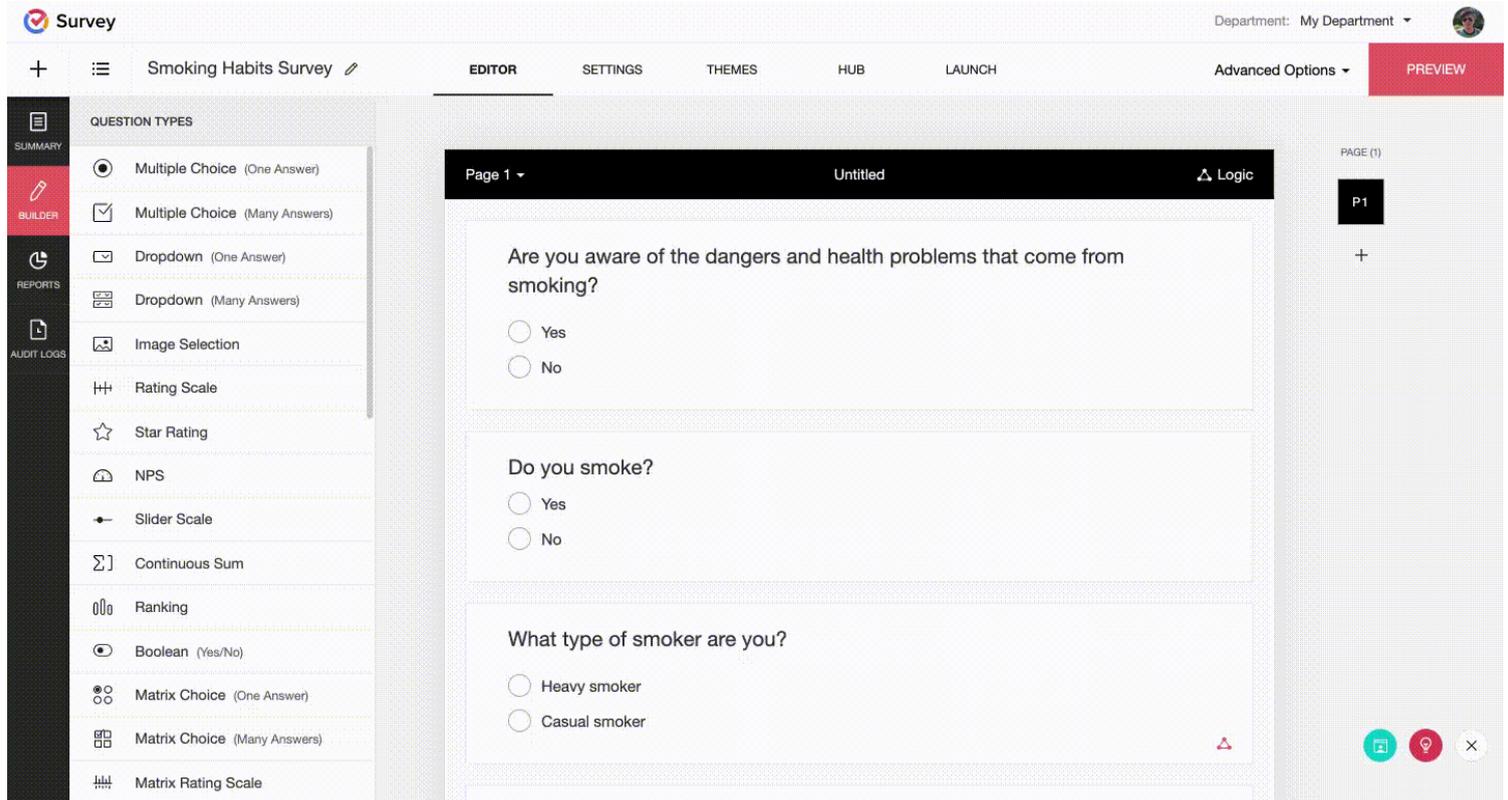




Share Survey

Collaborate with your colleagues by making them co-owners of your survey. They will get access to edit the survey and to the analytics and [reports](#) after you [publish](#) the survey.



To share a survey:

1. Click **Advanced Options** on the upper-right side of the survey builder.
2. Click **Share Survey**.
3. Type the email addresses of collaborators in the *Add Collaborators* box. Separate the addresses with commas or type one address per line.
4. Click **Share**.

What are my limitations as a collaborator?

1. The survey cannot be sent as a copy or transferred to a new user/department.
2. Only a default theme can be applied to the survey. You cannot apply a custom theme.
3. Email distribution or Zoho Campaigns cannot be used to send survey invitations to respondents.
4. Only image URLs can be used to upload images.

Why am I not able to share a survey?

If you are unable to share a survey, check if your account is in a department owned or administrated by someone else. You won't be able to share the surveys you created also in such a scenario.

To modify the list of collaborators:

1. Click **Advanced Options** on the upper-right side of the [survey builder](#).
2. Click **Share Survey**.
3. To delete a collaborator, hover over the name you want to delete in the *Collaborator List* and click  .