

Sharing and Publish Report

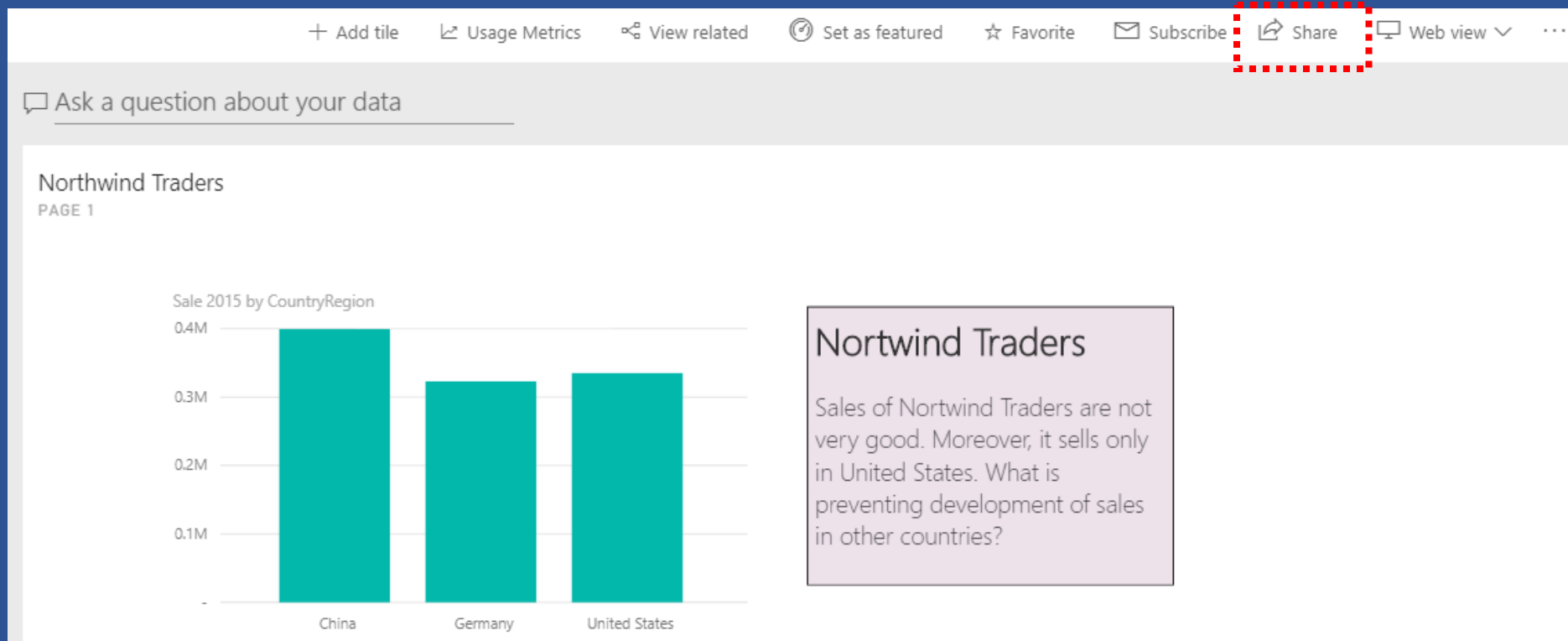
Sharing the dashboard

- Inviting a user to see a dashboard
- Creating a group workspace in Power BI
- Turning on sharing with Microsoft OneDrive for Business
- Viewing reports and dashboards on mobile devices

