



# Share Power BI Reports

## Handout

**In this chapter, you learned how to work with the Power BI Service. The thorough groundwork with Power BI Desktop now pays off – sharing Power BI reports with others and discussing important results is essential for decision making.**

You should now continue working on your Power BI report. Find out more about the multiple options for sharing reports and which method is best for you. Note that the options for Power BI Desktop and Power BI Service differ.

### Here is a recommendation for you

We recommend that you use the Power BI file that you created yourself. If you have not yet created one, you can alternatively use a provided Power BI file to practice what you have learned.

### Work through this advice as preparation

- ☐ See how you can print a report
- ☐ See how you can create a PDF file
- ☐ Export a Power BI Report to PowerPoint
- ☐ Check other options for exporting data

Now that you are familiar with printing and exporting reports, it is time to share the Power BI report.

## Share Reports

- ☐ Find someone with whom you can securely exchange reports via *OneDrive for Business*.
- ☐ Let the other person work with your visualizations. Discuss usability and possible conclusions based on the report.
- ☐ If possible, let the other person create more visualizations based on your dataset and then discuss the results.

## Share Reports with Microsoft Teams

If you are using Microsoft Teams,

- ☐ Share the Power BI Report via a tab in Microsoft Teams.
- ☐ Start a discussion and invite others to participate. Discuss with others what works well and what doesn't.
  - Use @mentions!
  - Schedule a Teams-Meeting on your report using Screenshare.