

# A.T.T.N. | Distribute Qualtrics Surveys Without EXTERNAL Tag

## Survey distribution via anonymous link

A Qualtrics survey link can be distributed in a standard e-mail. To obtain the anonymous link for a published survey, navigate to the Distributions tab and select “Anonymous Link” in the menu at the left. This link can be copied and pasted into the body of a standard e-mail in Outlook or similar software tool.

## Survey distribution via e-mail composed within Qualtrics

To send out a survey from within Qualtrics, navigate to the Distributions tab and select “Emails” in the menu at the left.

If you have a contact list set up in Qualtrics, you can send e-mails from within Qualtrics using that list. The From Address field defaults to “noreply@qemailserver.com” for newly created surveys. To send with your university e-mail address, delete the default address and type in your OUHSC address. This will allow the survey to be delivered to OUHSC individuals without the EXTERNAL tag.

### Compose Email

To:

From:

When:

Subject:

## Setting Account Default Addresses

A user account can be set to default to a specified From Address. Click the user icon in the upper-right portion of the screen and choose “Account Settings”. Scroll down to the User Email Defaults section and fill in the fields. This information will become the default once “Update Defaults” is clicked.

Projects Contacts Actions Library Admin Help ←

**User Email Defaults**

Default From Email

Default From Name

Default Reply-to Email