# Subscribing to Views and Workbooks

Subscribing to a view or workbook will allow users to receive a snapshot of the view via email, without having to login to Tableau Server. However, in order for this to be available, it must be enabled at both the Server and Site level. Currently, this feature is enabled on https://tableau.mt.gov, and available for use on all Sites.

Subscribing to a View:
You can subscribe to any view that has a subscription icon ✉ in the upper-right corner.
1. Login to Tableau Server (https://tableau.mt.gov) using your AD Credentials.
2. Select the site where the view or workbook is located (i.e. DOA HCBD, SITSD Scorecard, etc.)
3. In the site, click Views or Workbooks.
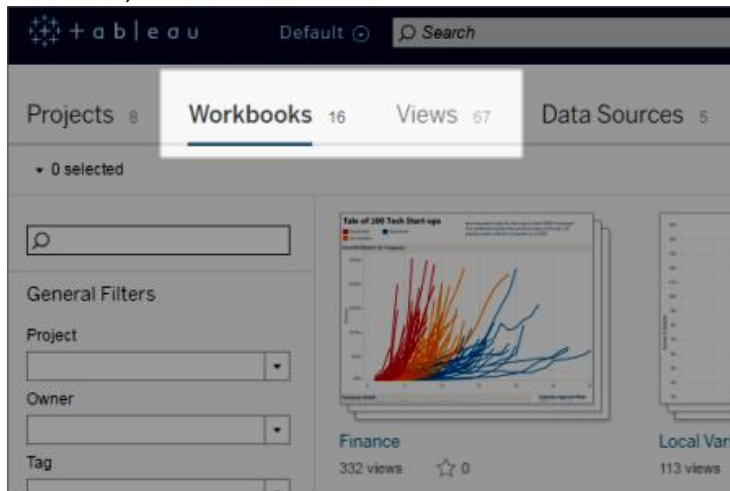
4. Open a view, or open a workbook and then a view.
5. In the toolbar (upper-right corner), click Subscribe.
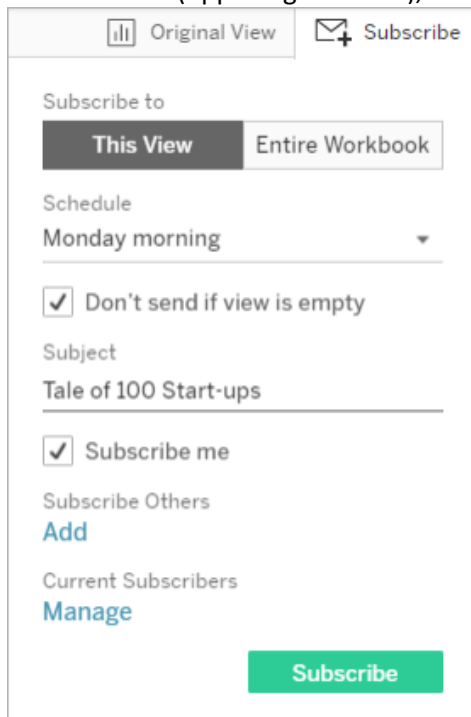
6. To subscribe to the current view, click This View; to subscribe to all views in the workbook, click Entire Workbook.
7. Select a schedule at which you would like to receive the subscription email.
   a. Note: If you don't see a schedule that you prefer, a Server Administrator can create a custom schedule for your needs.
8. Our Tableau Server (https://tableau.mt.gov) is configured to send emails from tableau@mt.gov, so you shouldn't have to enter or change the email address that a view is sent from.
9. Enter the email address that you would like the view sent to. If you own the workbook, you can select Subscribe Me to achieve the same result.
   a. You may also subscribe others by clicking Add under Subscribe Others. Here you will enter the additional email addresses.
      i. Note: In order to receive a subscription, users must have an email address in their Tableau Server account. We currently only use Active Directory accounts, so all users should be able to receive subscriptions.
10. Click Subscribe
11. When you receive the subscription email, you can click on the image to open the view in Tableau Server.

Unsubscribe from a View:

You can unsubscribe from a view or workbook at any time by opening your account settings on Tableau Server, using one of the following ways.

1. Click Manage my subscriptions at the bottom of a subscription email.
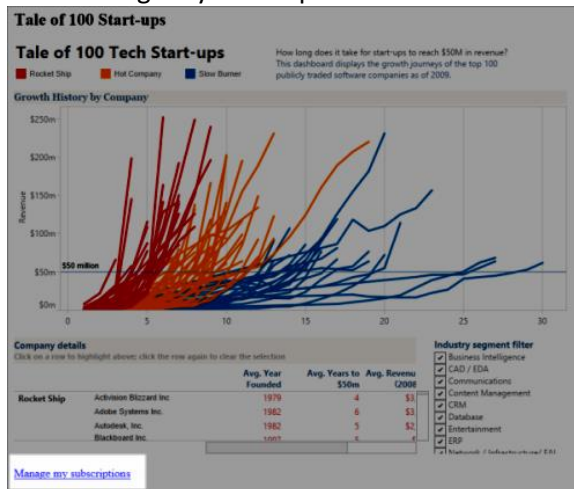
2. Sign in to Tableau Server using your Active Directory credentials, then select My Content from the drop-down list.
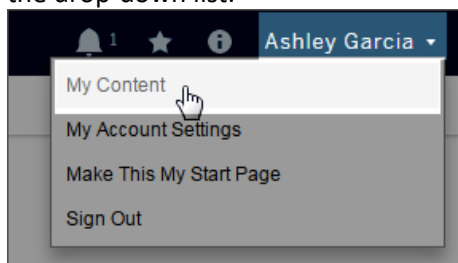
3. Click Subscriptions.
4. Select the check box next to the view you want to unsubscribe from, click Actions, and select Unsubscribe.