Teams for Power BI Desktop Demo Instructions

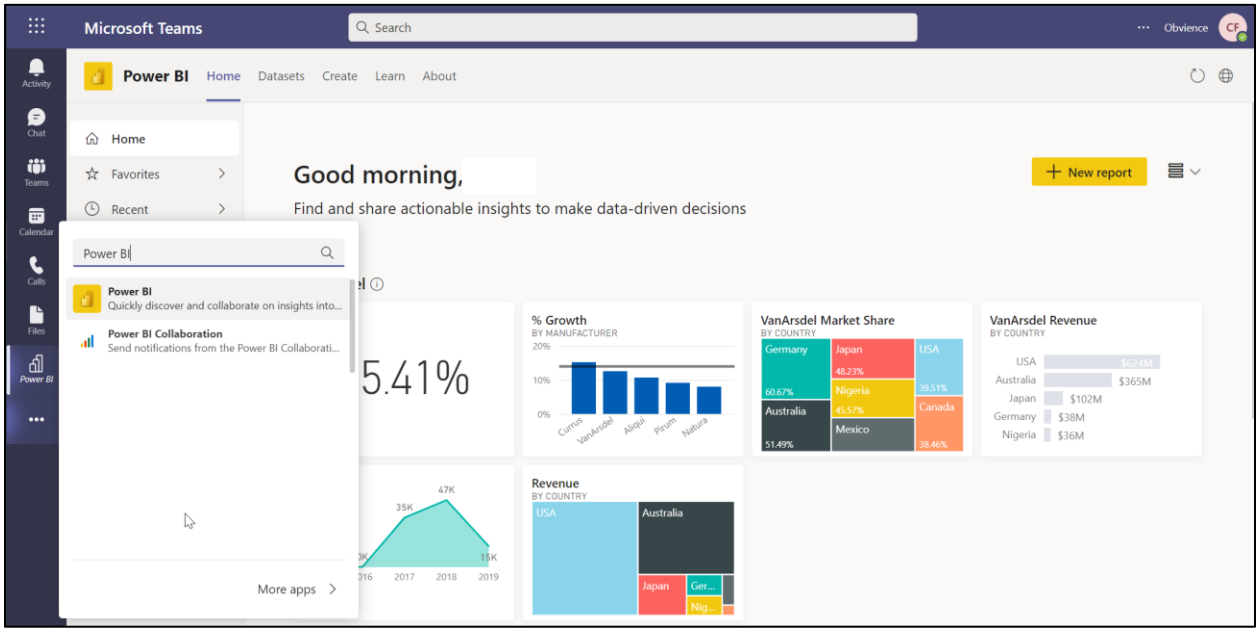
Prerequisites

The following prerequisites and setup must be done for successful completion of this demonstration

- Download a copy of the demonstration assets to your local computer.
- Install Power BI Desktop.
- Install Microsoft Teams

For Power BI to work in Microsoft Teams

- Users must have a
  - Power BI Pro
  - Premium per User license
  - BI Premium capacity with a Power BI license
- Users have signed into the Power BI service to activate their Power BI license
- Users meet the requirements to use the Power BI tab in Microsoft Teams



