

### Power BI | How To Series

# Topic: How non-CRS users view reports

Last update: 29<sup>th</sup> April 2020

 Step 1: You will be getting an email from <u>no-reply-powerbi@microsoft.com</u> with subject "<CRS staff> has shared Power BI Report <Report Name> with you" (see below)

has shared Power BI Report		with you	
• Microsoft Power Bl <no-reply-powerbi@micr To:</no-reply-powerbi@micr 	osoft.com>		
	- Microsoft		Power Bl
	shared	this Power BI Report w	vith
	you		
	I'd like to share this Power BI repo	ort with you:	
	Open this report >		
	2:00	Download the Power BI app to this report from your mobile de App Store	access evice.
	Privacy Statement	Redmond WA 98052	
	Microsoft		

- **Step 2:** You need to the click on "Open this report>" button, Power BI will ask you to create a free Microsoft Account. Follow enlisted steps:
  - **Step 2.1:** You need to click Next when prompted to create account.

	A A	
	Microsoft	
	Create account	
	It looks like you don't have an account with us. We'll create one for you usinç	
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version 1.0.0.



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• **Step 2.2:** You need to create password, verify email address and create the account by following the steps

Microsoft		
~ •		
Create a password		
Enter the password you would lil account.	ke to use with your	
•••••		
Show password		
	Next	
	A A A A A A A A A A A A A A A A A A A	
Microsoft		
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• **Step 2.3:** Recipients need to click "Accept" which allows Catholic Relief Services to share and receive data with email address when prompted to accept.



• Step 3: With a Microsoft account, the you will be able to view reports in the "Read Only" mode. In order to be able to have further access to the underlying dataset, the you would need a Power BI Pro subscription.

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