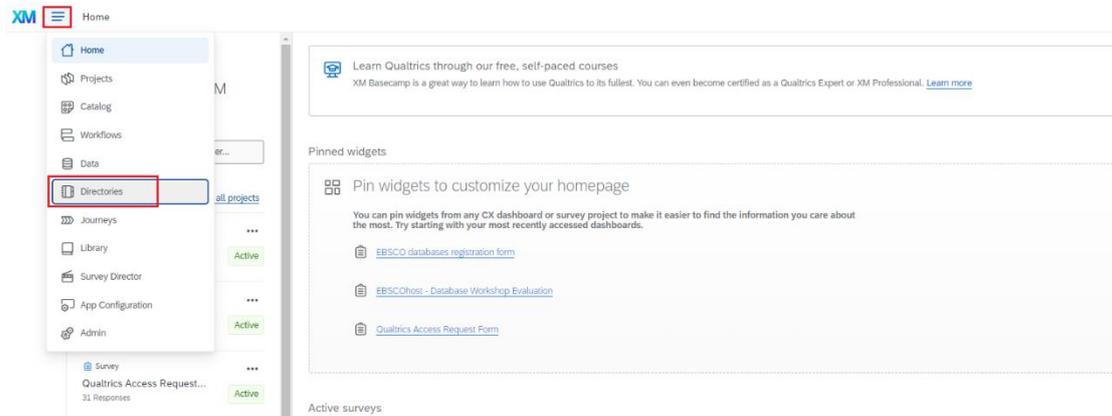**SMS Distribution on Qualtrics**
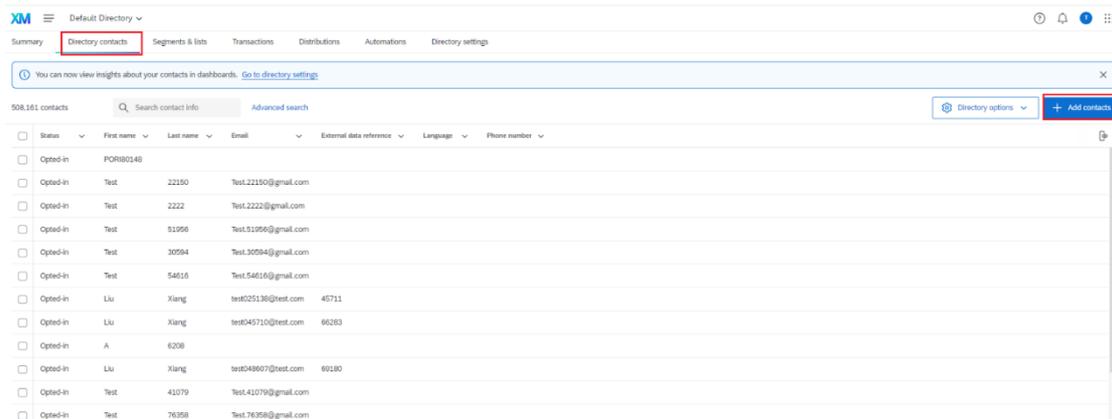
Step by Step

Before preparing to send the SMS distributions, please add the necessarily contact information under XM setting:

Directories

Directory contacts > **Add contacts**

Upload a file **OR** Manual Input

Add contacts to Default Directory

Upload a file
Add contacts by uploading a file from your computer.
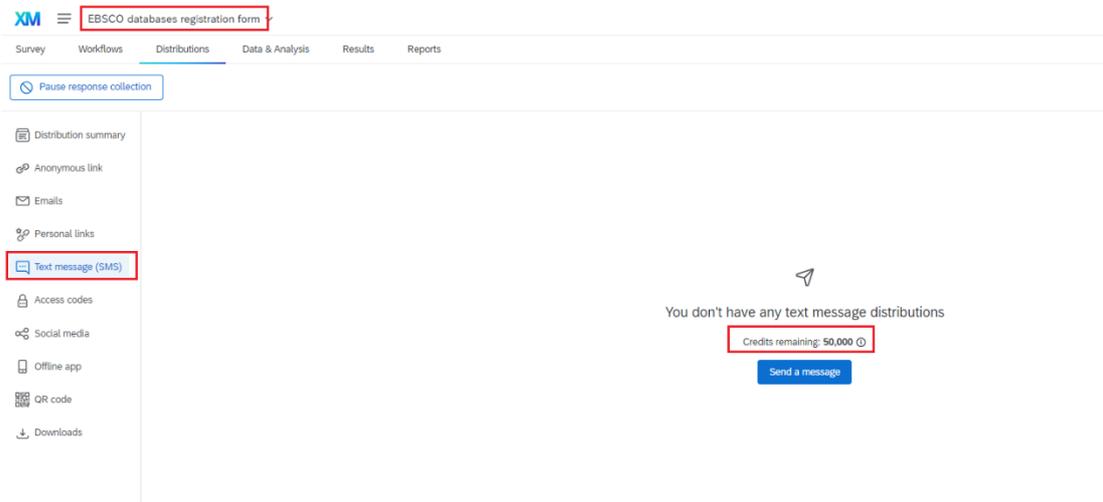
Manual input
Enter contacts manually or copy and paste from spreadsheet.

