1. You will receive an email from the **QuickSight team** with the subject "**Invitation to Join QuickSight**." Please take into consideration that the invitation expires in 7 days.
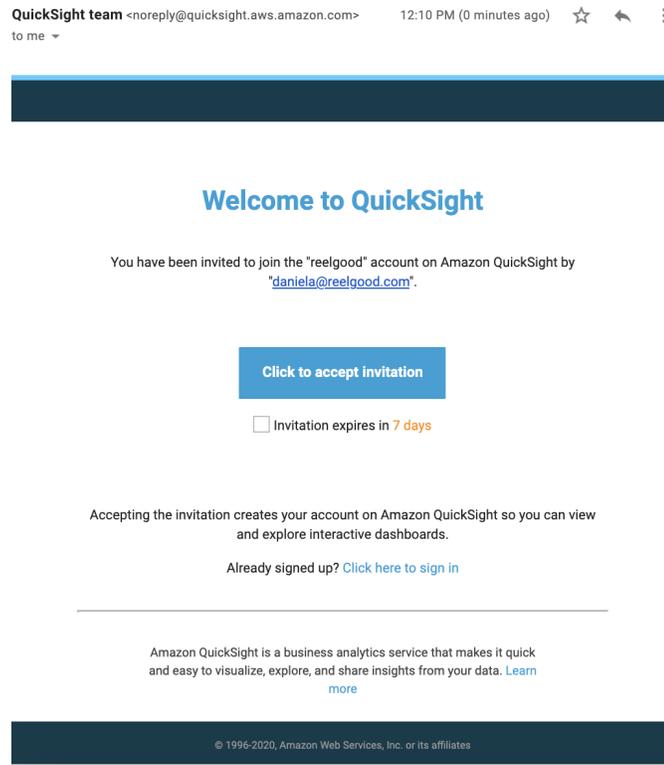
2. When you click to accept the invitation, you will be prompted to create a username and password.
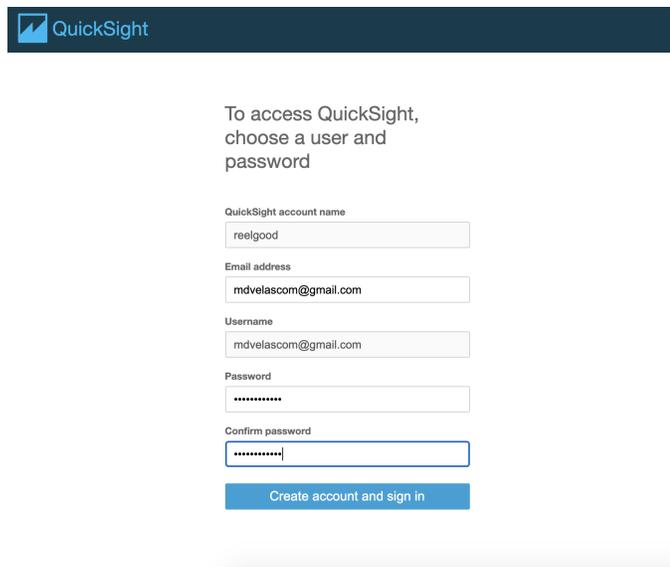
3. After creating your account, click Continue. Enter your email address and password and click Sign In. Note that Quicksight is <u>case-sensitive</u> so you should sign in with exactly the same email address on your invitation. **If you have issues logging or signing in, please try an incognito browser.**
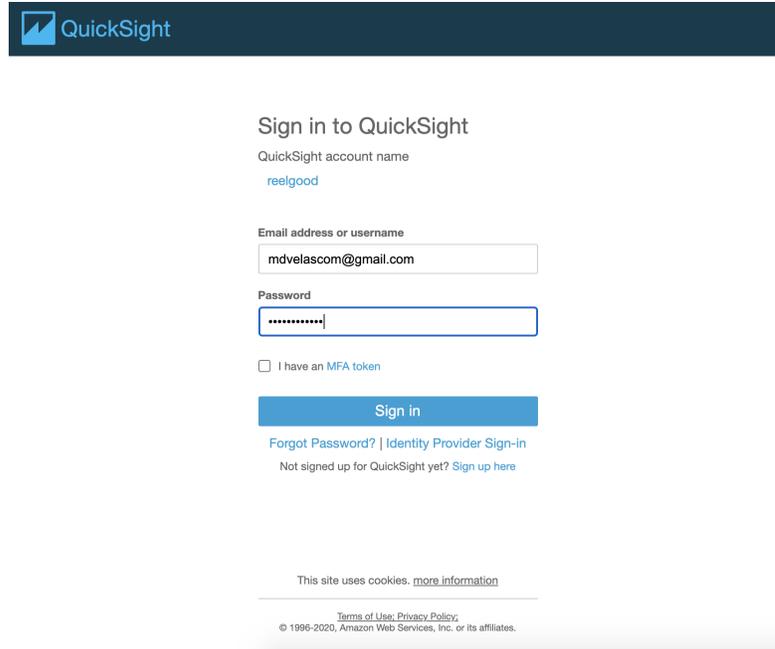
4. Once you have signed in, you should be able to view the dashboard(s) you have access to OR you should also have received another email with the subject "**A QuickSight dashboard has been shared with you**" where you can click to view the dashboard.