

How to Access Power BI Through Microsoft Teams

Step 1: Open Microsoft Teams

- Launch the **Microsoft Teams** desktop app or go to *teams.microsoft.com* in your browser.
- Sign in using your Valencia account.

Step 2: Access Power BI

- In the **left-hand navigation bar**, click on the **ellipsis (⋮)** to open more apps.
- Type **Power BI** in the search bar.
- Click on the **Power BI** app icon when it appears.

Step 3: Pin Power BI for Easy Access

- Once Power BI opens in Teams, right-click the Power BI icon in the left-hand menu.
- Select **'Pin'** to keep it permanently in your sidebar.

How to Access Power BI Through the Web

Step 1: Go to the Power BI Website

- Open your preferred web browser (e.g. Chrome, Edge, Firefox).
- Navigate to *https://app.powerbi.com*.

Step 2: Sign In

- Click Sign In at the top right corner.
- Enter your work email address and password.
- If prompted, complete any multi-factor authentication steps.

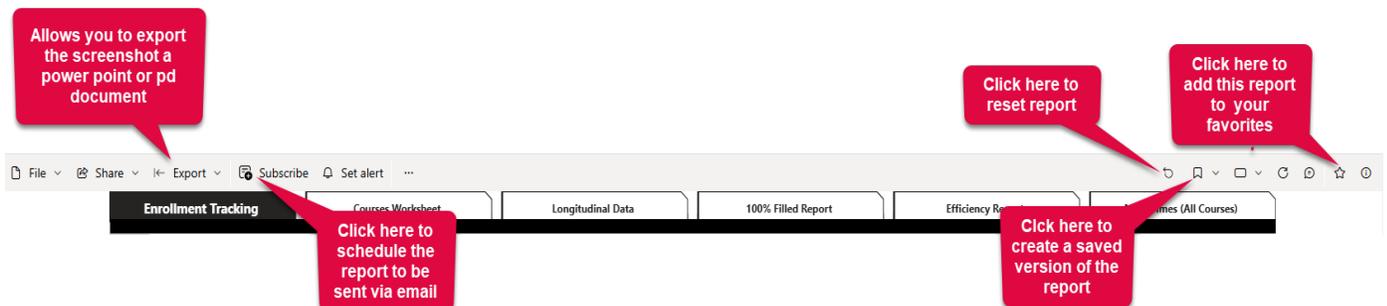
Navigation Tabs

At the top of the report, you'll see a series of tabs that allow you to easily switch between different pages within the report.



Toolbar Options

At the top of the report, you'll find native Power BI icons that provide access to various functions, such as exporting data, refreshing visuals, and accessing filters or bookmarks.



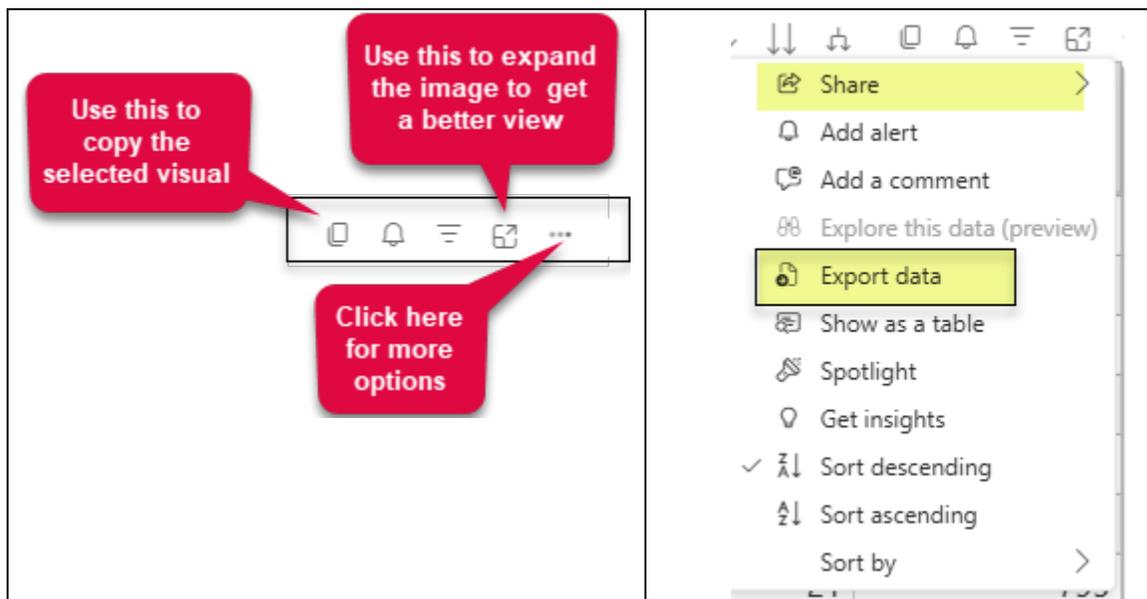
Toolbar Functions

- 1. Export**
Allows you to export a screenshot of the report as a PowerPoint or PDF document.
- 2. Subscribe**
Enables you to subscribe to the report and receive a link via email on a scheduled basis.
- 3. Reset**
The reset icon restores the report to its original state, clearing all applied filters and changes.
- 4. Bookmark**
Lets you save customized views of the report for quick access later.
- 5. Favorite**
Clicking the star icon marks the report as a favorite, making it easily accessible from your Power BI home screen.

Navigation Tips

When you hover over a visual in the report, a set of additional tools will appear on the right side of the graphic. These tools allow you to:

- **Copy the visual** to your clipboard
- **Expand the visual** to a larger, focused view
- **Access more options** by clicking the ellipsis (three dots), such as exporting the underlying data or sharing your current view with others



Drill Down & Hierarchy Navigation Icons



These icons appear on visuals that contain hierarchical data (such as date hierarchies or organizational structures). Here's what each icon does:

1. Drill Up (Upward Arrow)

- Moves up one level in the hierarchy.
- Example: From "Month" back to "Year" in a date hierarchy.

2. Drill Down (Single Downward Arrow)

- Moves down one level in the hierarchy for a selected data point.
- Example: From "Year" to "Quarter" for a specific year.

3. Expand All Down One Level (Two Downward Arrows)

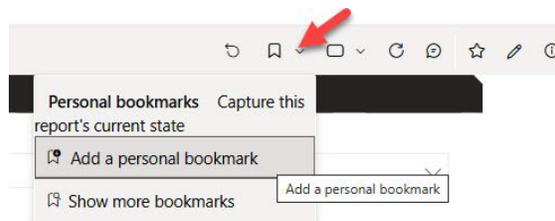
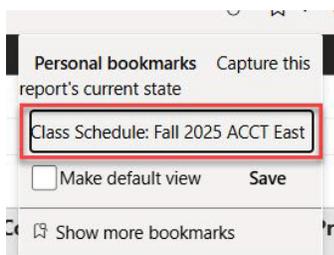
- Expands all data points down one level in the hierarchy.
- Example: Shows all quarters for all years simultaneously.

4. Go to Next Level (Two Downward Arrows with Branching Line)

- Navigates to the next level of the hierarchy across all data points, replacing the current view.
- Example: Switches from viewing "Year" to viewing "Quarter" for all data.

Bookmarks

Click the bookmark icon on the top right of the page and add a personal bookmark. Be sure to give it a descriptive name!



Personal bookmarks let you return to a specific view of the report. You can also set any bookmark as your default view.