

Create Power BI account to repro Web activity scenarios

Last updated by | Ranjith Katukojwala | Mar 7, 2023 at 11:35 AM PST

This TSG describes an alternative way to sign up for the Power BI service without using the work email account.

To set up a Power BI account first you need to sign up for Microsoft 365 trial and create a work account and then you can use that new work account to sign up for the Power BI service. You will be able to use the Power BI even after the Microsoft 365 trial expires.

Having an M365 or PowerBi account may be helpful when

ADF

You are trouble shooting activities that connect to PowerBi that require Admin configuration changes such as a Web Activity connecting using MFA.

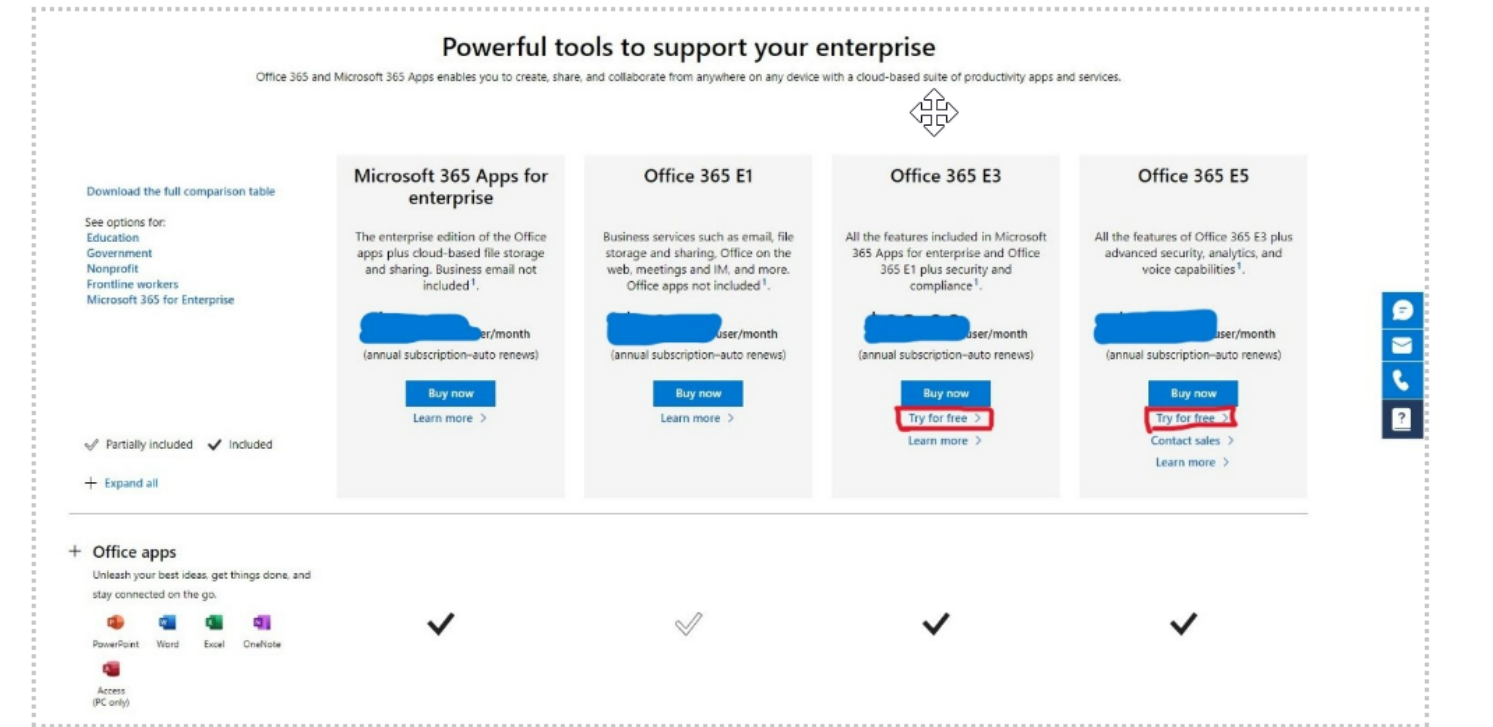
Purview

Troubleshooting/Repro PowerBi Data Source issues

Troubleshooting/Repro M365 Compliance Labeling

Please follow the steps below to sign up for the Microsoft 365 trial.

Step 1: Go to Microsoft 365 website. Since commercial email accounts like Gmail/Hotmail will not work with Microsoft 365, you will need to create a new account that will work. That email account will look something like xxxxx@onmicrosoft.com.



