

Receiving Power BI Files

Last Modified on 08/26/2026 3:07 pm EDT

This guide explains receiving files by aACE Software or hosted by a customer. It is intended for advanced users.

Receiving files in Power BI depends on the number of users who need access to it in your organization.

Receiving Files with a Small Group of Users

If there are only a few users in your organization who need access to Power BI dashboards and reports, provide the list of users to your aACE Representative. Your aACE Representative can add your user list as guests to the Microsoft organization tenant.

When a user is added as a guest to an organization tenant, they must accept the invitation sent to their email.



Microsoft Invitations on behalf of aACE Software <invites@aACESoftware.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: aACESoftware.onmicrosoft.com

If you accept this invitation, you'll be sent to <https://myapplications.microsoft.com/?tenantid=39e0e89c-20a1-44c0-a418-06cece1f1a9f>.

[Accept invitation](#)

Securely sign in to join aACE Software

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

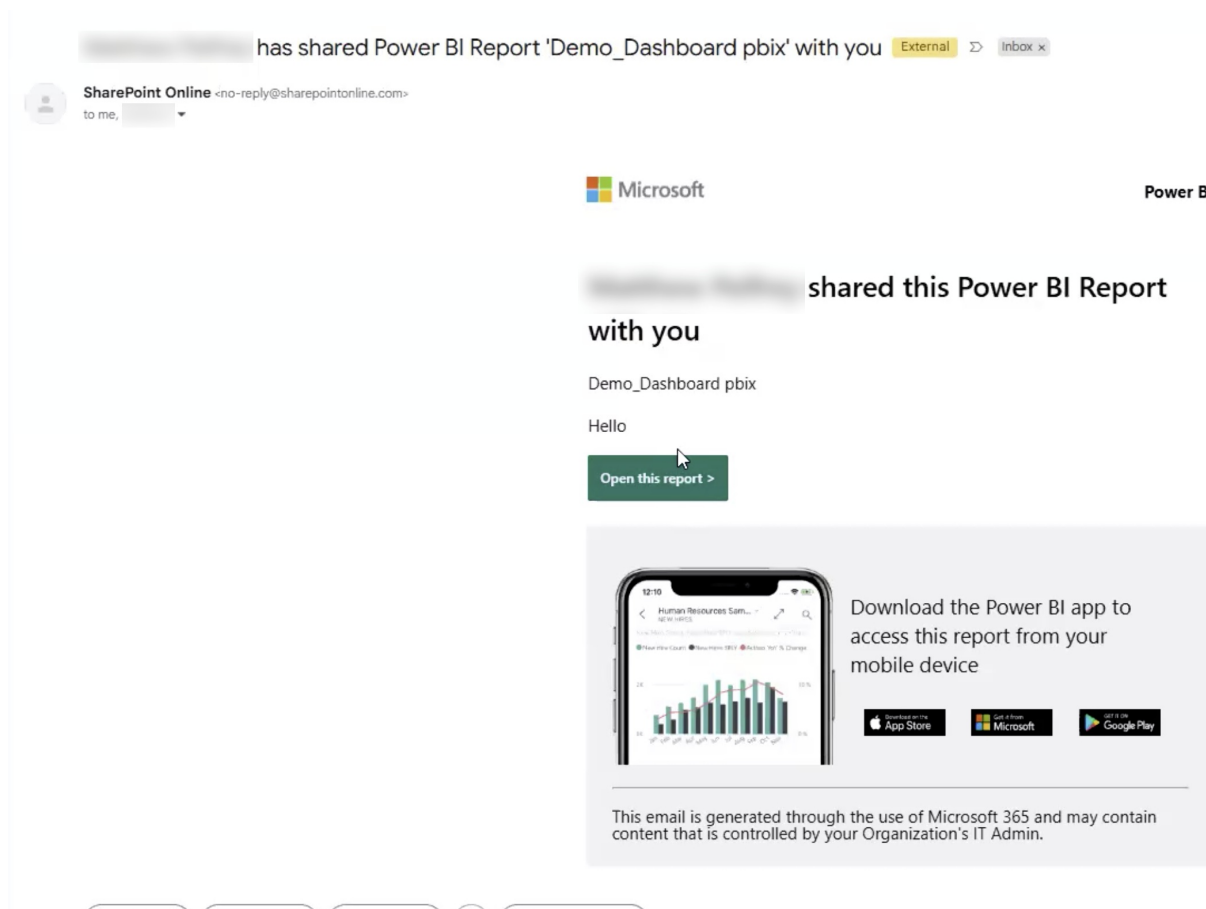
Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

