

Sharing Power BI Files

Last Modified on 08/26/2026 11:28 am EDT

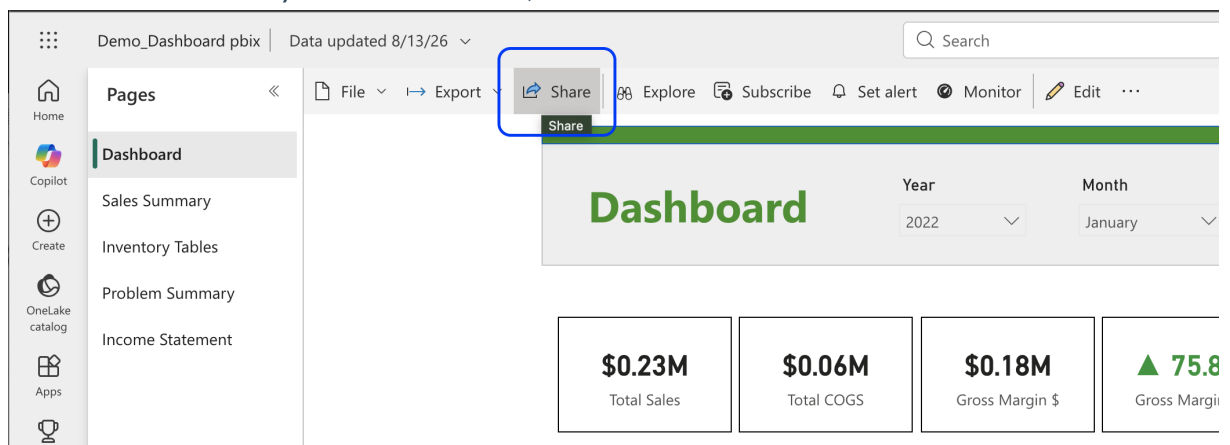
This guide explains sharing files within Power BI. It is intended for advanced users.

Power BI is tied to your organization Microsoft Entra tenant. All users who have a Power BI Pro subscription linked to a shared tenant can share materials using Teams, Sharepoint, or other Microsoft services. Contact your system administrator for troubleshooting any issues within your organization.

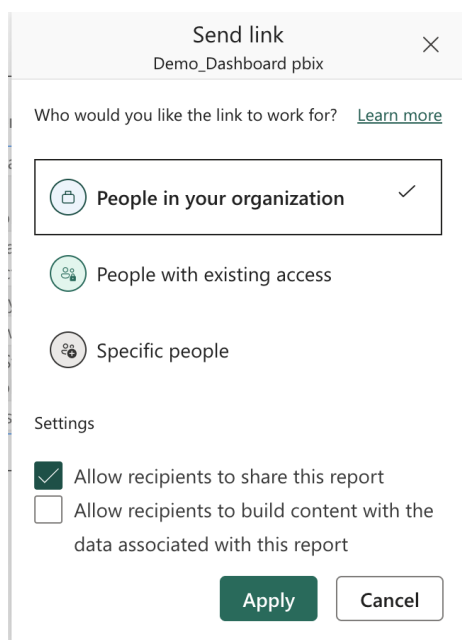
If the user you need to share a file with is not in your organization tenant, you must [add them as an individual guest user to your tenant](https://aace6.knowledgeowl.com/help/inviting-external-users-to-power-bi/) (<https://aace6.knowledgeowl.com/help/inviting-external-users-to-power-bi/>).

To share a file in Power BI:

1. In the Power BI file you want to share, select **Share**.



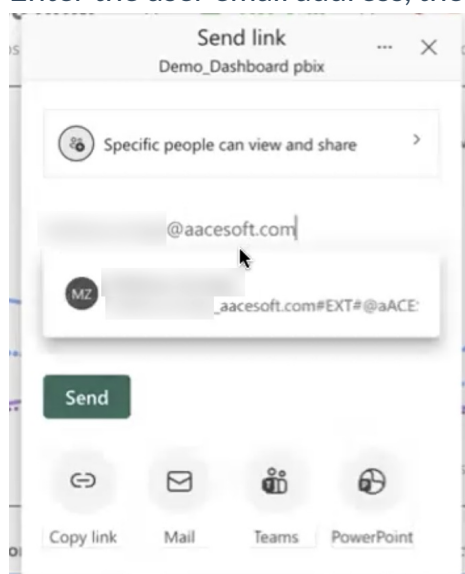
2. Select a sharing option:
 - People in your organization
 - People with existing access
 - Specific people



The 'Send link' dialog box for 'Demo_Dashboard pbix' is shown. It has a close button (X) in the top right. The question 'Who would you like the link to work for?' is followed by a 'Learn more' link. There are three selection options: 'People in your organization' (selected with a checkmark), 'People with existing access', and 'Specific people'. Below these is a 'Settings' section with two checkboxes: 'Allow recipients to share this report' (checked) and 'Allow recipients to build content with the data associated with this report' (unchecked). At the bottom are 'Apply' and 'Cancel' buttons.

3. Select **Apply**.

4. Enter the user email address, then select **Send**.



The 'Send link' dialog box is shown with the 'Specific people' option selected. A text input field contains '@aacesoft.com'. Below the input field, a dropdown menu shows a suggested email address: 'M2...@aacesoft.com#EXT#@aACE'. A 'Send' button is located below the dropdown. At the bottom of the dialog are four icons with labels: 'Copy link', 'Mail', 'Teams', and 'PowerPoint'.

The user you shared the file with can access the file by locating the invitation email and selecting Open this report.

has shared Power BI Report 'Demo_Dashboard pbix' with you External Inbox x

SharePoint Online <no-reply@sharepointonline.com>
to me, [redacted]



Power BI

 shared this Power BI Report with you

Demo_Dashboard.pbix

Hello

[Open this report >](#)

Download the Power BI app to
access this report from your
mobile device



This email is generated through the use of Microsoft 365 and may contain content that is controlled by your Organization's IT Admin.