Step 2: Click on "Try for free" on either Office 365 E3 or Office 365 E5. If you are troubleshooting Purview Labeling, select E5. If you select Office 365 E5 your trial will include Power BI Pro trial as well, but it will expire at the same time as your Office 365 E5 trial i.e., currently 30 days. But if you select Office 365 E3 you will be able to sign up for Power BI as a free user and upgrade to Premium Per User for a 60-day trial. For more information see Power BI Premium Per User.

Step 3: Now enter your email address and click "Next", it will check if your email address works, or you will need to create a new account.

Microsoft

Office 365 E3
One month free with payment details

About you Sign-in details Complete & get started

Let's get you started

Enter your work or school email address. We'll check if you need to create a new account for Office 365 E3.

Email
example@gmail.com

Next

What is Office 365 E3?

Fully installed Office apps for PC and Mac

Word Excel PowerPoint Outlook Access Publisher (PC Only) (PC Only)

Premium services

Teams OneDrive SharePoint Yammer

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial details

25 users allowed in 1-month free trial

Step 4: Now in the next screen click on "Set up account"

Microsoft

Office 365 E3
One month free with payment details

About you Sign-in details Complete & get started

Let's get you started

Looks like you need to create a new account. Let's get you started!
Continue as example@gmail.com

Set up account Change my email

What is Office 365 E3?

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Other benefits

Step 5: Enter your Name, phone number and other information and click on "Next".

The screenshot shows the Microsoft Office 365 E3 sign-up page. The header includes the Microsoft logo and the text 'Office 365 E3' and 'One month free with payment details'. A progress bar at the top indicates three steps: 'About you' (current), 'Sign-in details', and 'Complete & get started'. The main section is titled 'Tell us about yourself' and contains several form fields: 'First name', 'Middle name (Optional)', 'Last name', 'Business phone number', 'Company name', 'Company size' (a dropdown menu with 'Select one from below'), 'Country or Region' (a dropdown menu with 'United States'), and a 'Next' button. To the right, there is a section titled 'What is Office 365 E3?' which lists 'Fully installed Office apps for PC and Mac' (with icons for Word, Excel, PowerPoint, Outlook, Access, and Publisher), 'Premium services' (with icons for Teams, OneDrive, SharePoint, and Yammer), and 'Other benefits' (including unlimited personal cloud storage, email hosting, and online & desktop versions of Office applications). A 'Trial details' section at the bottom right states '25 users allowed in 1-month free trial'.

Step 6: Select a method (text or call) to get the verification code on the phone number you entered.

The screenshot shows the Microsoft Office 365 E3 sign-up page, Step 6: Verification. The header and progress bar are the same as in Step 5. The main section is titled 'Tell us about yourself' and includes a sub-header 'A text or phone call helps us make sure this is you. Enter a number that isn't VoIP or toll free.' Below this, there are two radio buttons: 'Text me' (selected) and 'Call me'. There is a 'Country code' dropdown menu with '(+1) United States' and a 'Phone number' field with a blue mask. Below these, there is a text input field for 'Enter your verification code' and a 'Verify' button. A link 'Didn't get it or need a new code? Try again.' is also present. To the right, the 'What is Office 365 E3?' section is the same as in Step 5, but the 'Other benefits' section now includes 'Unlimited personal cloud storage with qualifying plans'. The 'Trial details' section remains the same.

Step 7: Once the number is verified you will get to the sign-in details page. In this page enter the username and domain name of your choice (you need to make sure that this username and domain name is available) for your account and click on save. Select a strong password and then click on "Next."

Microsoft

Office 365 E3
One month free with payment details

About you Sign-in details Complete & get started

How you'll sign in

This username is what you'll use to sign in each time you use your apps. The domain name is a suggestion. You can change your domain now, or later at any time with your own custom domain.

Username: [redacted] Domain name: delvig.onmicrosoft.com Save

Password: [redacted]

Confirm password: [redacted]

By selecting **Next**, you agree to our [trial agreement](#).
I understand that Microsoft may contact me about my trial.
I will receive information, tips, and offers about solutions for businesses and organizations, and other Microsoft products and services. [Privacy Statement](#).

☐ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, view the [Privacy Statement](#).

Next

What is Office 365 E3?

