

Microsoft Power BI Installation Guide

Power BI is now included with your Office 365 Pro Plus subscription. Power BI is a cloud-based business analytics service that gives you a single view of your most critical business data. Monitor the health of your business using a live dashboard, create rich interactive reports with [Power BI Desktop](#) and access your data on the go with native [Power BI Mobile](#) apps. It's easy, fast, and free.

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Using Power BI Web-based Client

Please use the following steps to use Power BI in your browser of choice.

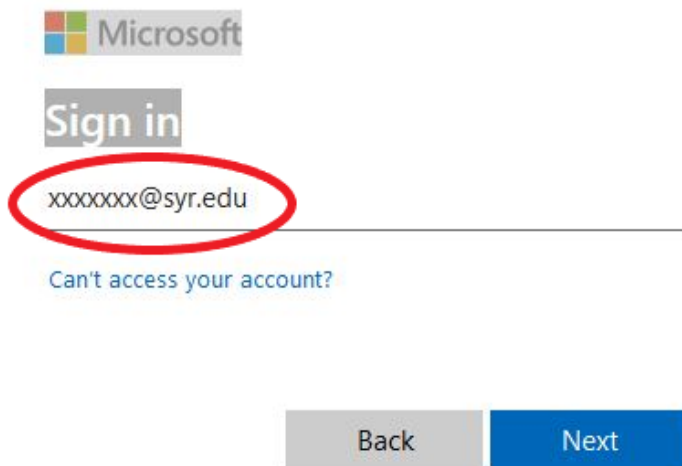
1 - Open a Browser and Locate the Sign On page

Visit [Microsoft's "PowerBI - How to Get Started" page](#) and click "Sign in" at the top right of the page.



2 - Sign on Using your SU Email Account Credentials

Log in with your Office 365 ProPlus eligible account.



Can't Log In?

If you get the error message below, ensure that you are logging in with your Office 365 ProPlus eligible account. To ensure your account is active please change your NetID password on the [NetID self-service page](#). This will activate your account for Power BI access in the event it was not previously active. Once your password is changed your account should be active at your next login.

Microsoft Power BI

Sorry...

We can't finish signing you up.

Your IT department has turned off sign up for Microsoft Power BI.
Contact them to complete sign up.

[Learn about other ways to get Office](#)

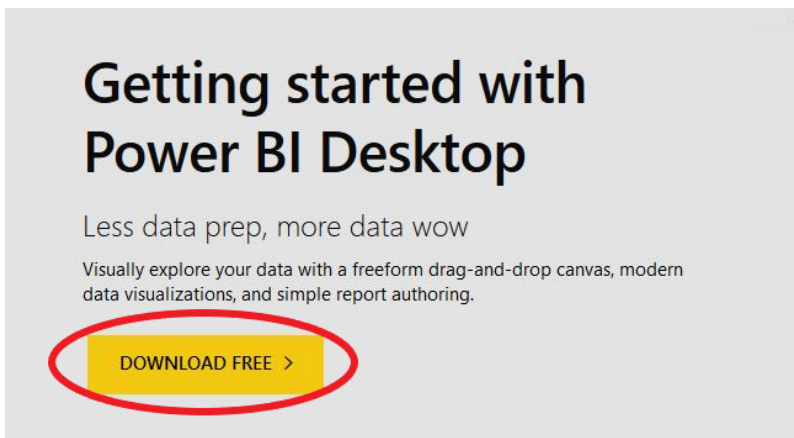
If you still cannot log in following your password change, contact the [ITS Help Desk](#) by emailing help@syr.edu, by phone at 315-443-2677, or by stopping into 1-227 CST.

Downloading and Installing Power BI Desktop for Windows

Please use the following steps to download and install your copy of Power BI desktop.

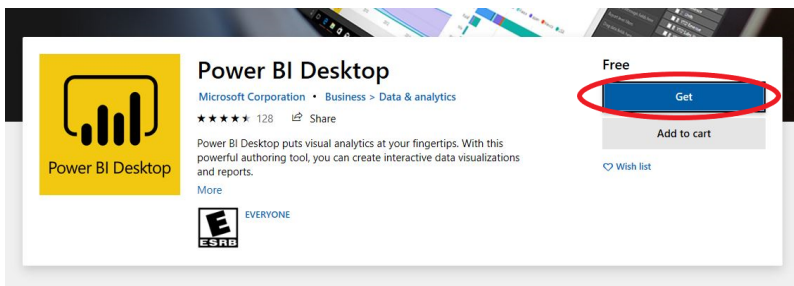
1 - Open a Browser and Locate Microsoft's Power BI Download Page

Visit Microsoft's [PowerBI download page](#) in your desired browser and click "Download Free", which will launch the Microsoft Store app window.

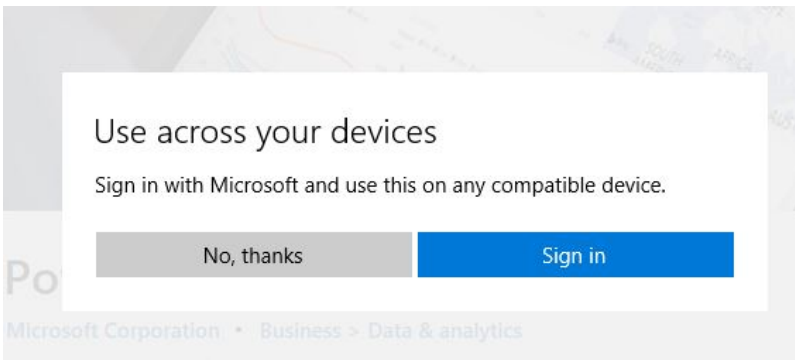


2 - Download the Installer from the Microsoft Store app

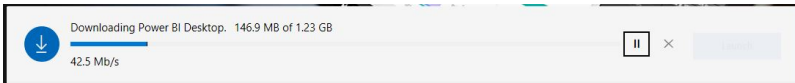
Select the "Get" button.