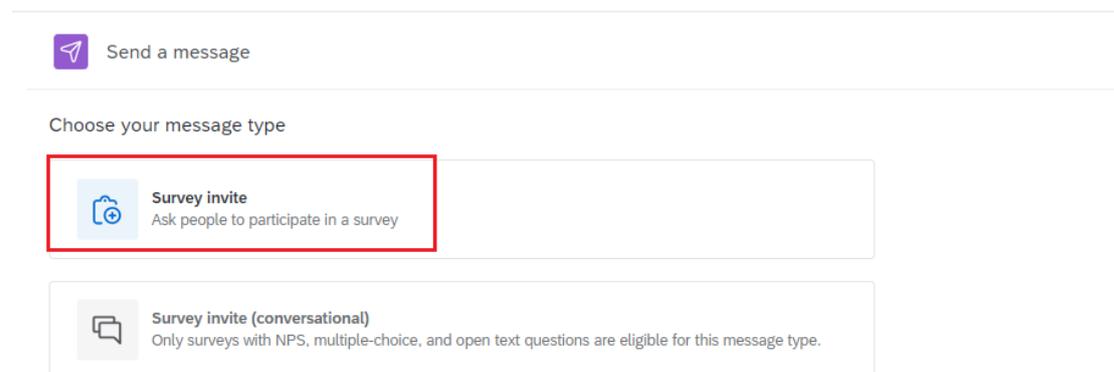Cancel

Start the SMS distribution with your survey

Step 1:

Under the survey > Distributions > "Text message (SMS)" > Send a message

Step 2:

Survey invite > Next

Step 3:

Select the list which you want to send to the groups of people.

Step 4:

Edit your message contents > Next

Step 5:

Choose the time which you prefer to send the SMS messages

Option 1: Send Now

Option 2: Schedule later (choose timeslot)

Step 6:

Review the details again before sending the messages. If all the information are correct, click on "Schedule"

Step 7:

You will see the status would be changed from "**In Progress**" into "**Sent**".

Step 8:

Finally, the participants should be able to receive the SMS messages
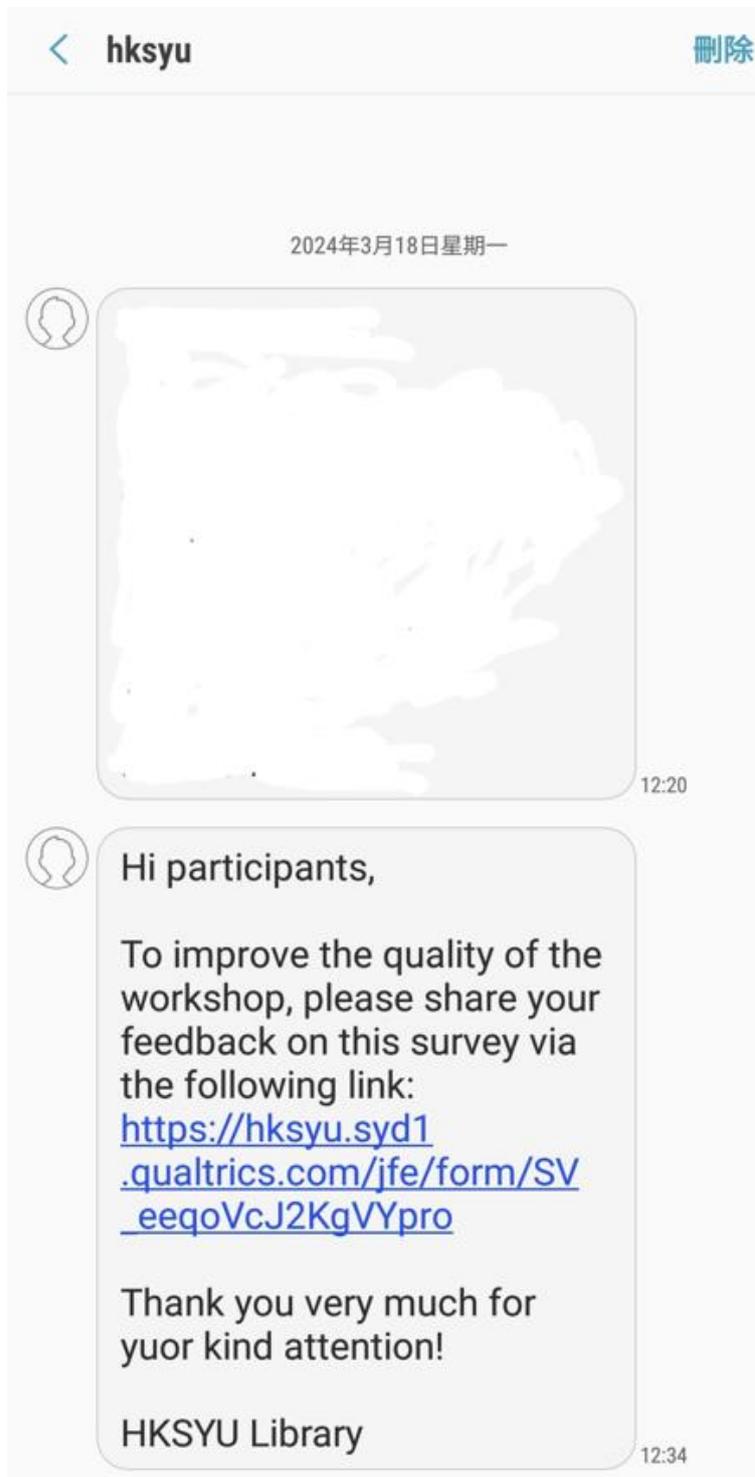
If you have any questions, please contact us at libinfo@hksyu.edu Thank you!

The End