1. Open Microsoft Teams online
2. Click on the three dots to add Power BI
3. Review the Home tab

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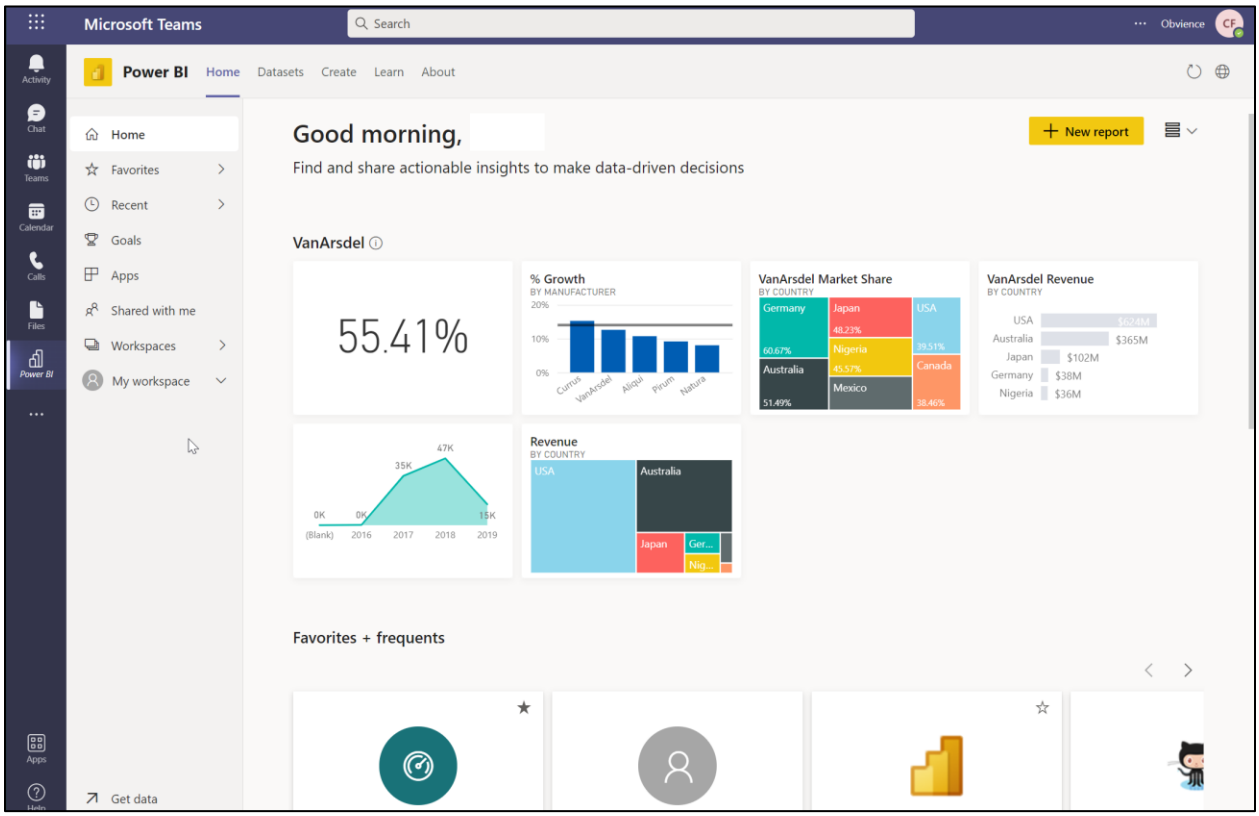
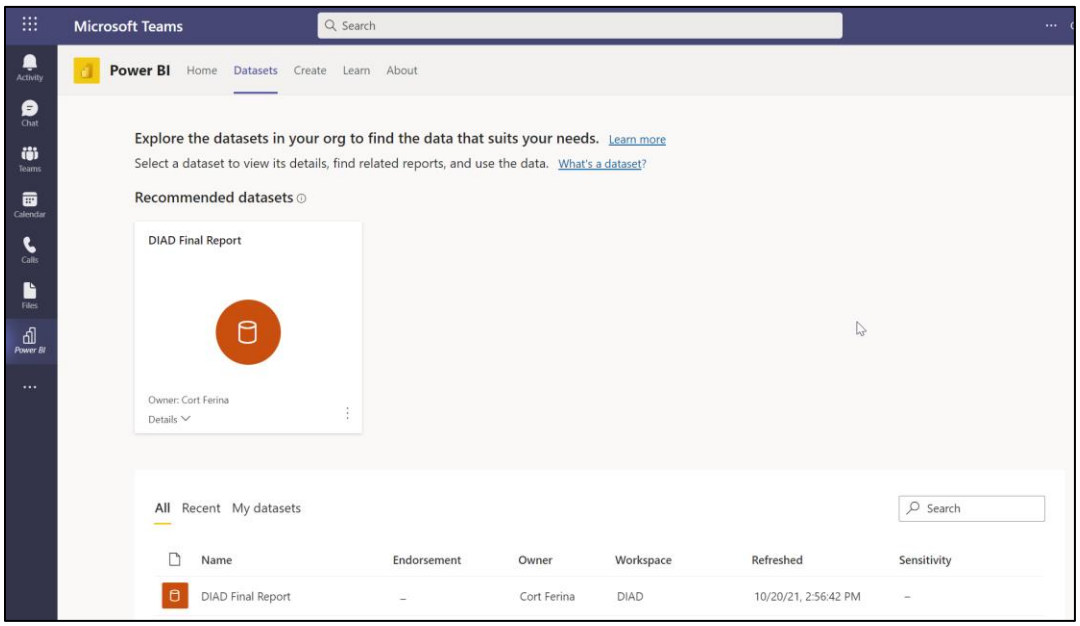