Fully installed Office apps for PC and Mac

Word PowerPoint Outlook Access Publisher (PC Only) (PC Only)

Premium services

Teams SharePoint OneDrive Yammer

Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
- Free FastTrack deployment support with 150+ seats

Trial details

25 users allowed in 1-month free trial

Step 8: The confirmation page will open now with your new account information. A confirmation email will also be sent to your personal email account. Click on "Get Started."

Microsoft

Office 365 E3
One month free with payment details

About you Sign-in details Complete & get started

Confirmation details

Thanks for signing up for Office 365 E3

Your username is delvig.onmicrosoft.com

We've sent a confirmation email to delvig@gmail.com

Get Started Manage your subscription

What is Office 365 E3?

Fully installed Office apps for PC and Mac

Word PowerPoint Outlook Access Publisher (PC Only) (PC Only)

Premium services

Teams SharePoint OneDrive Yammer

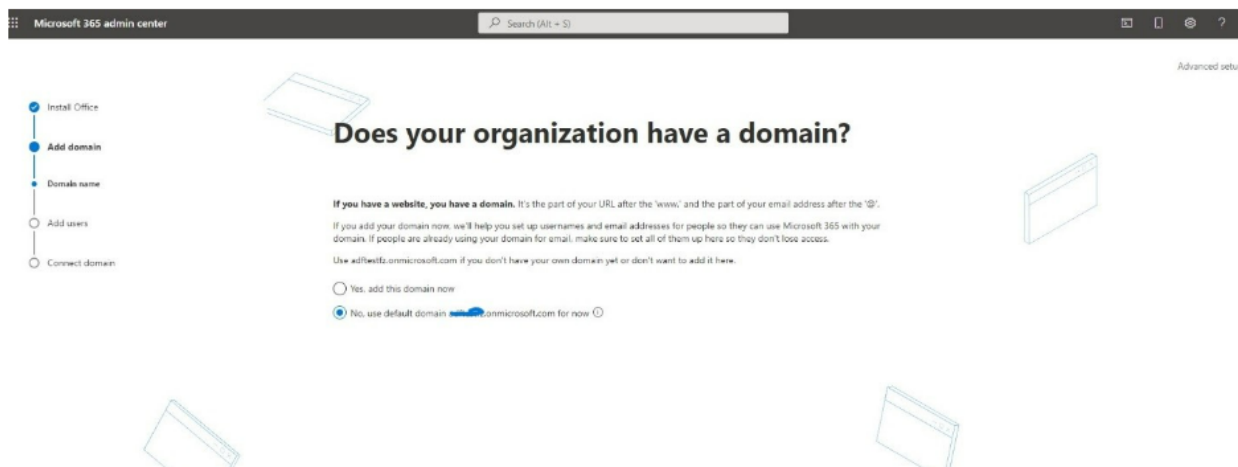
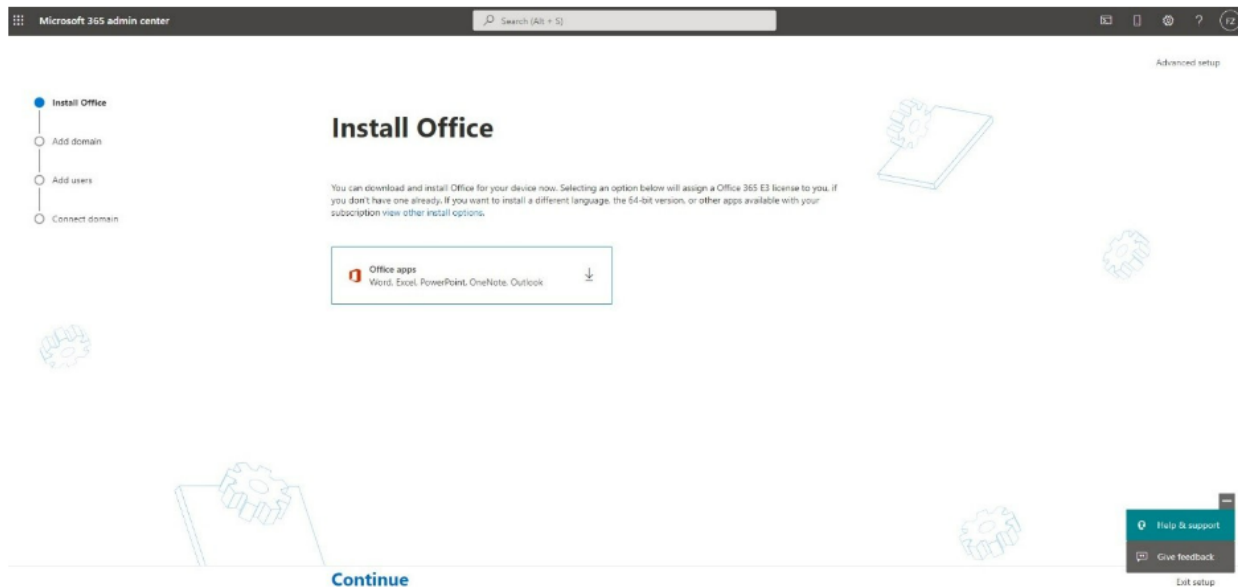
Other benefits

