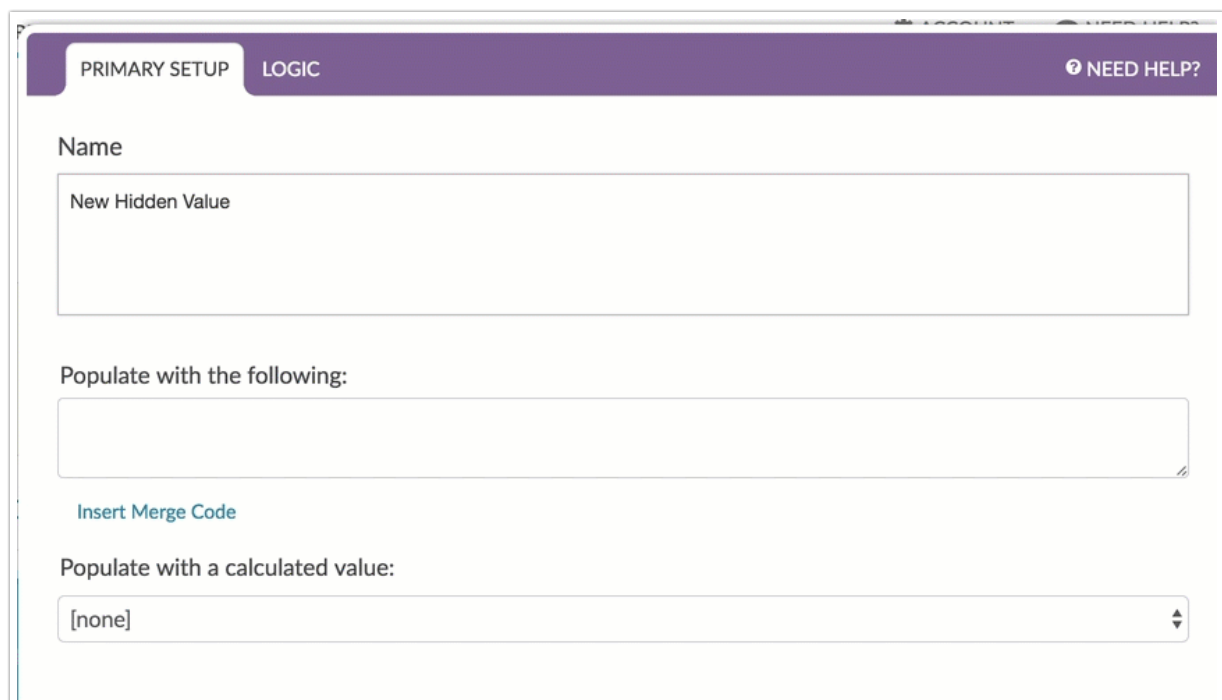


Using Email Addresses From Your Email Campaign in a Send Email Action Notification

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.

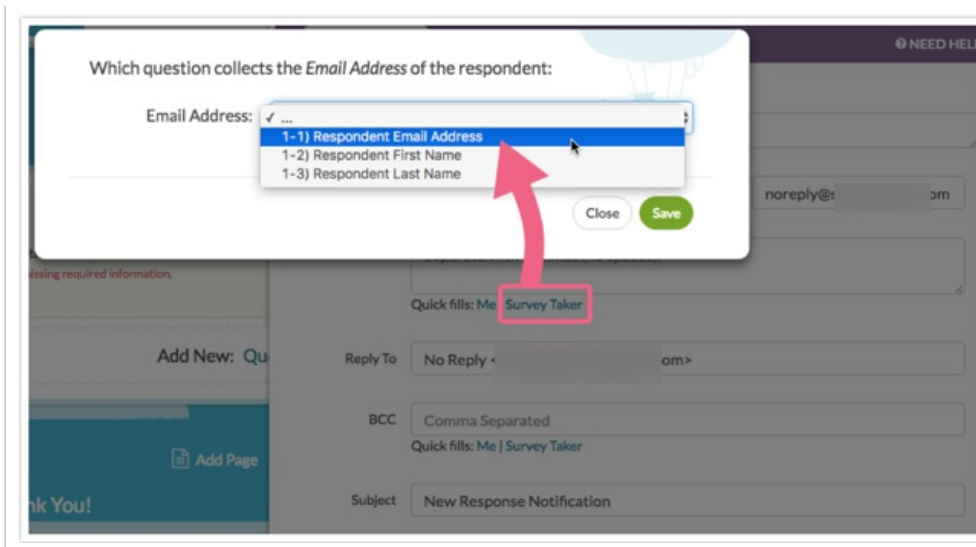
To make the email addresses from your Email Campaign available in the Send Email action, you'll need to set up a [Hidden Value](#) within the survey to store them. Follow these steps to do so.

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. The 'Name' field is labeled 'Name' and contains the text 'New Hidden Value'. Below this is a section titled 'Populate with the following:' with an empty text input field. Underneath the input field is a link labeled 'Insert Merge Code'. The next section is titled 'Populate with a calculated value:' and features 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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