4. Review the Datasets tabs

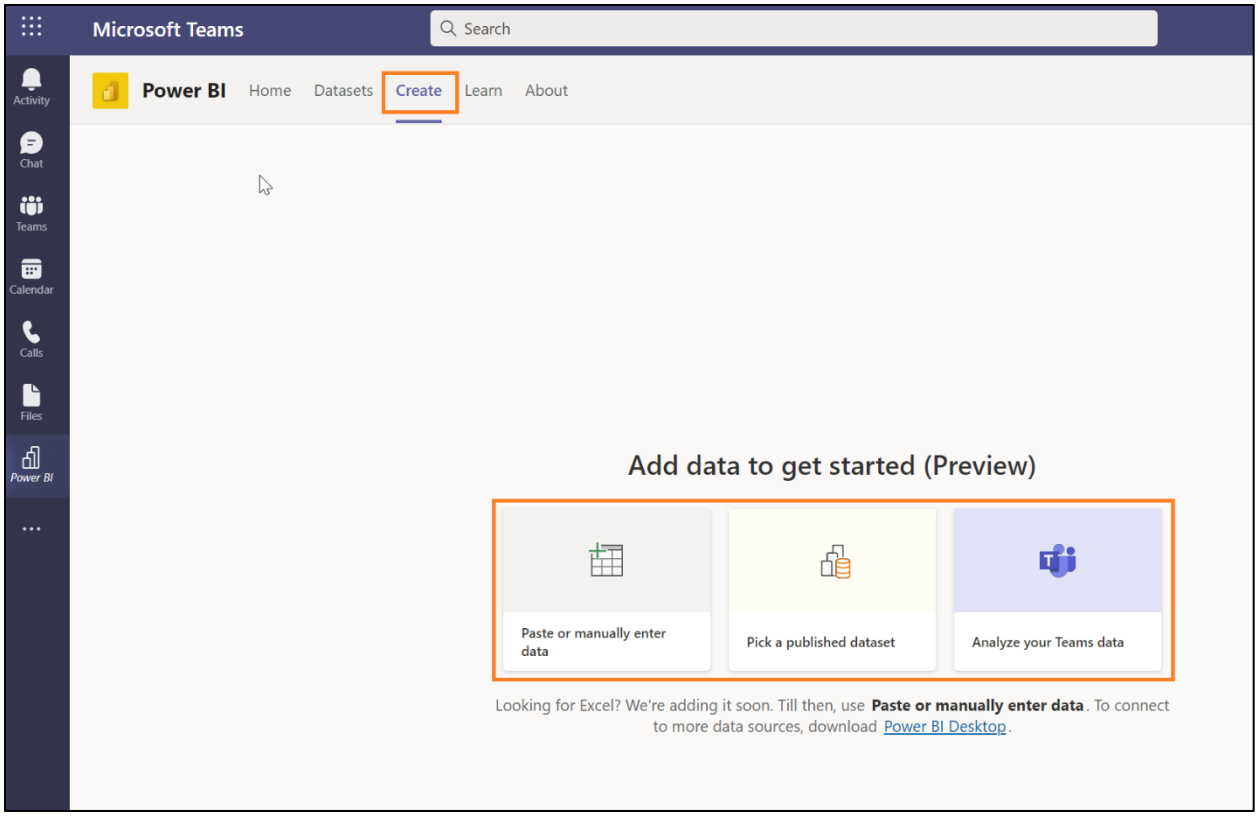


Embed interactive Power BI reports in Microsoft Teams channels and chat

Requirements

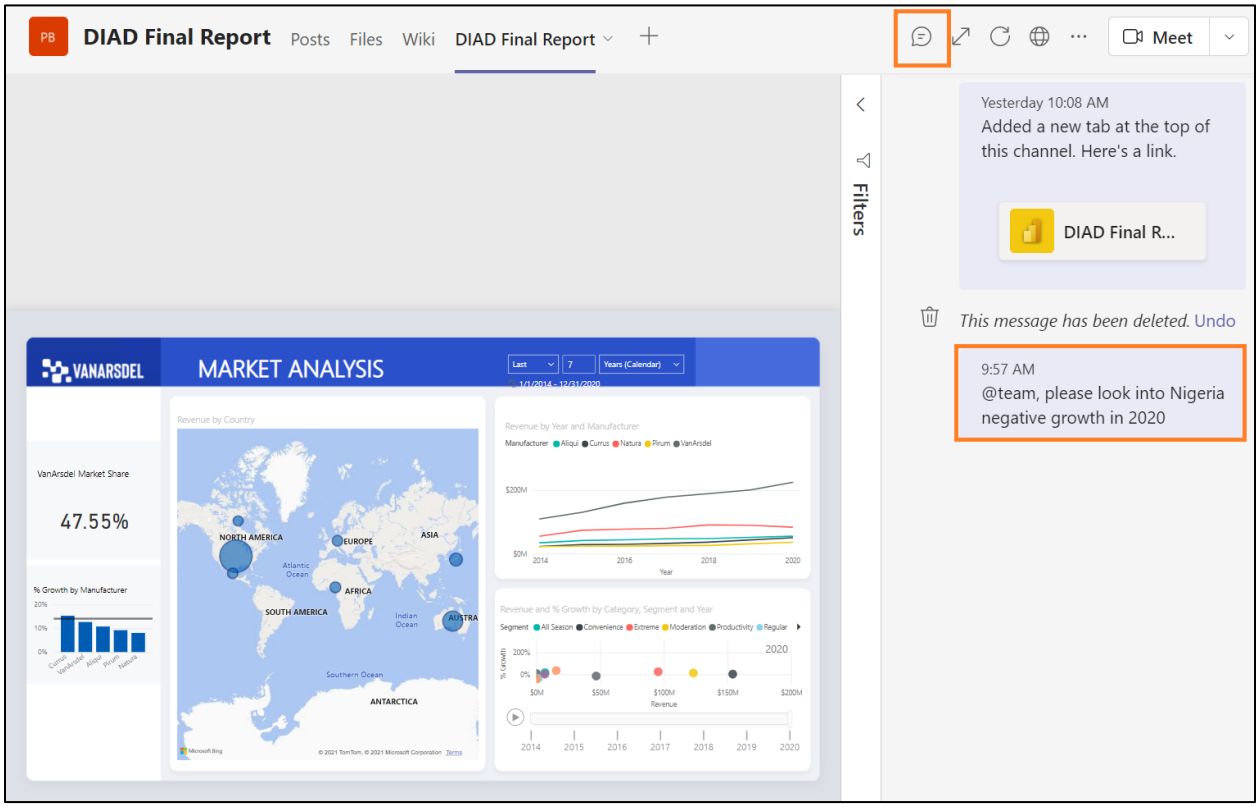
- Microsoft Teams has the Power BI tab
- User must at least have a viewer role in the workspace that host the report
- To see the report in the Power BI tab in Microsoft Teams user must have permission to view the report

5. Walk through the Create tab, discuss different ways to create a report and embed it in the Power BI channel

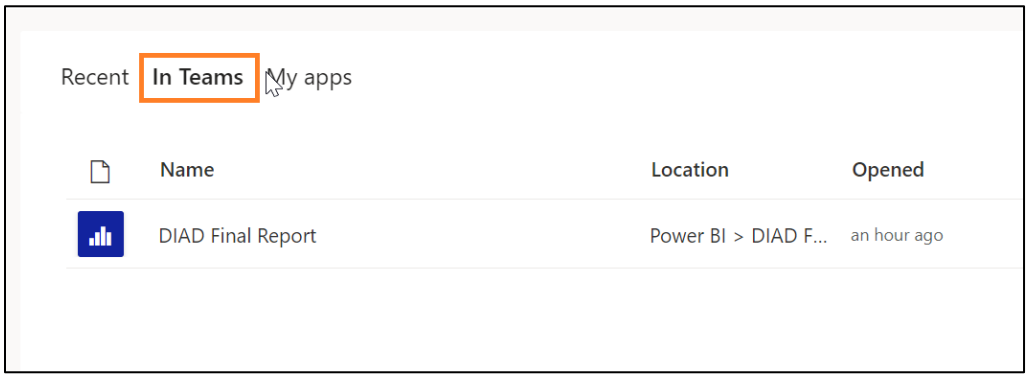


6. Click on Pick a published dataset and select DIAD Final Report
7. An employee has noticed that not all countries performed well in 2020 for VanArsdel, you need to do some investigation
8. Add a slicer for Manufacturer to the canvas, select VanArsdel
9. Add a stacked column chart that shows % Growth by Country
10. Add Year to the filter pane in the Filters on this page well and select 2020
11. In the filters pane expand country and ensure all countries EXCEPT Blank are checked
12. Based on results you see that Nigeria had negative year over year growth

13. You want to share this report with a team member and ask them to look deeper at Nigeria sales
14. Open the chat window and send a message to your team



