

Inviting External Users to Power BI

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This guide explains inviting external users, such as the aACE Software team, to view files in Power BI. It is intended for advanced users.

You can share Power BI files with external users, such as the aACE Software team, by adding them as an individual guest to your tenant. Whoever at your company manages Microsoft 365 account can invite external users. If you are unsure if you're an admin, go to admin.microsoft.com (<https://admin.microsoft.com>).

There is no limit to the number of external users you can add to your tenant. "Tenant" refers to your organization Microsoft Entra ID directory, also known as Azure Active Directory. Microsoft Entra ID (or Azure) is free with any Microsoft 365 service, and helps identity verification for Microsoft 365, Teams, and Power BI.

Inviting an External User

To invite an external user to your Microsoft organization tenant:

1. Go to entra.microsoft.com and sign in with your admin account.
2. Go to **Microsoft Entra ID > Users > New user > Invite external user**.
3. Enter the external email address and send the invite.
4. Notify the user you're inviting the invite might be in their spam folder in their email.

 Microsoft Invitations on behalf of aACE Software <invites@[redacted].onmicrosoft.com>
To: You

! Only accept this invitation if you trust the sender and organization represented below. If you were not expecting this invitation, proceed with caution.

Organization: aACE Software
Domain: [redacted].onmicrosoft.com

If you accept this invitation, you'll be sent to [redacted]

[Accept invitation](#)

Securely sign in to join aACE Software

This invitation email is from aACE Software ([redacted].onmicrosoft.com) and may include advertising content. **aACE Software has not provided a link to their privacy statement for you to review.**

Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



Once the user accepts the invite email, they can sign in to Power BI and switch to your organization tenant.

Switching Tenants in Power BI

In the Power BI browser version, select your profile > Switch tenant, then select the tenant organization to switch to.



