



## Tableau Desktop Installation Instructions

Tuesday Mueller-Harder - 2024-11-18 - Comments (0) - Tableau

Users with a [Tableau Creator license](#) can follow the instructions below to download and install Tableau software on up to 2 machines.

### Installing Tableau Software on a Brown-Owned Computer

#### **Tableau Desktop**

##### **Windows**

To install on a Brown-owned Windows computer:

1. From the [software catalog](#), download Tableau Desktop for Windows .
2. Right-click the downloaded file, and then select **Run as Administrator**. If you do not have administrator permission on your computer, please see your IT Support Consultant for help with installation.
3. Accept the license terms and click **Install**.
4. Click **Finish**.
5. Open Tableau Desktop.
6. If promoted, click **Activate by signing into a server**.
7. Sign into server: [tableau.brown.edu](https://tableau.brown.edu)  
*Your license is activated.*
8. Uninstall older versions of Tableau Desktop.

##### **MacOS**

To install on a Brown-owned macOS computer, follow the steps below OR install from the [Self Service app](#).

1. From the [software catalog](#), download Tableau Desktop for MacOS.
2. Double-click on the downloaded file to start the installer.  
If the installer "cannot be opened because Apple cannot check it for malicious software," then follow these additional steps:
  - a.) Open the pull down from your Apple icon > System Preferences > Security & Privacy > General
  - b.) Click **Allow** for Tableau to be installed, and then proceed to the next step.
3. Accept default install options.
4. Click close when the installation is complete.
5. Open Tableau Desktop.
6. If promoted, click **Activate by signing into a server**.
7. Sign into server: [tableau.brown.edu](https://tableau.brown.edu)

*Your license is activated.*

8. Uninstall older versions of Tableau Desktop.

## **Tableau Prep**

### **Windows**

To install on a Brown-owned Windows computer:

1. From the [software catalog](#), download Tableau Prep for Windows .
2. Right-click the downloaded file, and then select **Run as Administrator**. If you do not have administrator permission on your computer, please see your IT Support Consultant for help with installation.
3. Click "Start" to expand and install Tableau Prep for Windows
4. Once completed a new desktop shortcut icon will appear.
5. Open Tableau Prep.
6. If promoted, click **Activate by signing into a server**.
7. Sign into server: [tableau.brown.edu](https://tableau.brown.edu)  
*Your license is activated.*
8. Uninstall older versions of Tableau Prep.

### **MacOS**

To install on a Brown-owned macOS computer, follow the steps below OR install from the [Self Service app](#).

1. From the [software catalog](#), download Tableau Prep for MacOS.
2. Double-click on the downloaded file to start the installer.
3. Click close when the installation is complete.
4. Open Tableau Prep.
5. If promoted, click **Activate by signing into a server**.
6. Sign into server: [tableau.brown.edu](https://tableau.brown.edu)  
*Your license is activated.*
7. Uninstall older versions of Tableau Prep.

### Install Tableau Software on a Personal Computers

To install Tableau Desktop or Tableau Prep on a personally-owned computer:

1. Look up the current Tableau Desktop version number in the [Software Catalog](#).
2. Download and install the same version number from [Tableau's website](#).  
*This will ensure you are using a version compatible with Tableau Server. Be mindful to maintain the same version as Tableau Server.*
3. Open the Tableau application.
4. If promoted, click **Activate by signing into a server**.
5. Sign into server: [tableau.brown.edu](https://tableau.brown.edu)  
*Your license is activated.*
6. Uninstall older versions of Tableau software.