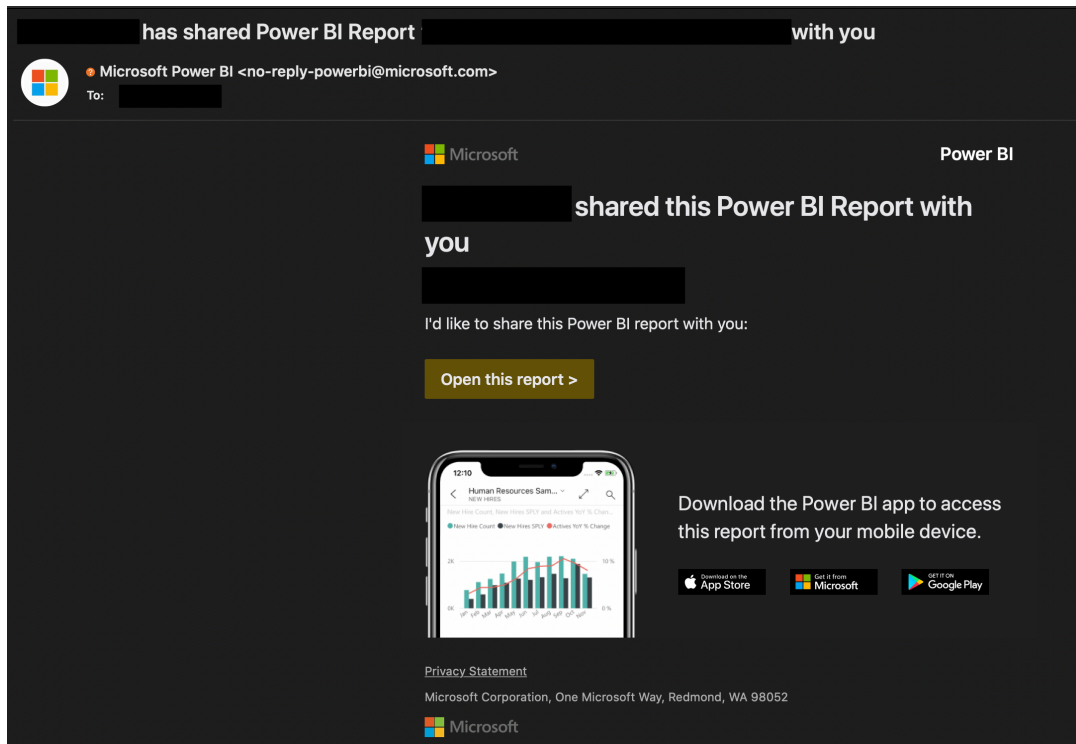


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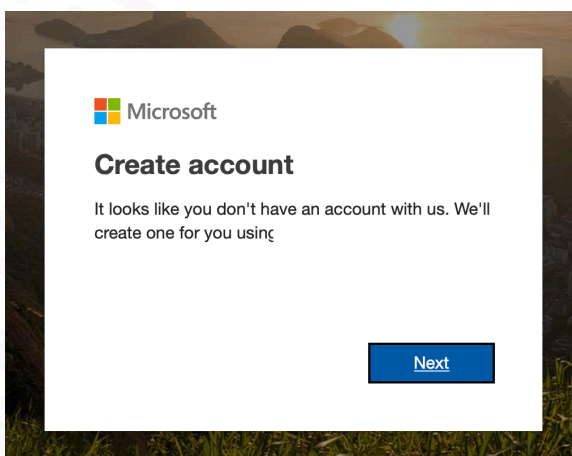
## Topic: How non-CRS users view reports

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

- **Step 1:** You will be getting an email from [no-reply-powerbi@microsoft.com](mailto:no-reply-powerbi@microsoft.com) with subject “<CRS staff> has shared Power BI Report <Report Name> with you” (see below)



- **Step 2:** You need to 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.

