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
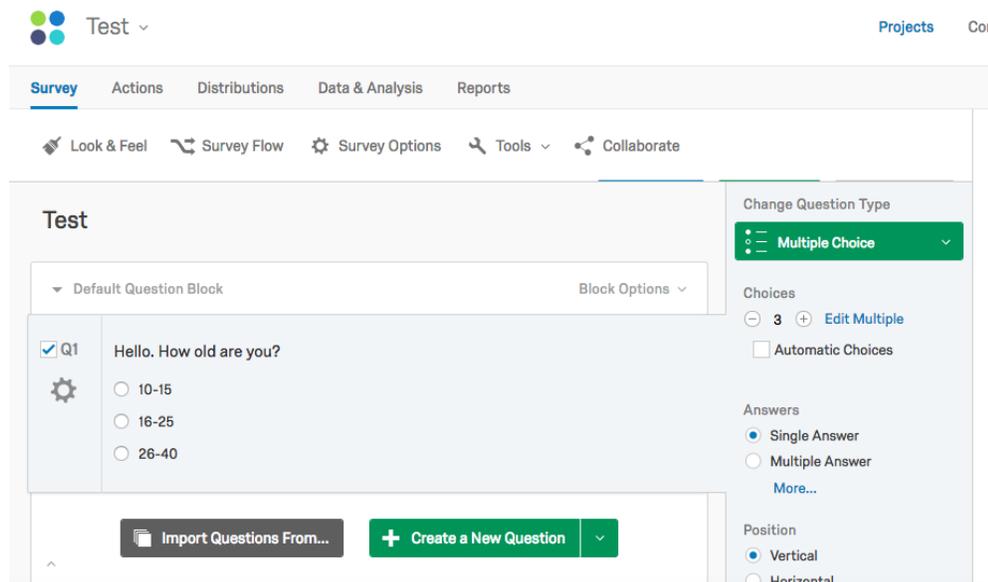
3. Once finished, go to **Distributions** and in the Emails tab, click on + Compose email.
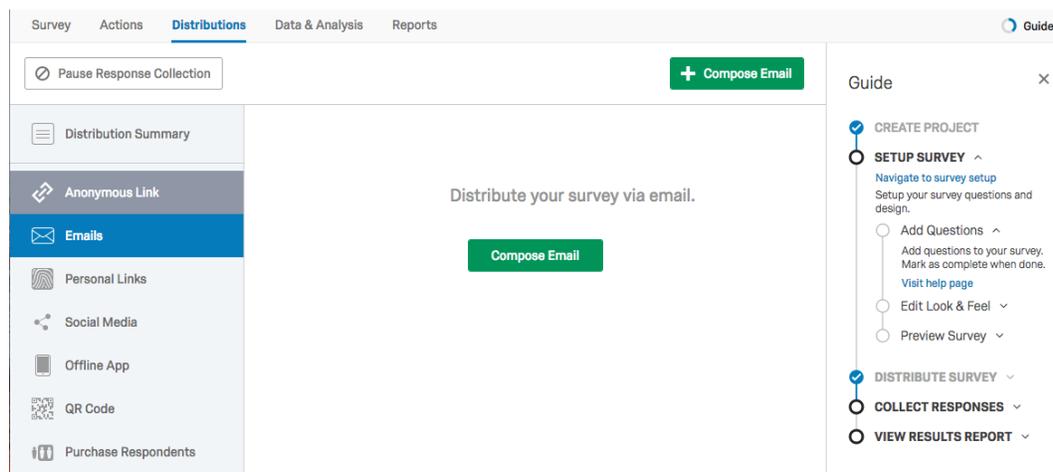
4. Now add your personal email ID as the from address. Select a contact or a contact list for the 'to' field. Add the details in the message body and enter a subject line.

You can send the email now.

5. 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.