

# Is there a way to share reports with someone?

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**Applies To:**  PoliteMail Desktop  PoliteMail Online  PoliteMail O365

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**Version:**  4.94  4.97  5.0+

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While there is no Share button for reports, you can allow other users to run a report simply by making sure the message is labeled Unassigned in both the Business and Region categories. This will ensure that all users will be able to view it.

You can also export the report and share via Excel, Word, or email.

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