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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

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Teet		Change Question Type
1631		• — Multiple Choice ~
▼ Default Question Block Block Options ∨		Choices
		😑 3 🕂 Edit Multiple
🗸 Q1	Hello. How old are you?	Automatic Choices
₽	O 10-15	
	0 16-25	Answers
		Single Answer
	0 26-40	Multiple Answer
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3. Once finished, go to **Distributions** and in the Emails tab, click on + Compose email.



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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.

Compose Er	mail	
To:	eCampus SJSU - ecampus@sjsu.edu ${\scriptstyle\lor}$	
From:	From Address From Name Reply-To Ernail ecampus@sjsu.edu eCampus ecampus@sjsu.edu	
When:	Send Now ~	
Subject:	test	
Message:	Load Message ~ Save As	
	Follow this link to the Survey: \${I://SurveyLink?d=Take the Survey} Or copy and paste the URL below into your internet browser: \${I://SurveyURL} Follow the link to opt out of future emails: \${U//OptOutLink?d=Click here to unsubscribe}	
Show Advanced Op	ttions Cancel Send Preview Email 🗸 Send Now	

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.

