



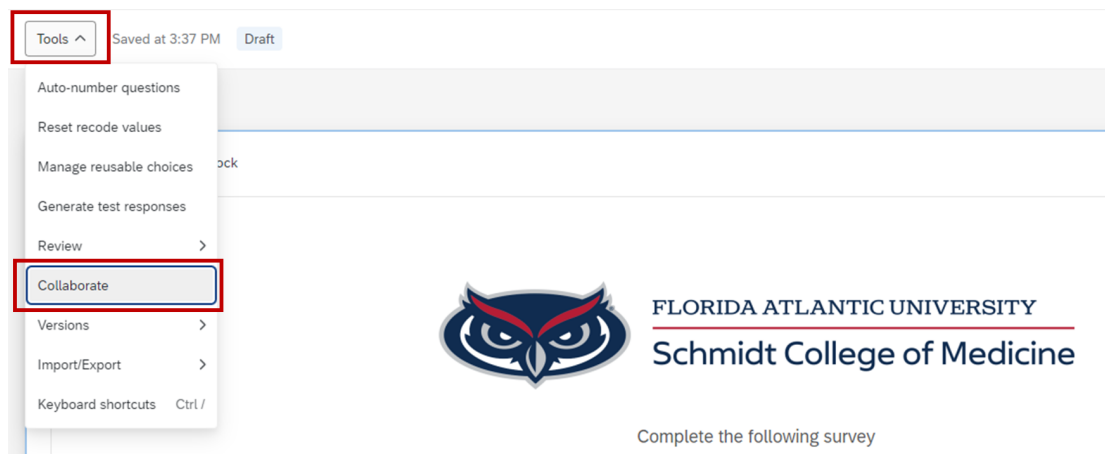
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Qualtrics: Sharing a Survey

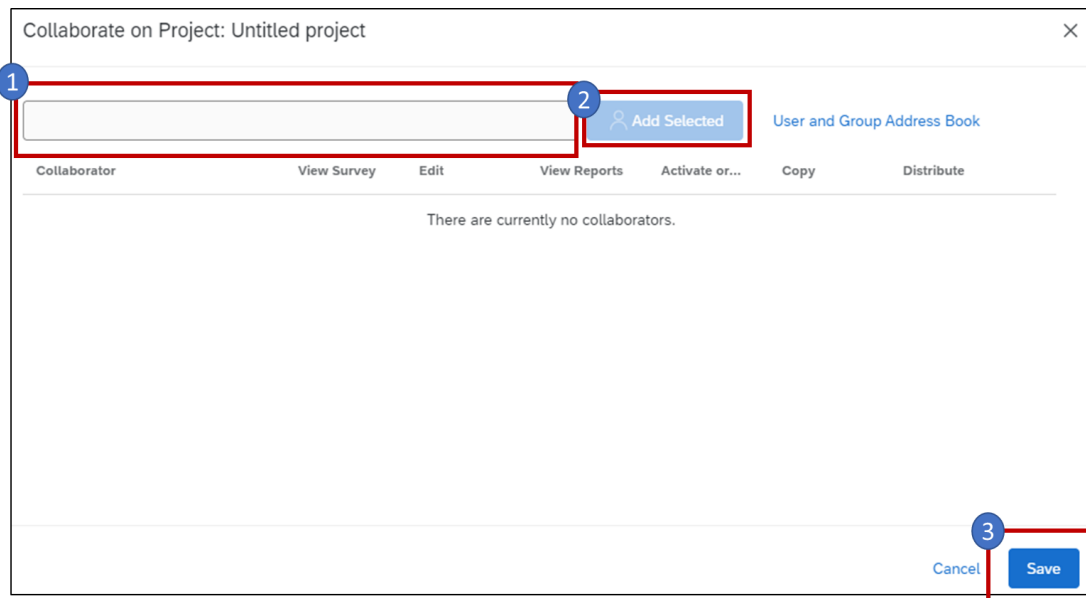
Samantha Starr - 2024-05-17 - [Qualtrics](#)

Sharing a Qualtrics Survey

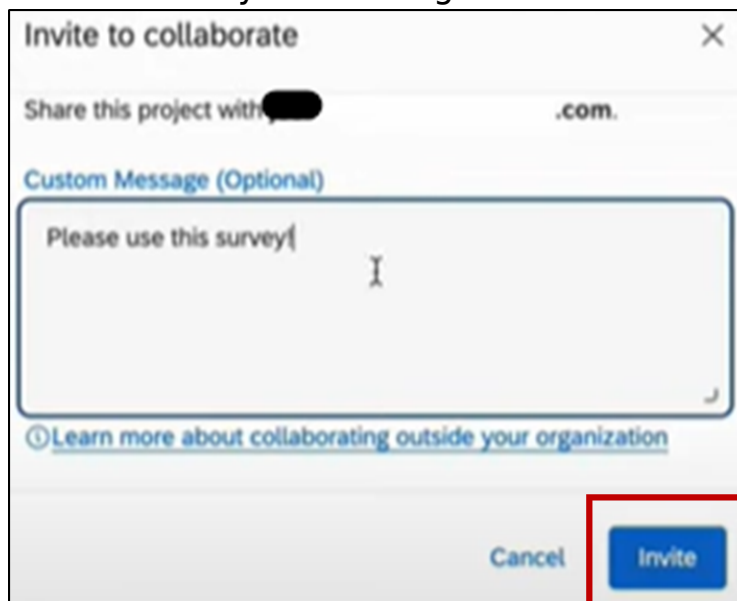
1. Navigate to **fau.qualtrics.com**
2. In your Qualtrics Project (Survey), Select **Tools** then **Collaborate**.



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]	<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

2
Shared with me 3
 All project types ▾
All statuses ▾

3
Enter Collaboration Code

Code is located in the email

Q Search...

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