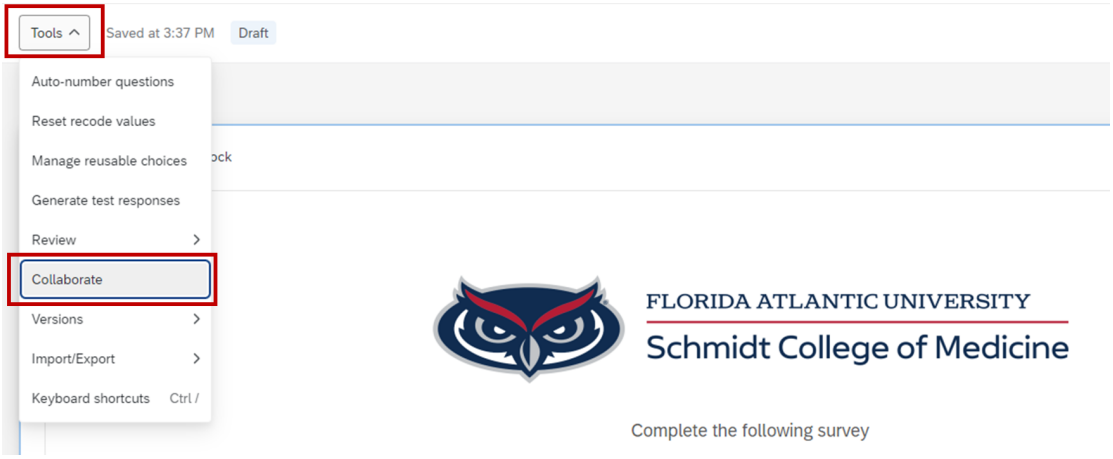
Qualtrics: Sharing a Survey

Samantha Starr - 2024-05-17 - Qualtrics

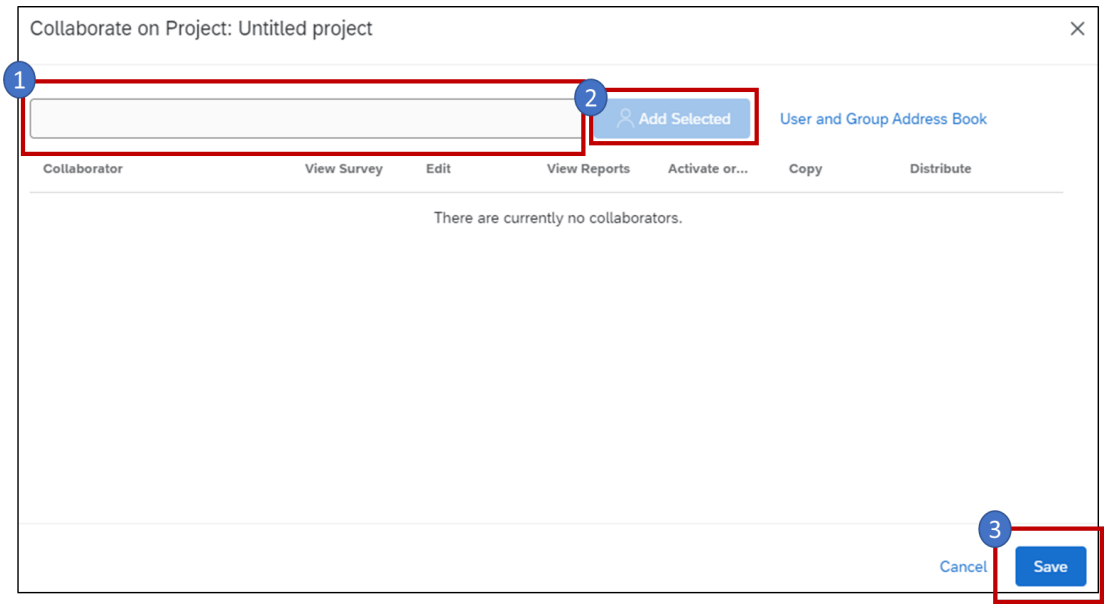
Sharing a Qualtrics Survey

1. Navigate to **fau.qualtrics.com**

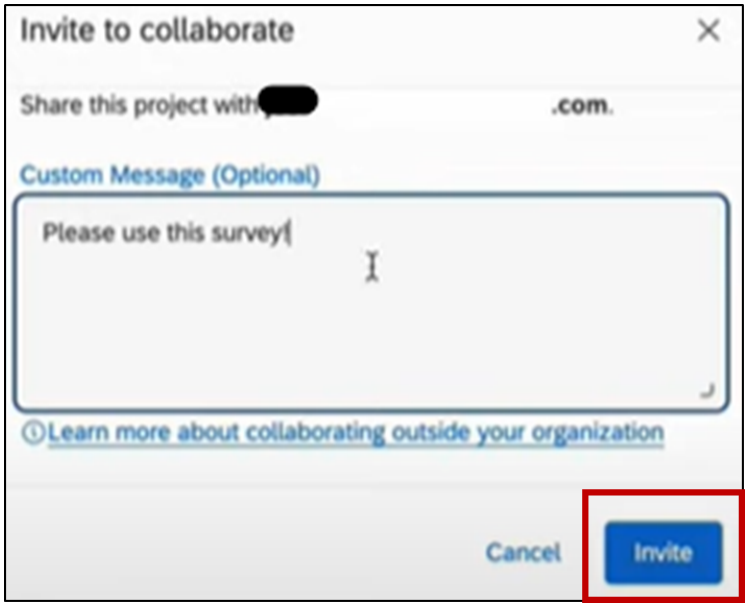
