



## Qualtrics: Sharing a Survey

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# Sharing a Qualtrics Survey

1. Navigate to **fau.qualtrics.com**
2. In your Qualtrics Project (Survey), Select **Tools** then **Collaborate**.
3. Type the name of the collaborator in the search box, select **Add Selected** and **Save**.
4. Customize your message then select **Invite**.
5. Give permissions to the collaborator by checking/unchecking the boxes then select **Save**.
6. The new collaborator will receive an **email** that a Qualtrics Survey was shared with them. They will need to follow the directions to access the survey.

Tags

qualtrics

survey