15. Explain you can easily see all the tabs (reports) have been embedded in the Power BI channel by using the In Teams pivot on the home page



16. Talk about the Learn tab
    a. Learning Center

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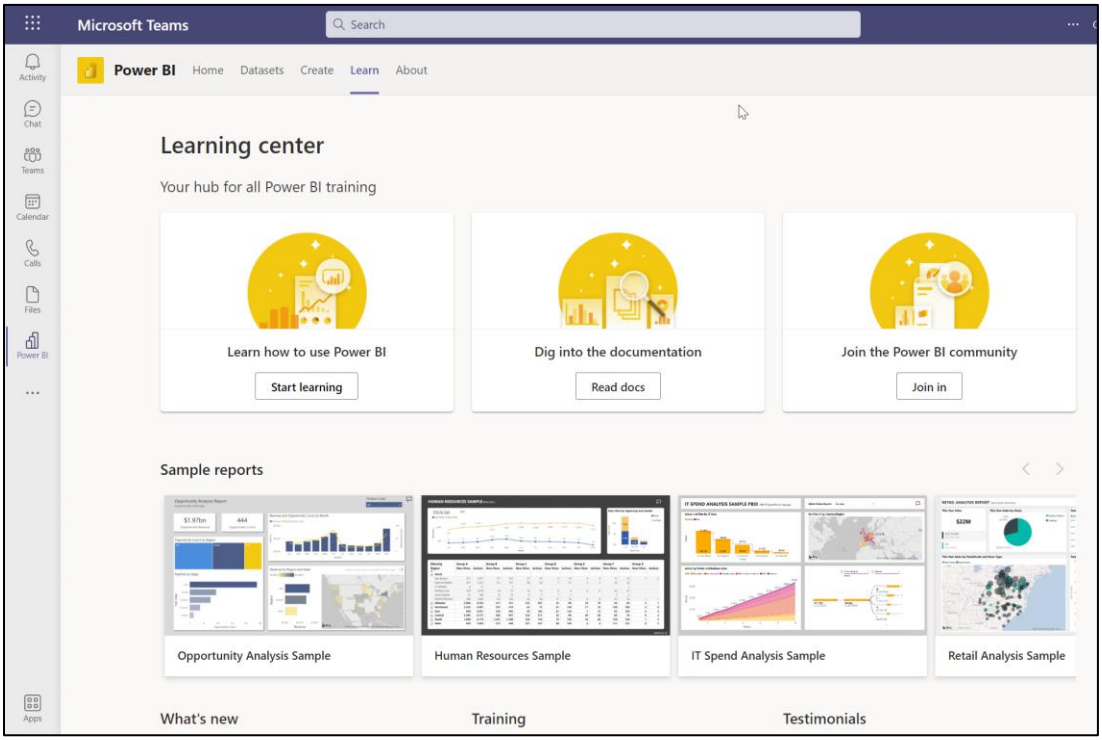
b. Training

