

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

Tell Me

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

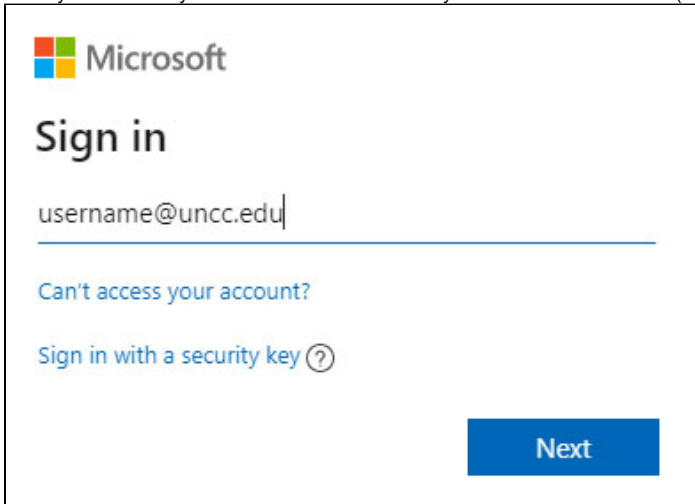


Only a limited version is available with the university Microsoft Office 365 agreement. The version available will not allow you to share or collaborate on data visualizations.

1. Go to <https://powerbi.microsoft.com/en-us/>
2. Click **Sign In** in the upper right corner

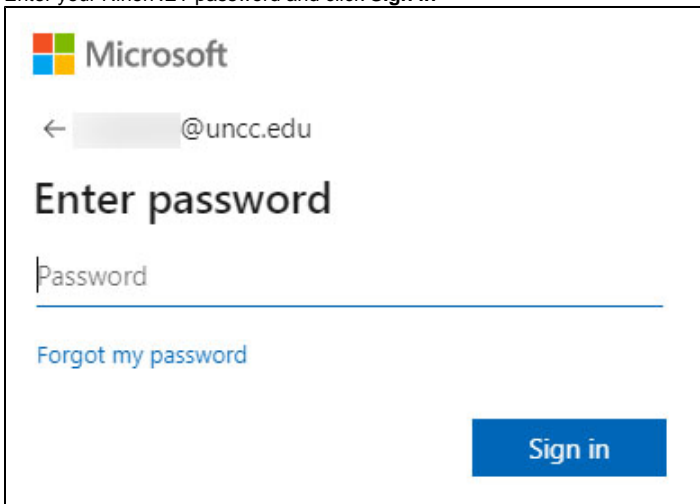


3. Enter your University email address that includes your NinerNET username (not an email alias you may have) and click **Next**



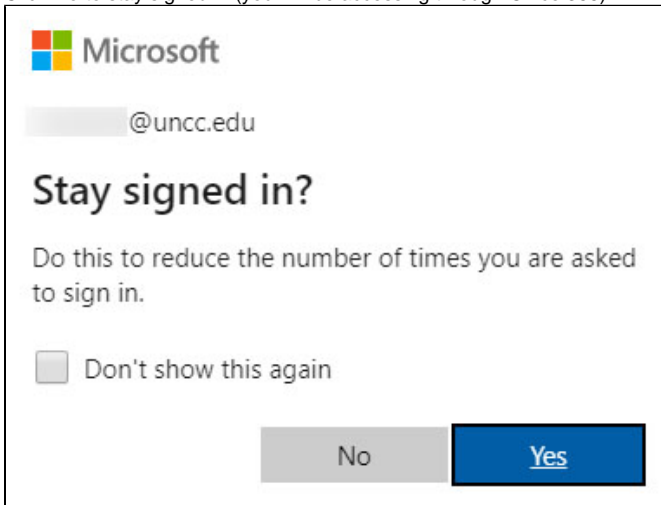
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. There is a text input field containing "username@uncc.edu". Below the input field are two links: "Can't access your account?" and "Sign in with a security key (?)". At the bottom right, there is a blue button labeled "Next".

4. Enter your NinerNET password and click **Sign in**

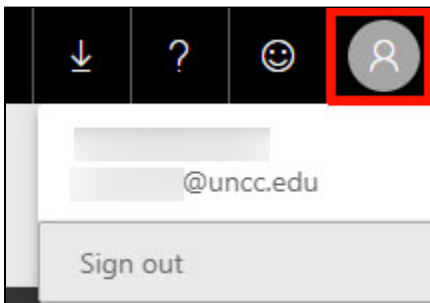


The screenshot shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, there is a back arrow and a text input field containing "@uncc.edu". Below this, the text "Enter password" is displayed. There is a text input field containing "Password". Below the input field is a link: "Forgot my password". At the bottom right, there is a blue button labeled "Sign in".

5. Click **No** to stay signed in (you will be accessing through Office 365)



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



7. Login to office365.com to verify PowerBI is available in your apps list

Related FAQs

- [Why is recorded/inserted audio not available in my PowerPoint presentation?](#)
- [How do I download the Microsoft OneDrive App to my computer?](#)
- [How do I access my OneDrive?](#)
- [How long do I have access to Microsoft Office 365 for my personal computer?](#)
- [Can I install Microsoft add-ins in Office 365 and Office Professional Plus used by the University?](#)