on "Entries".

If you click on "Form", you will see the name of your form/s. Hover over the name, and more options will appear:

If you click on "Notifications", you can change various details, including the email address which receives notifications that a Contact Form has been sent.

Click on "Notifications". You can then edit these settings.