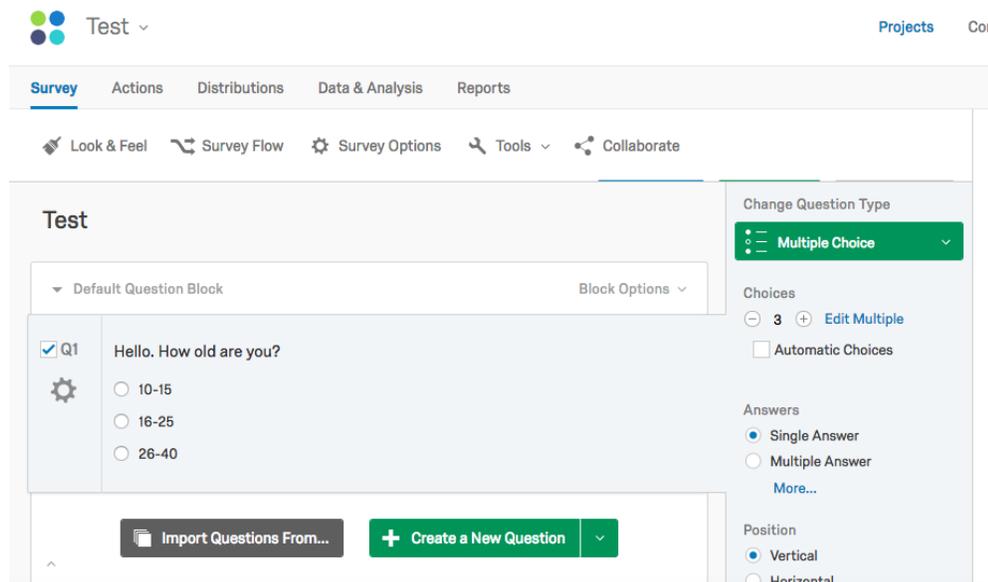


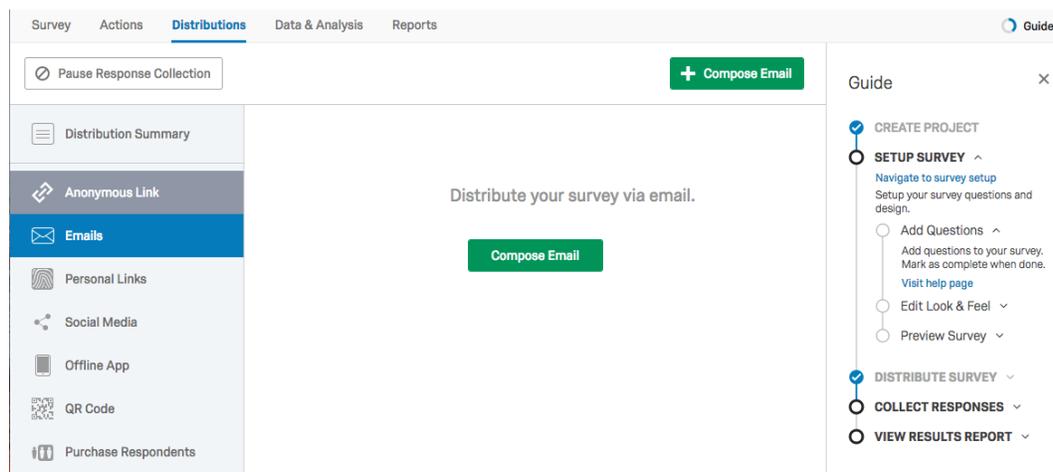
How to Distribute a Qualtrics Survey: Email Settings

The following tutorial has step-by-step directions for sending a Qualtrics Survey using the Qualtrics email distribution method.

1. Create a new project in Qualtrics or open your existing project.
2. Add/edit your survey questions



3. Once finished, go to **Distributions** and in the Emails tab, click on + Compose email.



- Now add your personal email ID as the from address. Select a contact or a contact list for the 'to' field. Add the details in the message body and enter a subject line.

Compose Email

To:

From:

When:

Subject:

Message: Save As

test

Follow this link to the Survey:
[\\${!:/SurveyLink?d=Take the Survey}](#)

Or copy and paste the URL below into your internet browser:
[\\${!:/SurveyURL}](#)

Follow the link to opt out of future emails:
[\\${!:/OptOutLink?d=Click here to unsubscribe}](#)

Show Advanced Options
Cancel
Send Preview Email
Send Now

You can send the email now.

- The recipient will see this email, as if it is sent from your personal mailbox and not from Qualtrics. It will have your personal mail ID in the from field.