c. Sample Reports

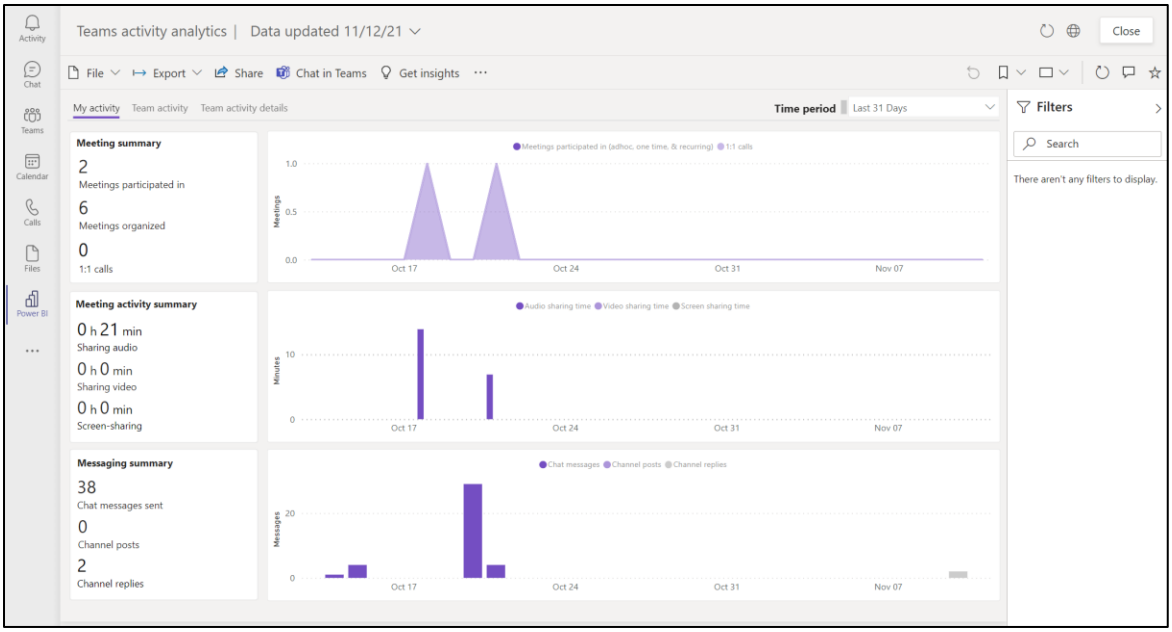
d. What's new



17. Click on the Create tab and talk about analyzing your data in Teams

    a. Show the My activity tab

        i. Show that you can filter by a time period

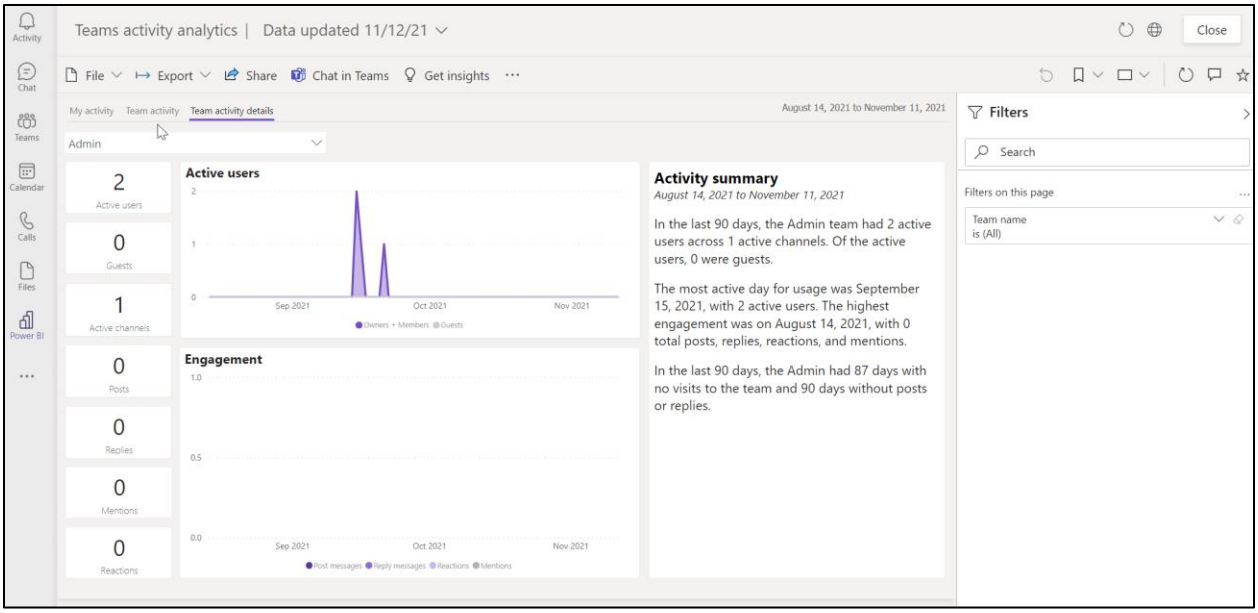


b. Team activity tab

   i. Page is interactive, user can click on an individual team

c. Team activity details

   i. User can filter by different teams


Teams activity analytics | Data updated 11/12/21
Close
File
Export
Share
Chat in Teams
Get insights
My activity
Team activity
Team activity details
August 14, 2021 to November 11, 2021
Admin
2
Active users
0
Guests
1
Active channels
0
Posts
0
Replies
0
Mentions
0
Reactions
Active users
Sep 2021
Oct 2021
Nov 2021
Engagement
Activity summary
August 14, 2021 to November 11, 2021
In the last 90 days, the Admin team had 2 active users across 1 active channels. Of the active users, 0 were guests.
The most active day for usage was September 15, 2021, with 2 active users. The highest engagement was on August 14, 2021, with 0 total posts, replies, reactions, and mentions.
In the last 90 days, the Admin had 87 days with no visits to the team and 90 days without posts or replies.
Filters
Search
Filters on this page
Team name
is (All)