



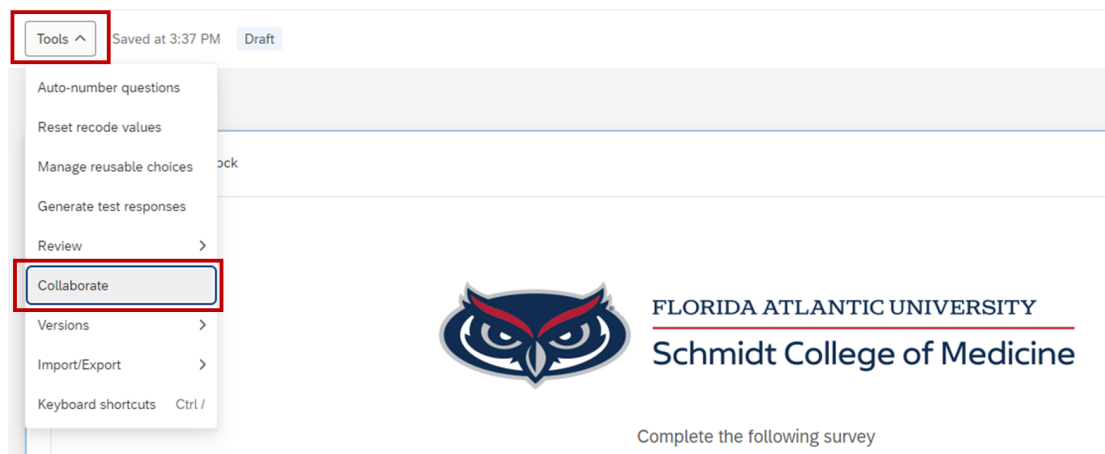
[Knowledgebase](#) > [Qualtrics](#) > [Qualtrics: Sharing a Survey](#)

## Qualtrics: Sharing a Survey

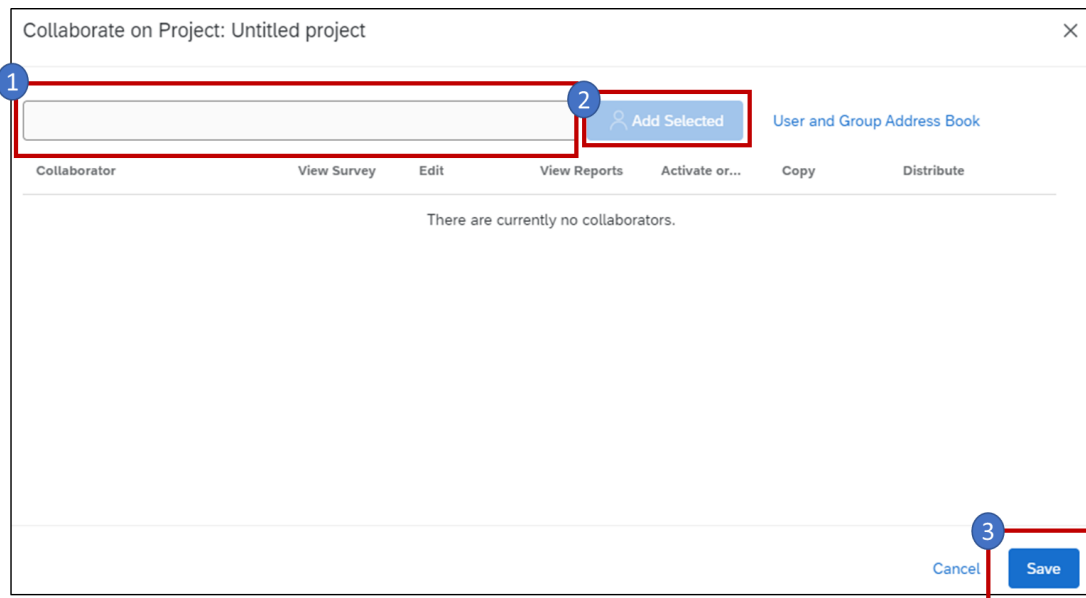
Samantha Starr - 2024-05-17 - [Qualtrics](#)

### Sharing a Qualtrics Survey

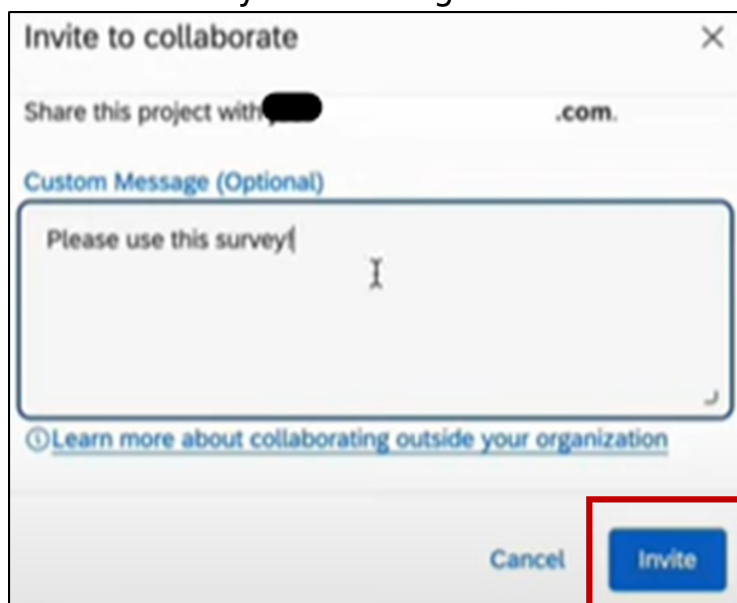
1. Navigate to **fau.qualtrics.com**
2. In your Qualtrics Project (Survey), Select **Tools** then **Collaborate**.



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**.

Collaborate on Project: Untitled project ✕

Add Selected
User and Group Address Book

Collaborator	View Survey	Edit	View Reports	Activate or...	Copy	Distribute	
[Redacted Name]	<input checked="" type="checkbox"/>	▼	▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Cancel
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.

XM
Projects

Starred 0
 Shared with me 3

Shared with me 3
 All project types
All statuses

Enter Collaboration Code

Search...

Code is located in the email

- Tags
- [qualtrics](#)
- [survey](#)