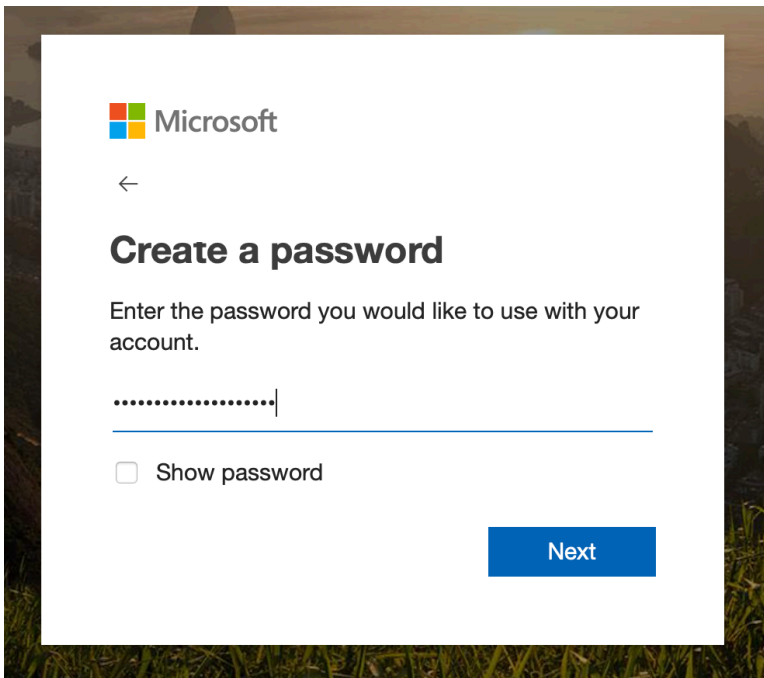


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## Topic: How non-CRS users view reports

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

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



Microsoft

←

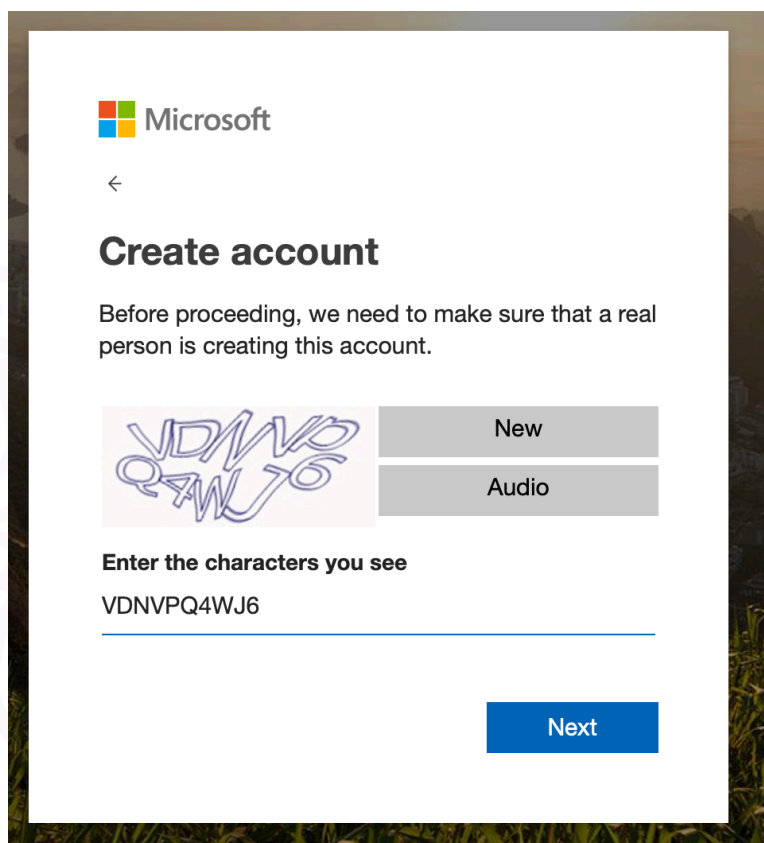
### Create a password

Enter the password you would like to use with your account.

.....|

☐ Show password

Next



Microsoft

←

### Create account

Before proceeding, we need to make sure that a real person is creating this account.

New

Audio

Enter the characters you see

VDNVPQ4WJ6

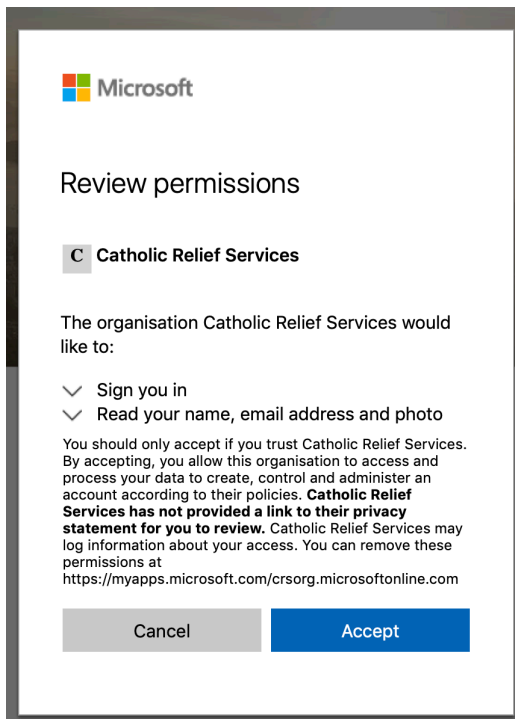
Next

# Power BI | How To Series

## Topic: How non-CRS users view reports

Last update: 29th April 2020

- **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.