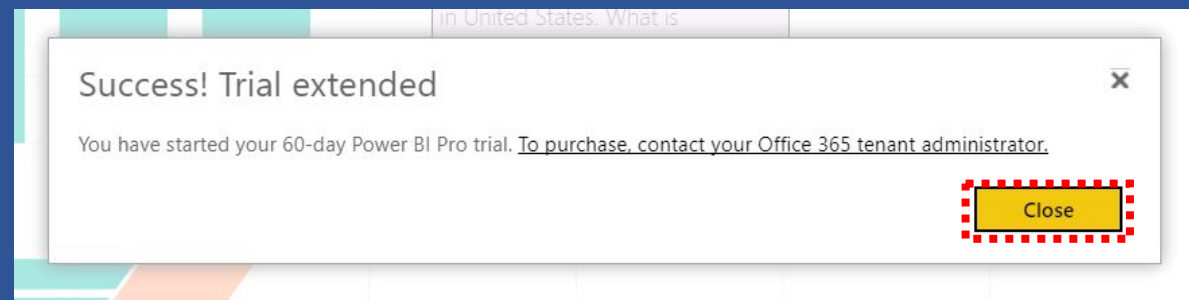
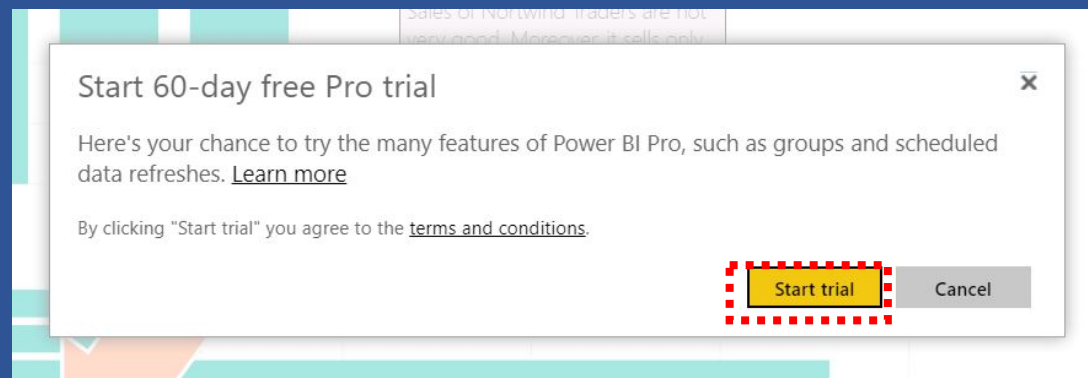
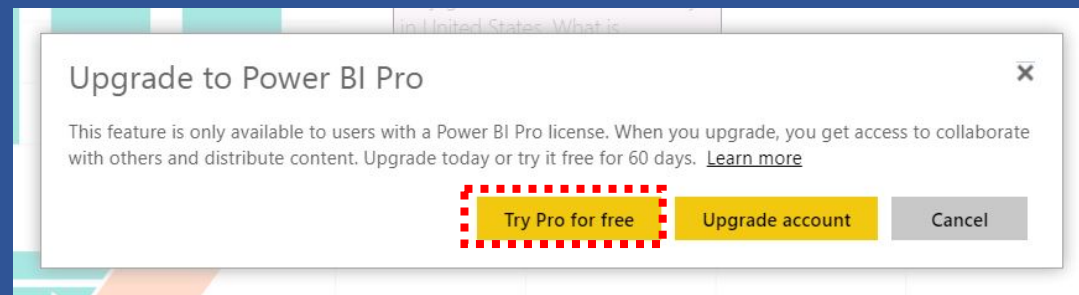
Microsoft Power BI

Inviting a user to see a dashboard

Click **dashboard** and **Share**



Microsoft Power BI



Microsoft Power BI

Share dashboard

2015 SALES.XLSX

Share Access

Recipients will have the same access as you unless row-level security on the dataset further restricts them. [Learn more](#)

