



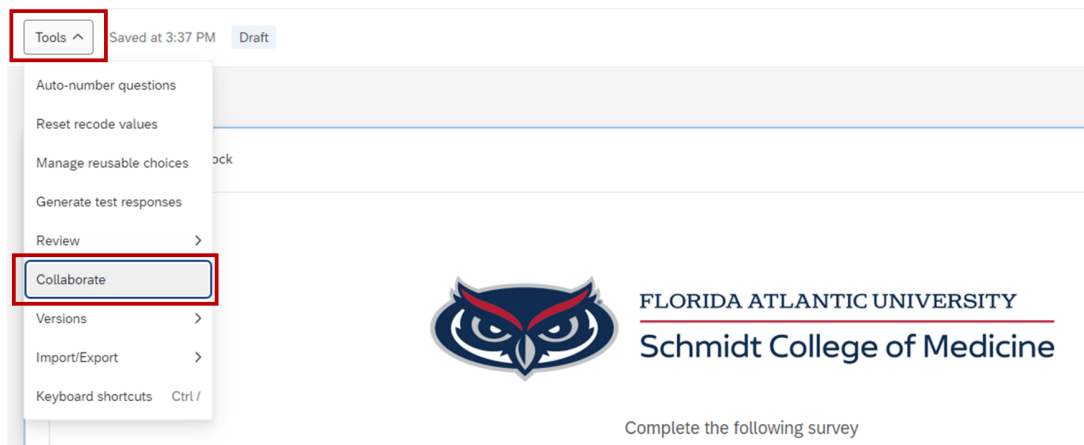
Qualtrics: Sharing a Survey

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**.

Collaborate on Project: Untitled project

1

2 [Add Selected](#) [User and Group Address Book](#)

Collaborator View Survey Edit View Reports Activate or... Copy Distribute

There are currently no collaborators.

3 Cancel [Save](#)

4. Customize your message then select **Invite**.

Invite to collaborate

Share this project with .com.

Custom Message (Optional)

Please use this survey{

[Learn more about collaborating outside your organization](#)

Cancel [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
	<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.

1
XM
Projects

2
Shared with me
3

All project types
All statuses

3
Enter Collaboration Code

Code is located in the email

Tags

qualtrics

survey