2. In your Qualtrics Project (Survey), Select **Tools** then **Collaborate.**



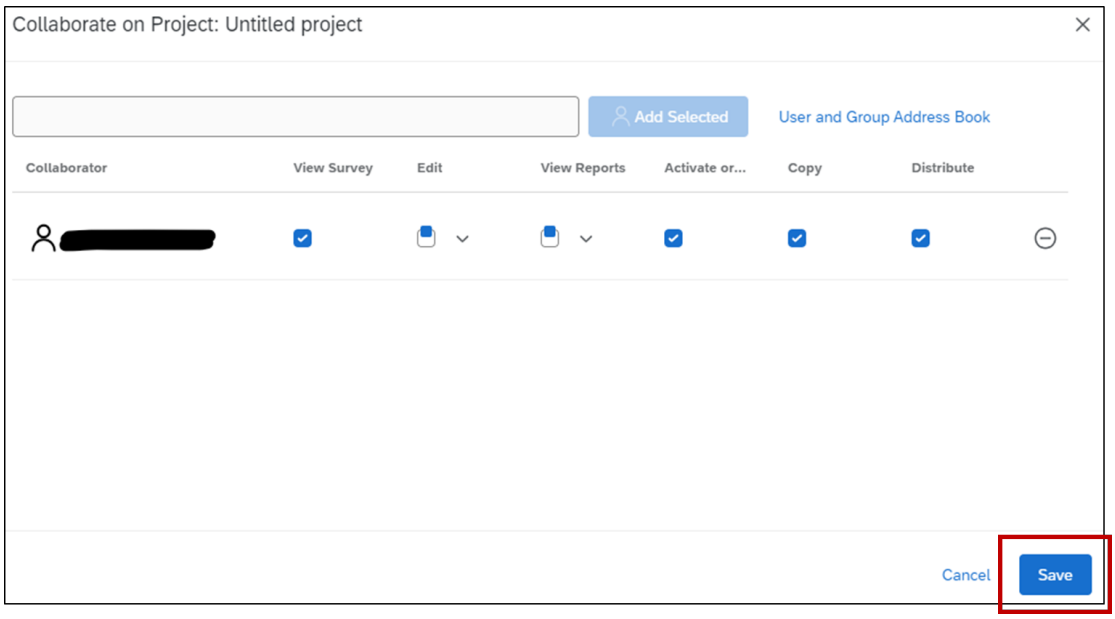
3. Type the name of the collaborator in the search box, select **Add Selected** and **Save**.



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