# Accessing or Publishing a Workbook to Tableau Server

## Accessing or Publishing a Workbook to Tableau Server

### Q: How do I access Tableau Server or publish a workbook to it?

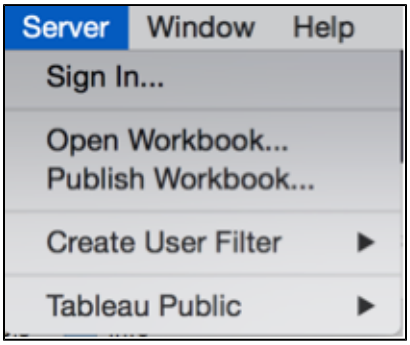
### To Access Tableau Server

To access Tableau Server, go to the Tableu homepage and authenticate via Touchstone.

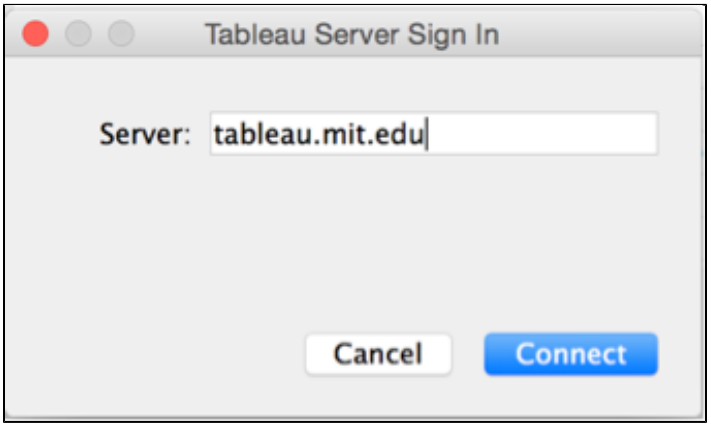
### To Publish to Tableau Server

You will need to use the Tableau Desktop application.

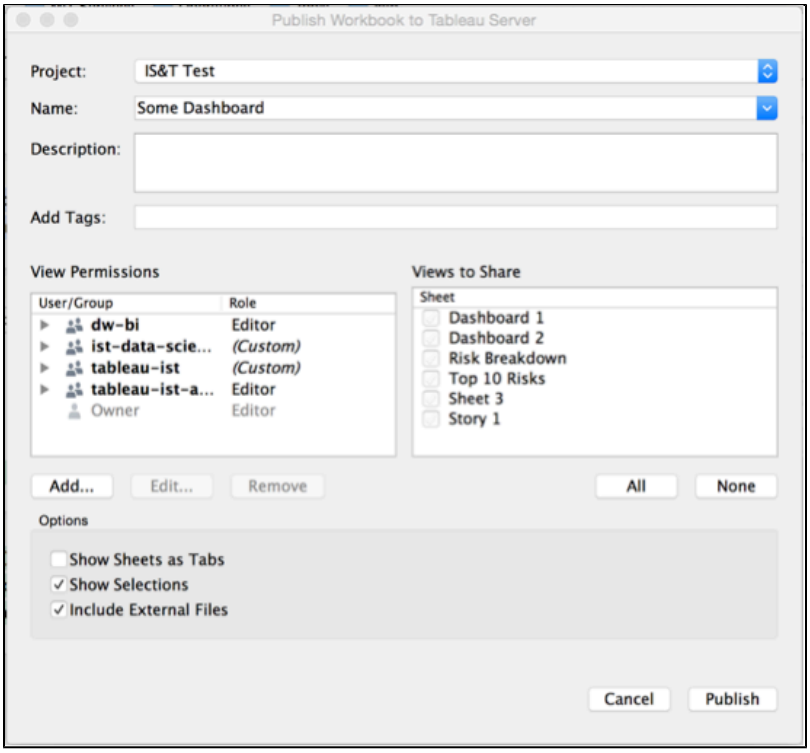
1. From the menu bar in Tableau Desktop,
2. Select **Server > Publish Workbook**




3. Enter **tableau.mit.edu** and select **Connect**.

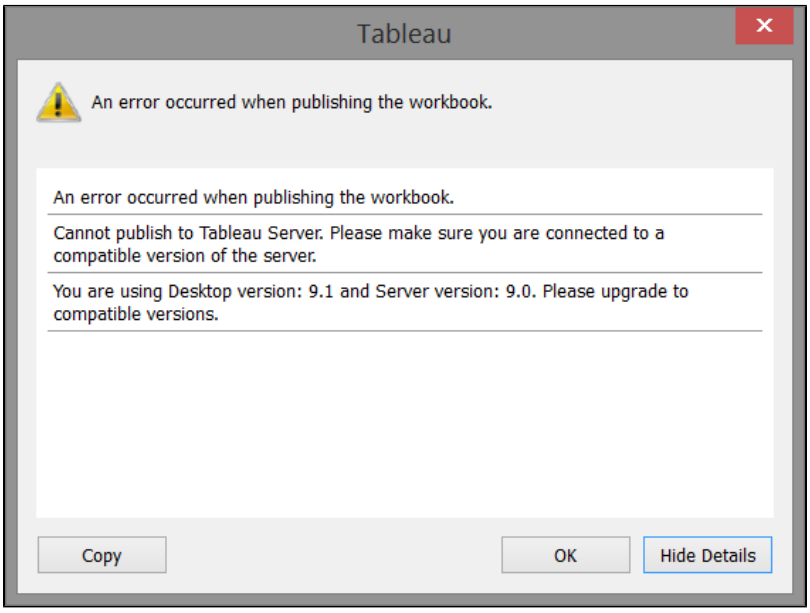



4. Login with Touchstone, using the Kerberos option.
5. You will see the following screen:




6. Choose the project/folder where you want to save your workbook, view permissions, and what sheets or dashboards you'd like to publish, and then click **Publish**.
    - You can move the project and update the permissions later from the Tableau web interface as well.

If you get an error, click **Show Details**.




Copy the error message and send it to the IS&T Help Desk.

Tableau will let you preview your workbook. You can close the *Publish Workbook Results* window, or continue to preview your results.
If your Tableau workbook connects to a data source (e.g., the Data Warehouse), enter your credentials for that data source when prompted.
You can then interact with your workbook tabs and/or dashboards.

For more information, see Publishing Workbooks in the Tableau Desktop help guide.

## See Also

- Tableau Landing Page