- Unlimited personal cloud storage with qualifying plans
- Email hosting with 100 GB mailbox
- Online & desktop versions of Office applications
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Trial details

25 users allowed in 1-month free trial

Step 9: You will be directed to the Microsoft 365 admin center, click on continue. In the next screen select "No, use default domain xyz.onmicrosoft.com for now" option to use the domain you created and click on "Use this domain" at the bottom.



Step 10: You will now be directed to the page to add additional users and assign license. You can add additional users to this domain if you want or just click on "Do this later" to continue.

Microsoft 365 admin center

Search (Alt + S)

Advanced setup

Add users and assign licenses

Total Office 365 E3 licenses: 25
Licenses remaining: 24
Users you add here will be assigned a license for Office 365 E3. [View all users](#)

To replace adffestfz.onmicrosoft.com, go back and add your own domain. Add your domain before you add users, so you don't have to set them up twice.

First name	Last name	Username
Fariha	Zainab	adffestfz.onmicrosoft.com
		adffestfz.onmicrosoft.com
		adffestfz.onmicrosoft.com
		adffestfz.onmicrosoft.com
		adffestfz.onmicrosoft.com

☒ Send passwords of new users to my email address.

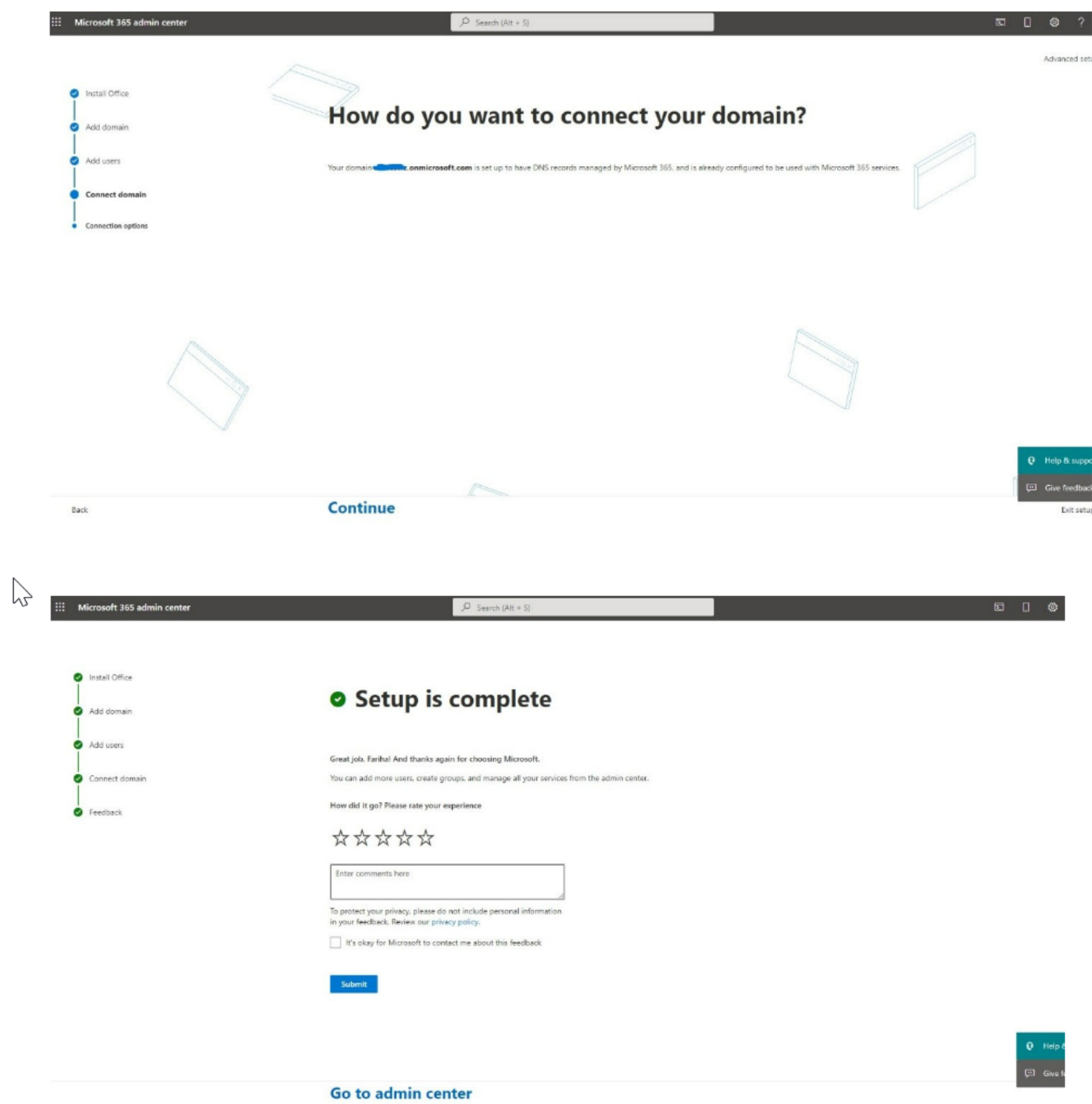
Your email address
adffestfz.onmicrosoft.com