Grant access to

loy1@tactechthai.com X Enter email addresses

Hello, get your report here

☒ Allow recipients to share your dashboard

☒ Send email notification to recipients

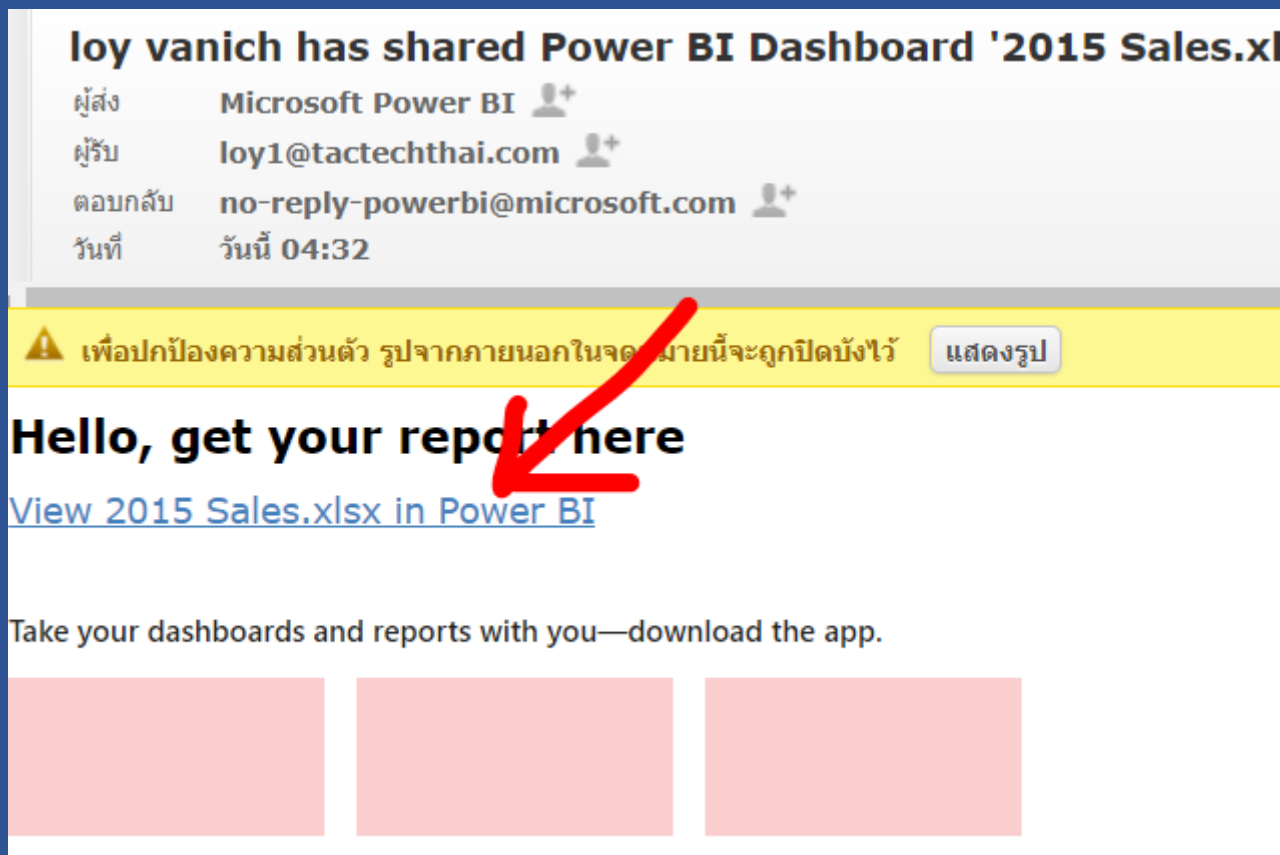
Dashboard Link ⓘ

<https://app.powerbi.com/groups/me/dashboards/d4420f39-111c-4a30-b301-b51>

Share Cancel

Microsoft Power BI

Check mail



Microsoft Power BI

You don't have access to this dashboard ✕

This invitation was not intended for the current signed in user. Only the intended recipient can access this dashboard

Please try again later or contact support. If you contact support, please provide these details.

[Show technical details](#)

[Get help](#)

