[Company name]

Sharing

[Document subtitle]

Steven Renders
[Date]

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Step 05 Sharing
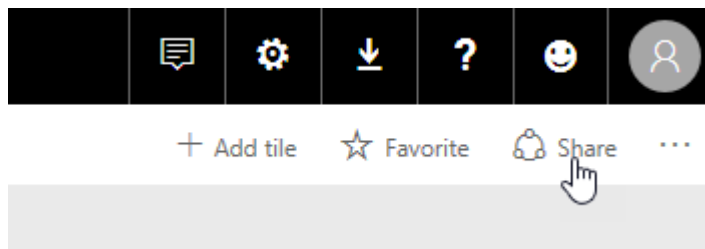
Share your Dashboard

On the Power BI website, at the right top, select the Share button:

Share dashboard

Share   Access

Grant access to

jane

Jane Doe **Jane**.Doe@thinkaboutitbvba.onmicrosoft.com

ⓘ Recipients will have access to the same data, reports, and workbooks as you have in this dashboard, unless their access is restricted by row-level security defined for the dataset. Learn more
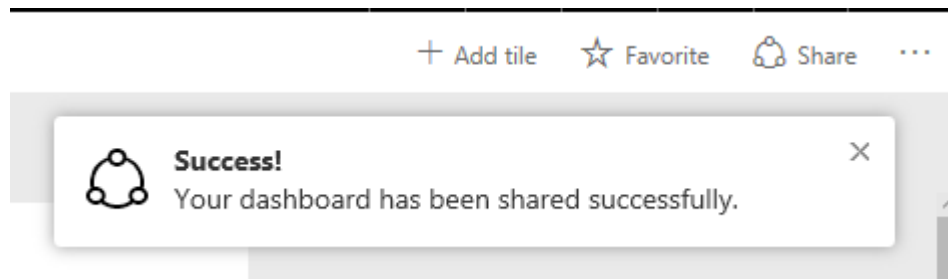
✓ Allow recipients to share your dashboard

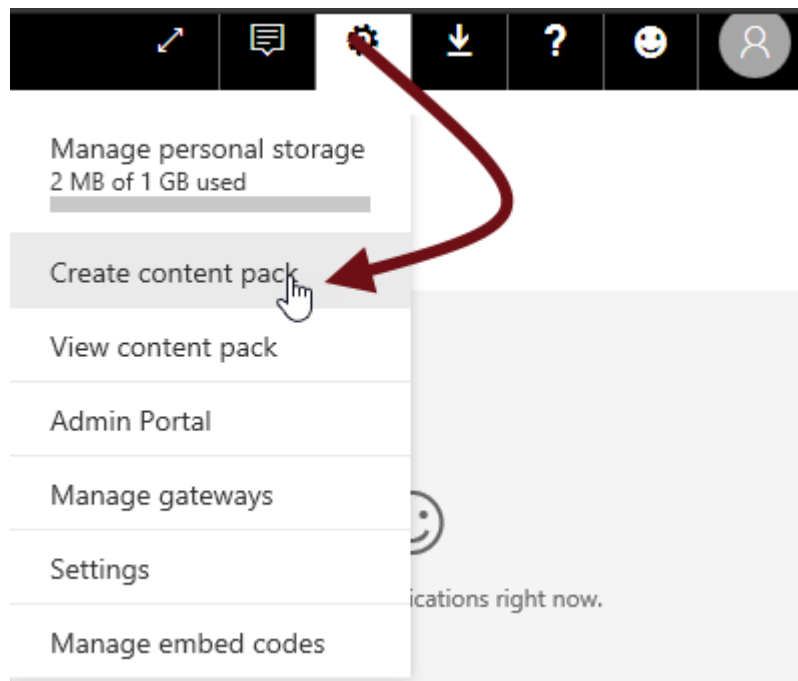✓ Send email notification to recipients

Share   Cancel

Type in the name or email address of a coworker you want to share the dashboard with.

Create a Content Pack

To create a content pack use the settings button:

Enter the email (or name) of the person you want to have access to the content pack, and select the report(s), dashboard(s) and dataset(s):
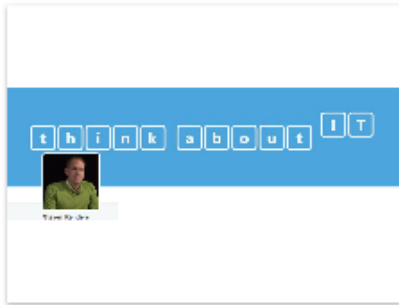
Choose who will have access to this content pack:

◉ Specific groups   ○ My entire organization

| Peter Saddow   X | Enter email addresses |

Title

| Sales Dashboard cp |

Description

| |

Upload an image or company logo

Image size: 45 KB or less, 4:3 aspect ratio, JPG or PNG format

Use default

Select items to publish

Dashboards	Reports	Datasets
☐ Google Analytics	☐ Microsoft Dynamics 3...	☐ Microsoft Dynamics 365...
☐ Microsoft Dynamics 365...	☑ Step 04 Publishing -...	☑ Step 04 Publishing - STA...
☑ Sales Dashboard		

The content pack will be available in your organization's content gallery. Learn more

☐ Make this a content pack template. This only applies to Power BI Desktop (.pbix) with imported data. Learn more

Publish   Cancel

Creating content packs is a Pro feature, but you can try it out for free:

Organizational content packs are a Power BI Pro feature. ✕

To connect to organizational content packs, try Power BI Pro for 60 days, or contact your Office 365 tenant administrator to purchase Power BI Pro.

Get help

Try Pro for free Cancel