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

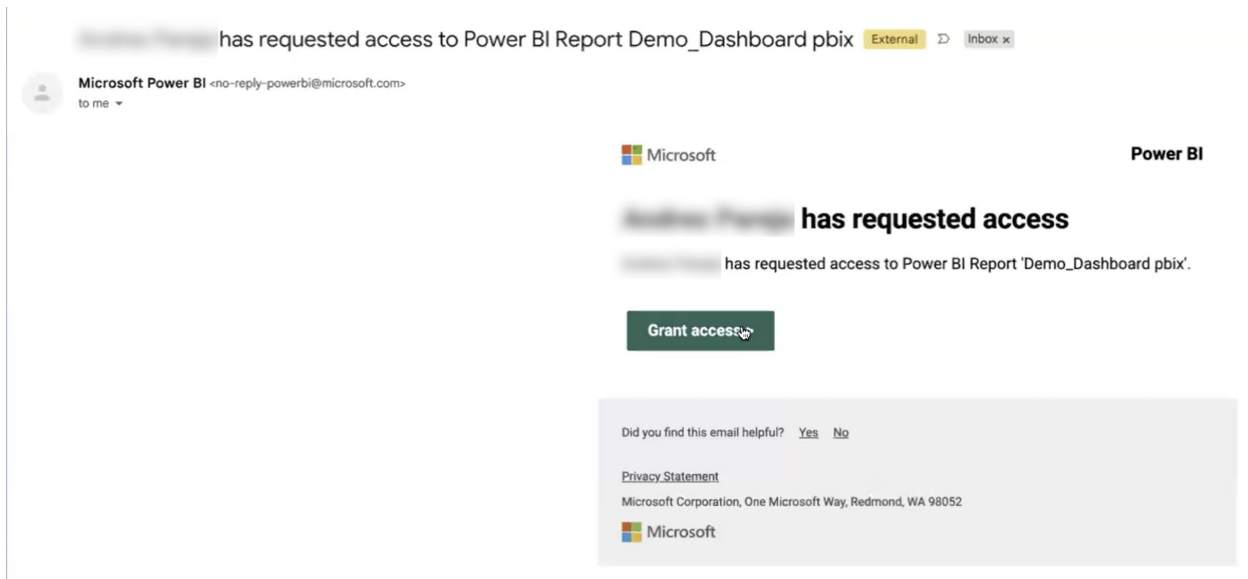


Then, the sharing entity sends the shared report link to the user. The user selects Open this

report in their email and can [switch sharing tenants](https://aace6.knowledgeowl.com/help/inviting-external-users-to-power-bi#switching-tenants-in-power-bi) in their Power BI account.



When a user accepts an invitation to an organization tenant, they can also request access to reports within the organization tenant that have not been shared to them yet. Power BI sends an email to the report owner to grant access.



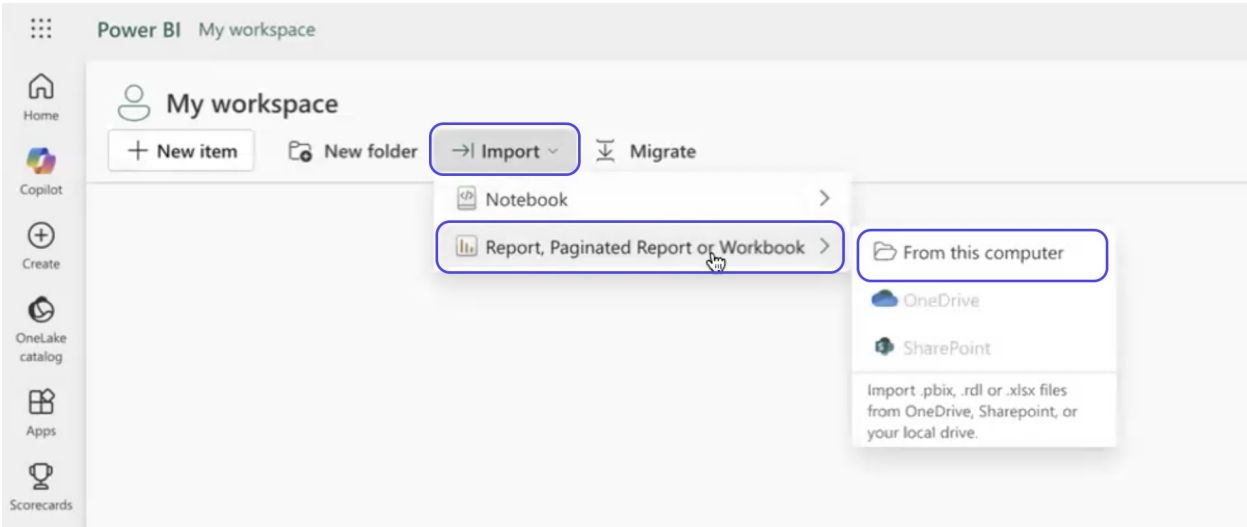
Receiving Files with a Large Group of Users

If there are more than a few users in your organization who need to access Power BI dashboards and reports, notify your aACE Representative. The aACE Software team can send you the file itself for you to host in your workspace or Power BI desktop version. Your entire team can then access the file.

If you want to share the file with the aACE Software team, you must to [add them as individual guest users](https://aace6.knowledgeowl.com/help/inviting-external-users-to-power-bi) (<https://aace6.knowledgeowl.com/help/inviting-external-users-to-power-bi>) to your organization tenant.

Importing Files

If you receive an external file to import into Power BI, download the file to your desktop workstation. Once saved, select Import in the My workspace page of Power BI.



Upload the file. You can access the report from the list in the Home or Browse windows.

