How do I add Power BI to the apps available in Microsoft 365?

Tell Me

If you are not seeing Power BI in your list of available apps in Microsoft 365, do the following...

Only a limited version is available with the university Microsoft 365 agreement. The version available will not allow you to share or collaborate on data visualizations.

2. Click **Sign In** in the upper right corner
3. Enter your University email address that includes your NinerNET username (not an email alias you may have) and click **Next**
4. Enter your NinerNET password and click **Sign in**
5. Click **No** to stay signed in (you will be accessing through Microsoft 365)

![Microsoft Stay signed in?](image)

Do this to reduce the number of times you are asked to sign in.

- [ ] Don’t show this again

- [ ] No
- [ ] Yes

6. The Power BI interface will open - you can logout by clicking the **Profile button** in the upper right corner then **Sign out**

![Microsoft Profile button](image)

7. Login to **Microsoft 365** to verify PowerBI is available in your apps list

---

**Related FAQs**

- Do students, faculty and staff have access to Microsoft Teams?
- How do I access my OneDrive?
- How does a student or faculty/staff member access and install Microsoft Office software on their personal computer?
- How much does the Microsoft 365 ProPlus cost?
- What happens if I buy a new personal computer and I had installed Microsoft 365 ProPlus on my old computer?