Emailing a dashboard

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Dashboards can be emailed to anyone in your account with access to the dashboard. Emails can be sent immediately or on a schedule. You can easily share results and analysis this way.

Click on the *Email* tab under *Dashboard Settings.*

Using the *Email* table, select the cadence on which the email should be sent. The options are:

- *Immediately*
- *Daily*
- *Weekdays*
- *Weekly*
- *Monthly*

If you select *Weekly*, you are prompted to select the day of the week on which it should be sent. If you select *Monthly*, you are prompted to select the day of the month on which it is sent.

Next, select to whom the email should be sent. The system limits your options to users who have access to the dashboard. If you want to send an email to someone that you don't see on the list, share the dashboard with them first.

Once you have selected the frequency and the recipients, click *Save,* and the dashboard will be emailed as scheduled.

Dashboard emails are rendered with the access rights of the recipient. Therefore, different recipients may see the dashboard emails (and the dashboards themselves) differently, depending on the dashlets to which they have access.

Dashboard emails are always sent at approximately 7 AM EST.