

Course guide · TAB

Tableau - Install and Account Setup

Step by step: Tableau Public, the Free Edition and the trial

Tableau Public | Free Edition | Cloud Trial | Profile | Desktop

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There are three free ways to use Tableau and a trial route for companies. This sheet gives the steps for each and when to pick it. Checked in November 2026; the screens may change a little over time.

> **In the course we use Tableau Public: a free account, and you can work in the browser or in the app on your computer.**

1. Pick your route

1

Tableau Public (free, public)

For learning and publishing your work to the world. Everything you publish can be seen by anyone, and they can download its data. This is what the course uses.

2

Tableau Desktop Free Edition (free, private)

A new free edition (2026) that runs on your computer with no expiry. It saves your work locally and publishes nothing, so it suits private data.

3

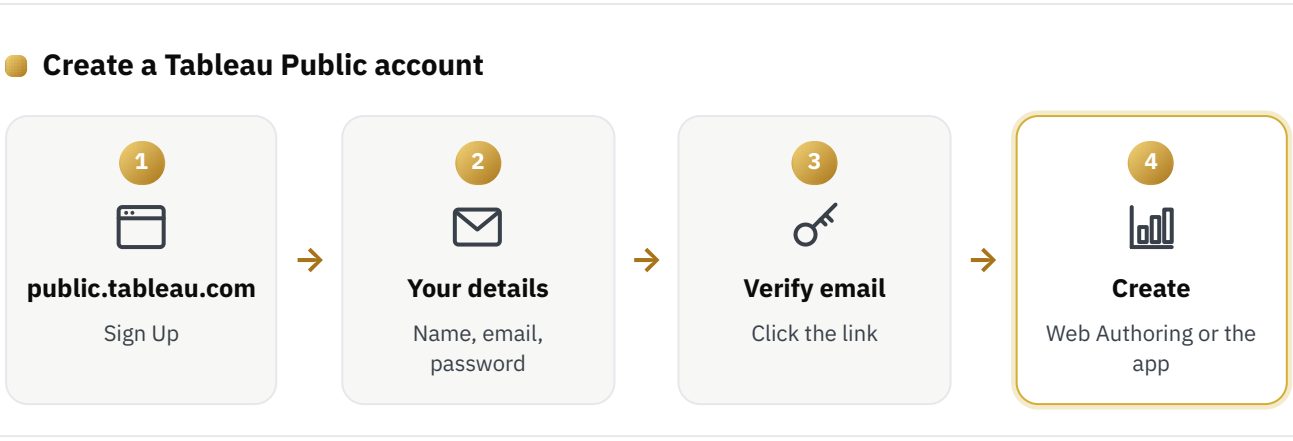
Tableau Cloud trial (for companies)

A time-limited trial that includes Tableau Cloud, Tableau Desktop, Tableau Prep and Tableau Pulse. It needs a business email.

Three ways to use Tableau

	Tableau Public Free · public · Used in the course	Desktop Free Edition Free · private	Tableau Cloud Trial · for companies
Cost	**Free**	**Free**	**Trial, then paid**
Account	**Any email**	**Download form**	**Business email**
Save locally	**Yes**	**Yes**	**Yes**
Publish	**To Tableau Public**	**None**	**Private Cloud site**
Rows	**15 million**	**Unlimited**	**Unlimited**
Best for	**Learning and portfolios**	**Private data**	**Teams**

2. Create a Tableau Public account



4 **Open Tableau Public**

Go to public.tableau.com and click Sign Up or Create Profile.

5 **Enter your details**

Name, email and a password. A personal email is fine here.

6 **Verify the account**

Open the verification email and click the link. You now have a profile where your work is shown.

7 **Set up your profile**

Add a photo, a short bio and your LinkedIn link. A Tableau Public profile works as a portfolio to show in interviews.

3. Work in the browser (no install)

8 **Create a new viz**

After signing in, click Create, then Web Authoring (or Create a Viz).

9 **Upload your data file**

Upload an Excel or CSV file, such as the Liyaqa gym file attached to Lesson 1, and start building.

10 **Save and publish**

Saving publishes the viz to your profile. You can mark it Hidden from visitors, but it still lives on Tableau Public's servers.

4. Install Tableau Desktop Public Edition

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Download the app

Go to the Tableau Public download page on tableau.com, enter your email and download the Windows or Mac version.

12

Install and open it

Run the installer, follow the steps, then open Tableau Public and start with Connect → Microsoft Excel.

13

Saving

You can save your work on your computer. To publish, choose File → Save to Tableau Public and sign in with your account.

14

Public Edition limits

Up to 15 million rows per data source and 10 GB of storage on your profile. Data sources: Excel, text/CSV, Google Drive, JSON, PDF, spatial and statistical files, and OData.

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Not for commercial use

The Public Edition is for learning and public stories only. Don't upload customer data or your company's confidential data to it.

5. Tableau Desktop Free Edition

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Download it

Go to the Tableau Desktop Free Edition page on tableau.com, fill in the form and download the file for your system.

17

What it offers

Local saving, unlimited rows, more data sources than the Public Edition, live data refresh, no expiry and no payment card.

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What it doesn't offer

It can't publish to Tableau Public, Tableau Cloud or Tableau Server, and it can't share packaged workbooks with others.

6. The Tableau Cloud trial

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Start the trial

Go to tableau.com, click Try for free and fill in the form: name, business email, organization, job title, country and phone number.

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What you get

Your own Tableau Cloud site, plus Tableau Desktop, Tableau Prep and Tableau Pulse, for the trial period shown at sign-up.

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Notes

The trial needs a business email, and some countries can't sign up themselves and are routed to the sales team. After the trial you need a paid license.

Quick summary

22 **To learn and publish your work:** Tableau Public (browser or app).

23 **For private data on your computer:** Desktop Free Edition.

24 **To share inside a company:** the Tableau Cloud trial, then a paid license.

Sources: tableau.com and the Tableau Help Center, Tableau Desktop edition comparison (November 2026). This course is by Quanzetta and is not affiliated with Salesforce or Tableau.