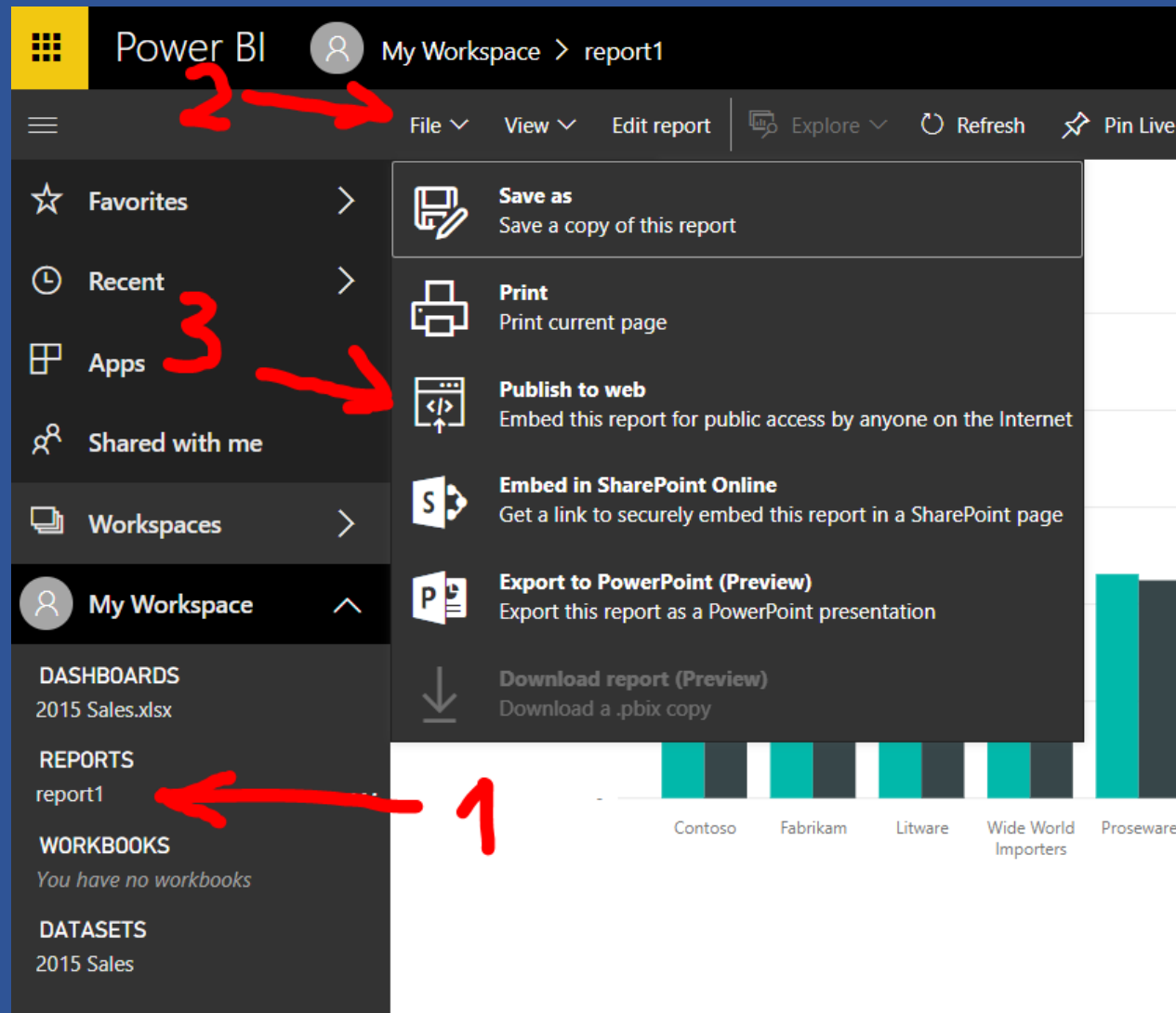
Close

Inviting users outside your organization

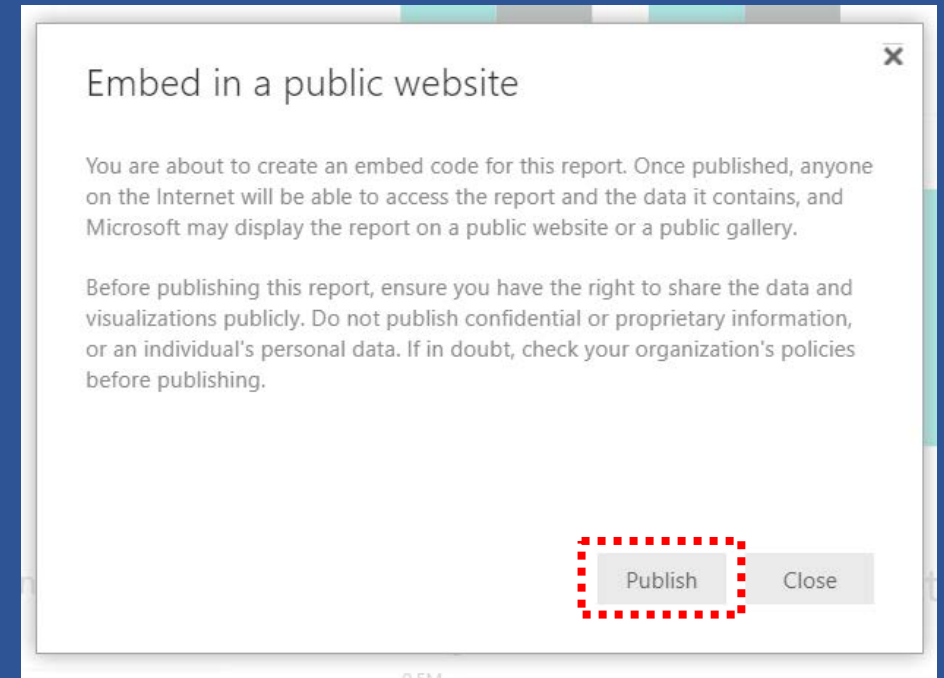
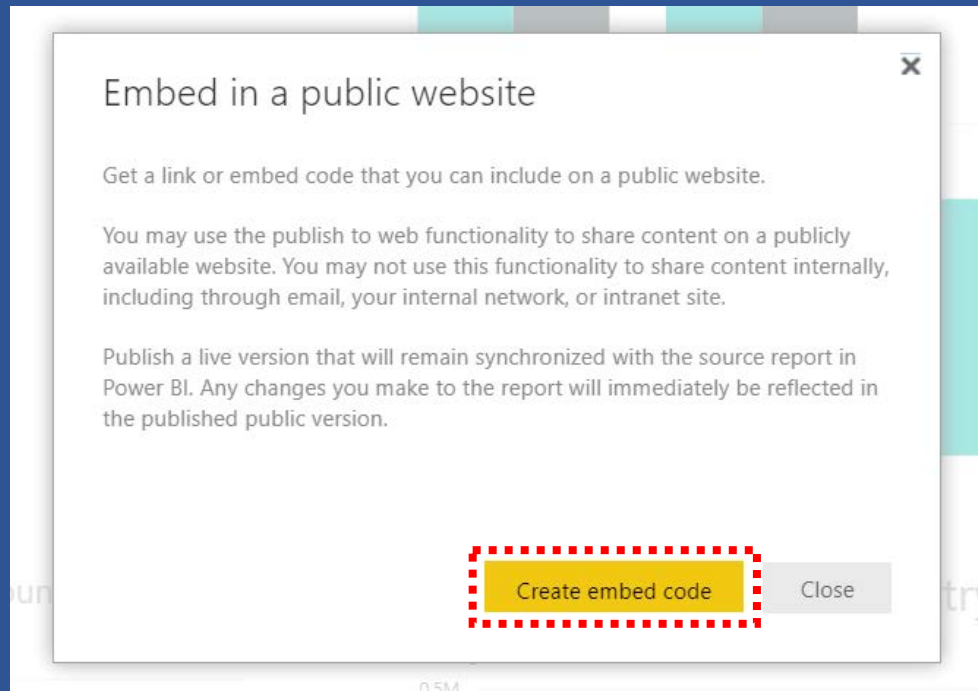
- **Internal users** You can invite internal users to share a dashboard by email or by sending them the URL of the dashboard. In the latter case, users must be authorized. If a user does not have authorization, she can ask for permission when she clicks the dashboard URL.
- **External users** You can share a dashboard with external users only by inviting them by email. When an external user receives the email, **she must sign in to Power BI using the same email account used in the invitation.** If she never previously used Power BI, she can create a free account the first time she signs in.

