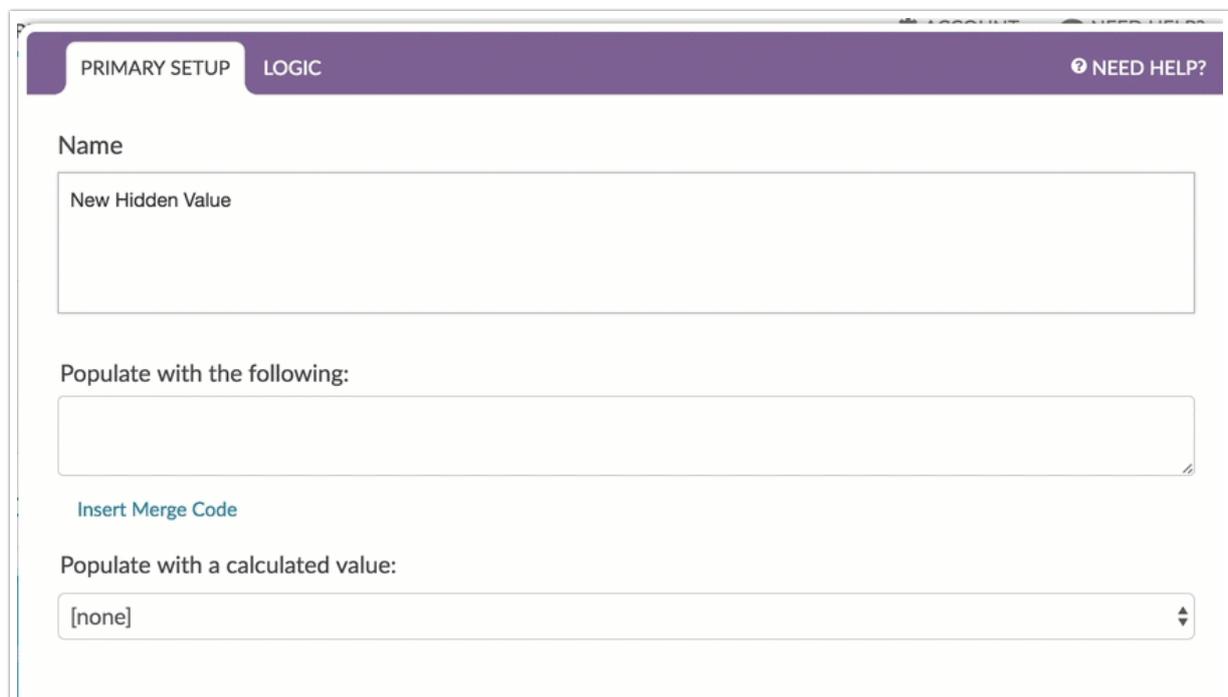


Using Email Addresses From Your Email Campaign in a Send Email Action Notification

If you are using an Email Campaign to distribute your survey and you wish to send an email notification to each respondent it can be a little tricky to figure out how. In this tutorial, we'll cover how to make the email addresses from your [Email Campaign](#) available in the [Send Email](#) action.

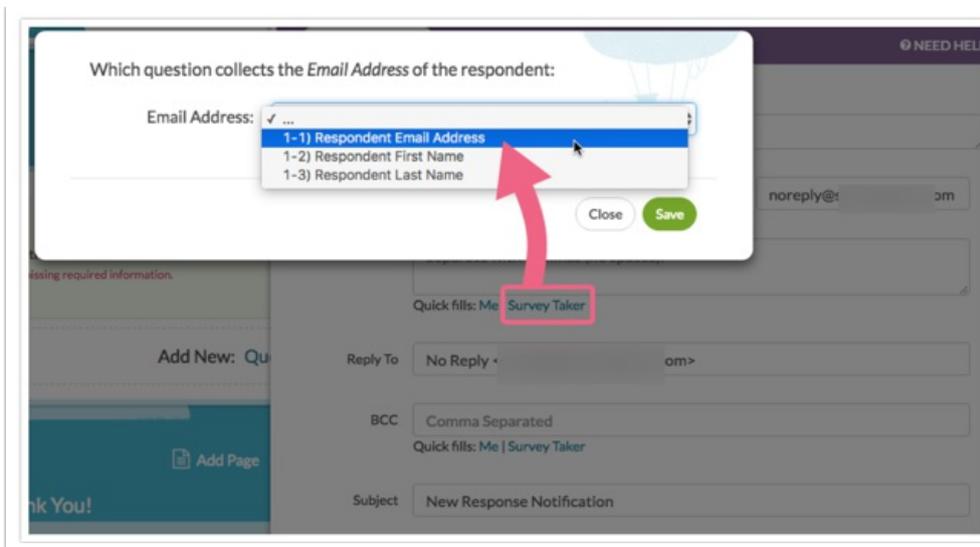
To make the email addresses from your Email Campaign available in the Send Email action, you'll need to set up a [Hidden Value](#) within the survey to store them. Follow these steps to do so.

1. On the first page of the survey, click the **Action** option and select **Hidden Value**.
2. Change the name to "Respondent Email Address."
3. Click the **Insert Merge Code** link below the **Populate with the following field**.
4. Select **Email** under **Email Invite Variables** in the menu and click **Insert**.
5. Click **Save Action**.



The screenshot shows the 'PRIMARY SETUP' tab in the SurveyTaker interface. Under the 'Name' section, there is a text input field containing 'New Hidden Value'. Below this, the 'Populate with the following:' section features a large empty text box. Underneath the text box is a link labeled 'Insert Merge Code'. The 'Populate with a calculated value:' section has a dropdown menu with '[none]' selected.

Now this new Hidden Value field "Respondent Email Address" will be available in the Survey Taker menu of a Send Email action. You'll see that we also created Hidden Values for the Respondent's first name and last name.



We can use the first and last name in the message body if needed via the **Merge Codes** menu found in the message body toolbar.

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