

# Sharing a Dashboard

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Dashboards that you create are private by default and are only accessible to you. However, any dashboard you create can be shared with other members of your account. Sharing can be done on an edit or read-only basis.

Click on the *Settings* button to the right of the dashboard title field, then choose the *Sharing* tab.

Using the *Dashboard Sharing* table, select the access levels you wish to grant to other account members.

*Read Only* access allows users to view the dashboard and dashboard email but does not allow them to change the dashboard.

*Edit* access gives users full control over the dashboard, including the ability to change, delete, and share the dashboard with other account members.

*Everyone* means all the members of your organization.

Once you have configured the access levels, hit the submit button at the bottom of the page to save your changes.

Basic

Sharing

Email

Dashboard Sharing

Dashboards can be shared with other users of your account. Users with *Read Only* access can view, but not edit, a dashboard. Users with *Edit* access can view the dashboard, share the dashboard with others, and make changes to the dashboard.

Name	Edit	No Access	Read Only
Everyone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>