Microsoft Power BI

Publish a report

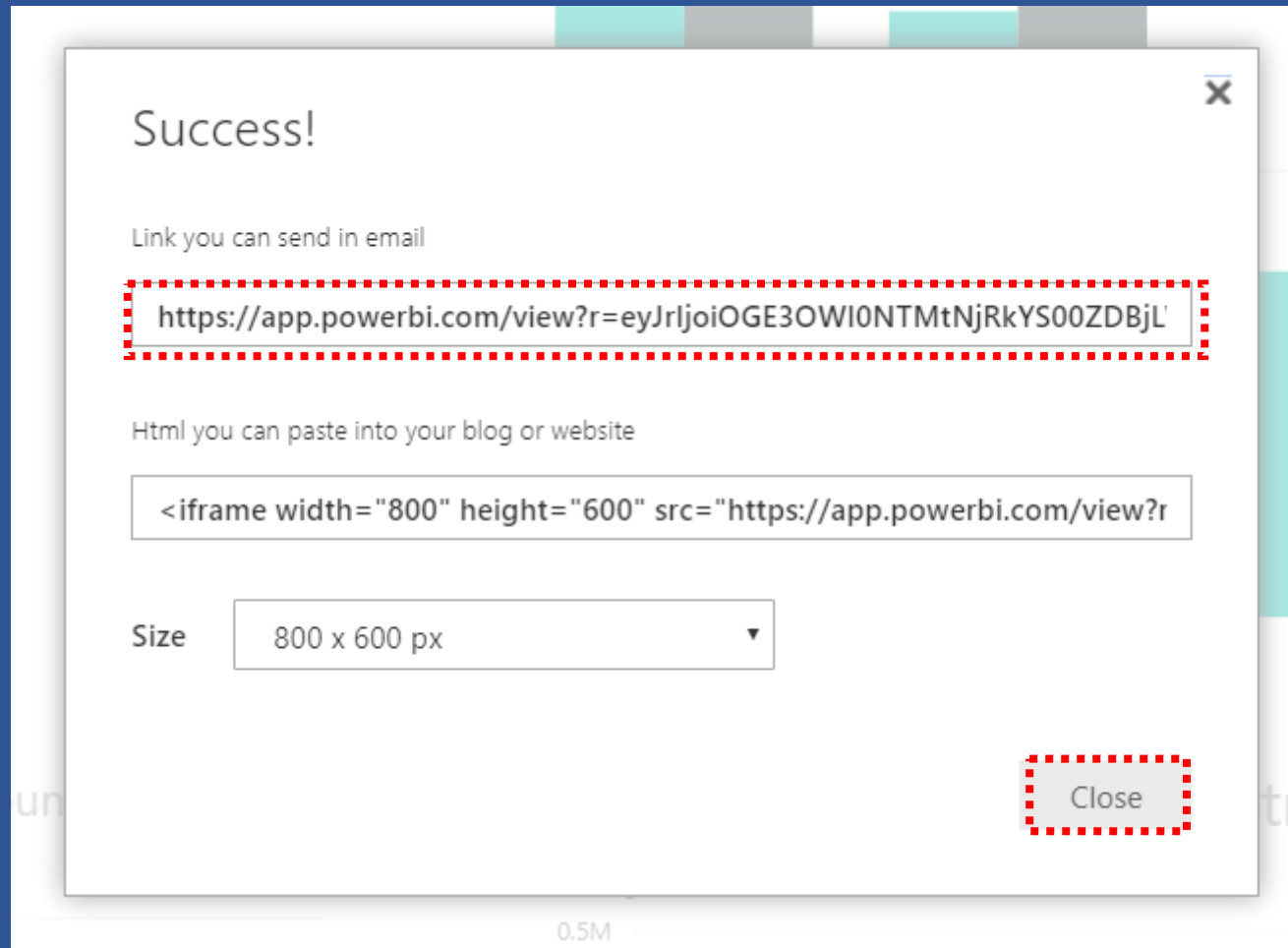


Microsoft Power BI



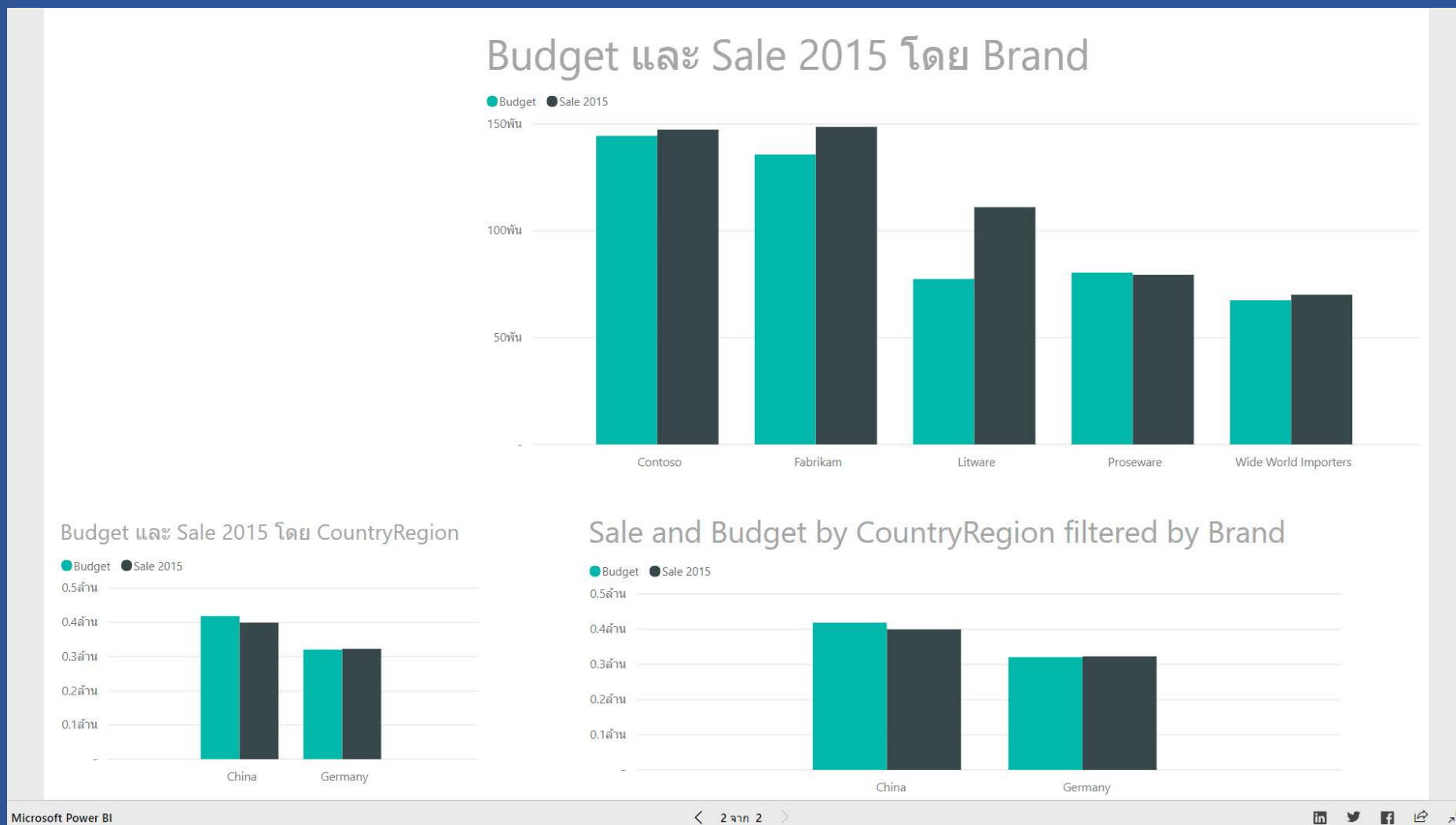
Microsoft Power BI

Copy Link and open in new browser tab to view report



Microsoft Power BI

Anyone who has the URL can view your data



Microsoft Power BI

Exercise

- Create this report from **Supplier Quality Analysis Sim.xlsx**
- Pin to dashboard
- Publish