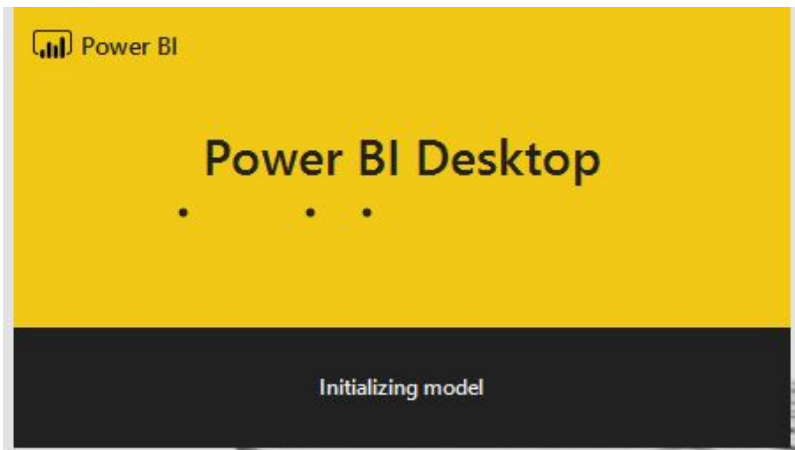
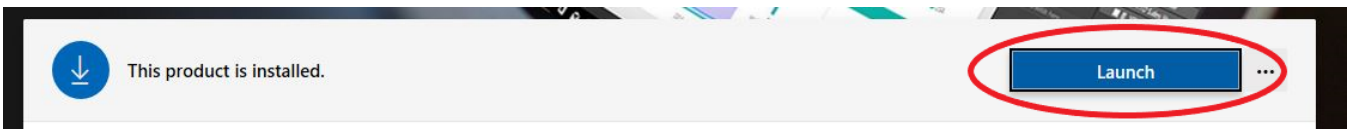
Choose if you would like to use it on any compatible device, or just the current device.



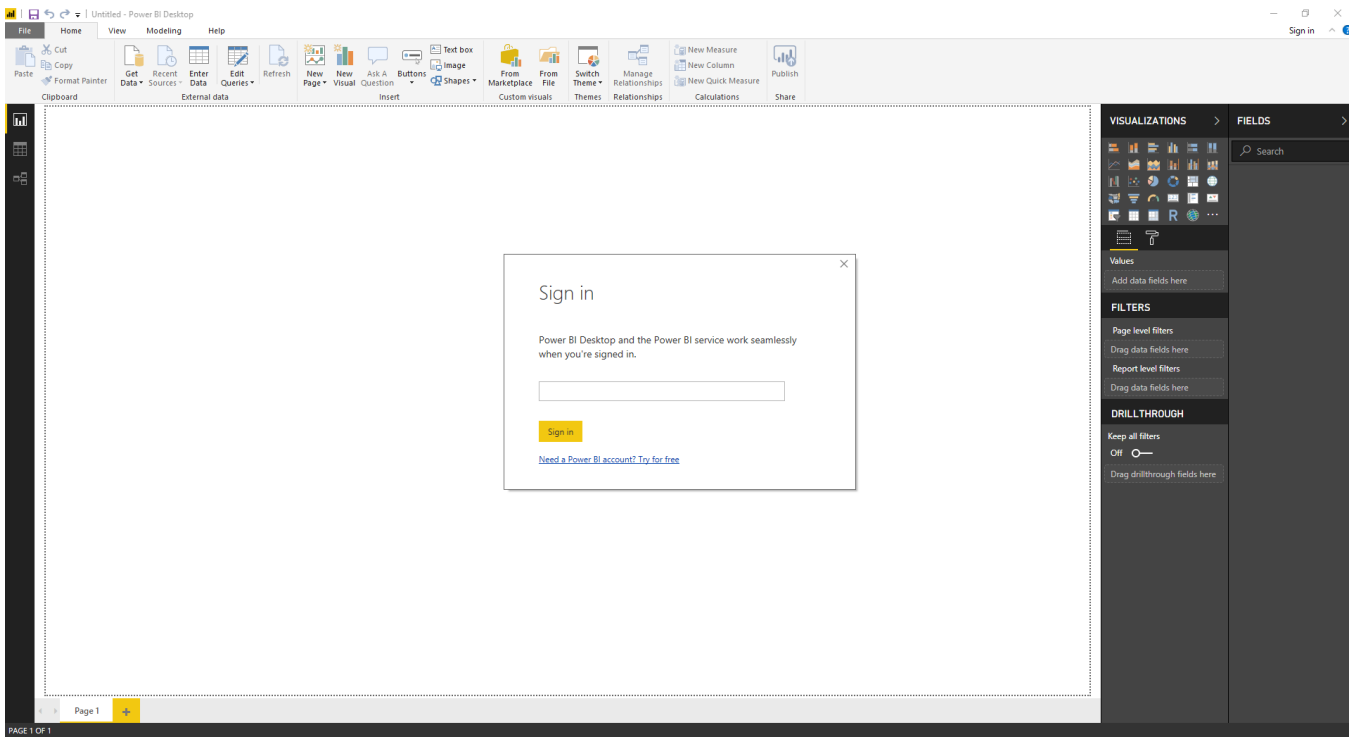
The installation file will now begin downloading.



3 - Launch the Windows Installer File



4 - Sign in with your Office 365 ProPlus eligible account



Congratulations! You've successfully installed Power BI Desktop.