

# Email

## Overview

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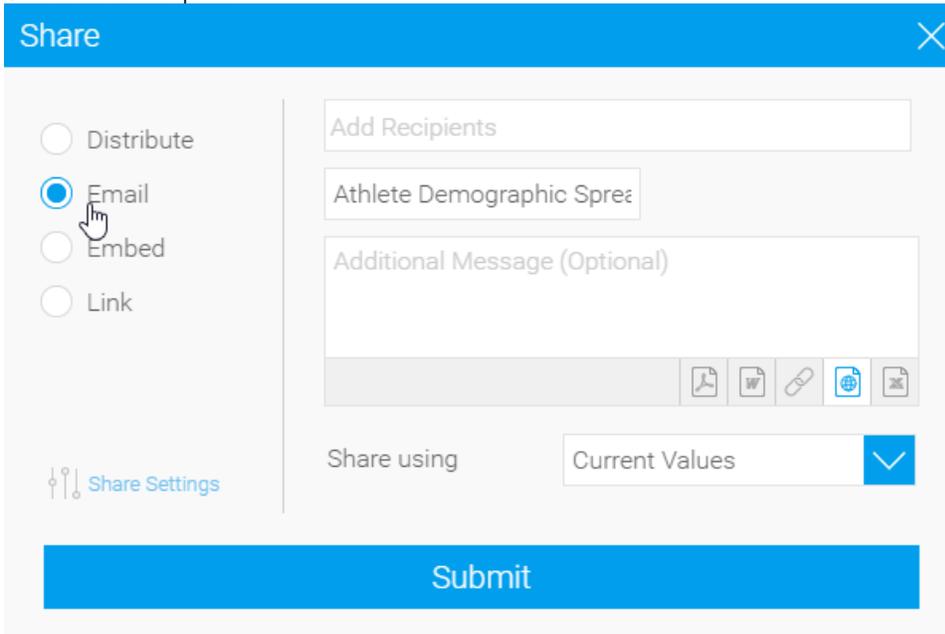
As a user of Yellowfin you may have permissions to send reports via email to other registered users or external parties.

**Note:** You will only be able to email a report once it is active. Draft reports cannot be emailed. Save your report prior to sending.

1. To distribute a report click the **Share** button on the active report menu. This will open the Share window from which you can select to either Distribute, Email, or Embed the report.



2. Click on the **Email** option.

A "Share" dialog box with a blue header and a close button (X) in the top right. On the left, there are four radio button options: "Distribute", "Email" (which is selected and has a mouse cursor over it), "Embed", and "Link". Below these is a "Share Settings" link. On the right, there is a text input field for "Add Recipients" containing "Athlete Demographic Spre...", a larger text area for "Additional Message (Optional)", a toolbar with icons for image, document, link, globe, and print, and a "Share using" dropdown menu currently set to "Current Values". At the bottom is a large blue "Submit" button.

3. You can now select the required Recipients.
  - a. From here you are able to search through Yellowfin Users and Groups.
  - b. Select the desired recipients. Once added, your recipients will be listed in the box

**Note:** Reports will only be distributed to users that have the appropriate level of access for the report.
4. Select the format you wish the report to be sent as, from the list of; **PDF, DOCX, Link to Report, HTML, XLSX**.
5. Next you are given the option to provide a message for the email.

6. Click the **Submit** button to send the email

### Share ✕

- Distribute
- Email
- Embed
- Link

 [Share Settings](#)

 Captain SysAdmin ✕

Athlete Demographic Sprea

Please review this design and respond.

Share using  

**Submit** 

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