

Create a contact list

Qualtrics has two main options for building a contact list:

- Add contacts manually by typing them out within Qualtrics.
- Import contacts from a CSV file.

Once you've built your contact list, you can use it to easily distribute surveys and more.

Click on these following links to find answers for:

- [Creating a new contact list](#)
- [Adding contacts manually](#)
- [Importing contacts form a CSV file](#)
- [Contact fields](#)