Back

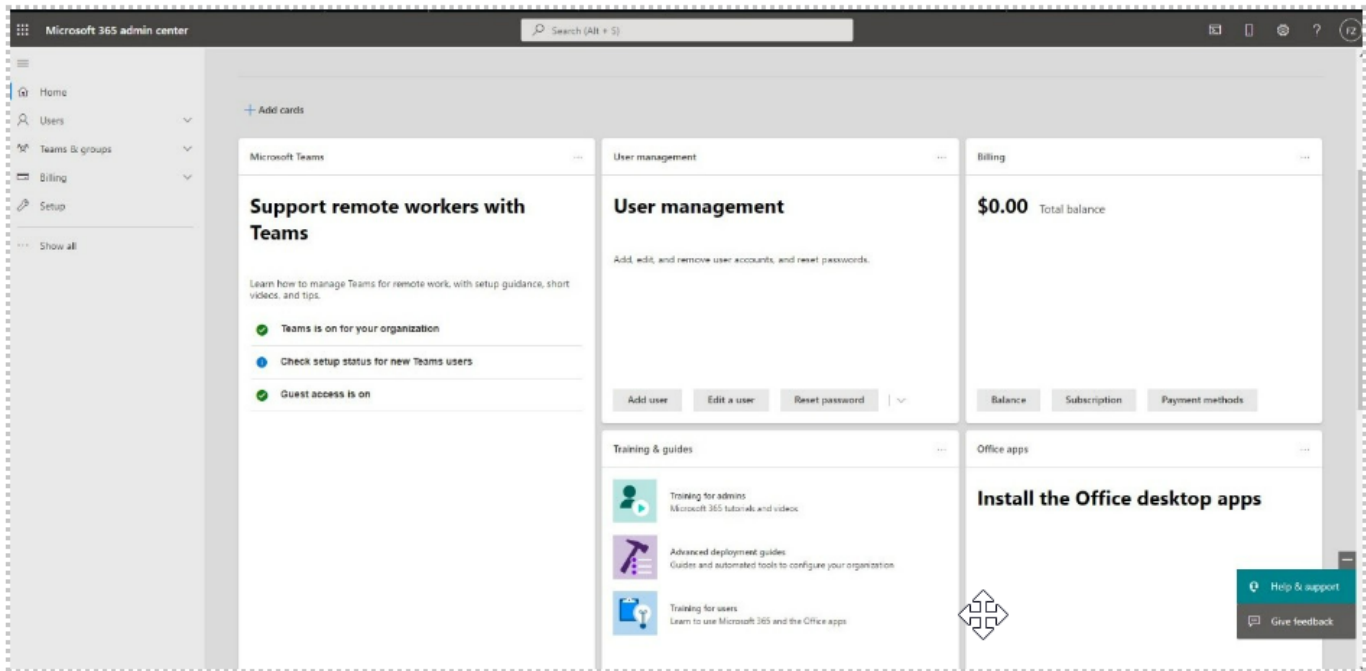
Do this later

Help & support
Give feedback
Exit setup

Step 11: Now your domain is set up. Click on continue and then click on “Go to admin center” on the next page to open Microsoft 365.

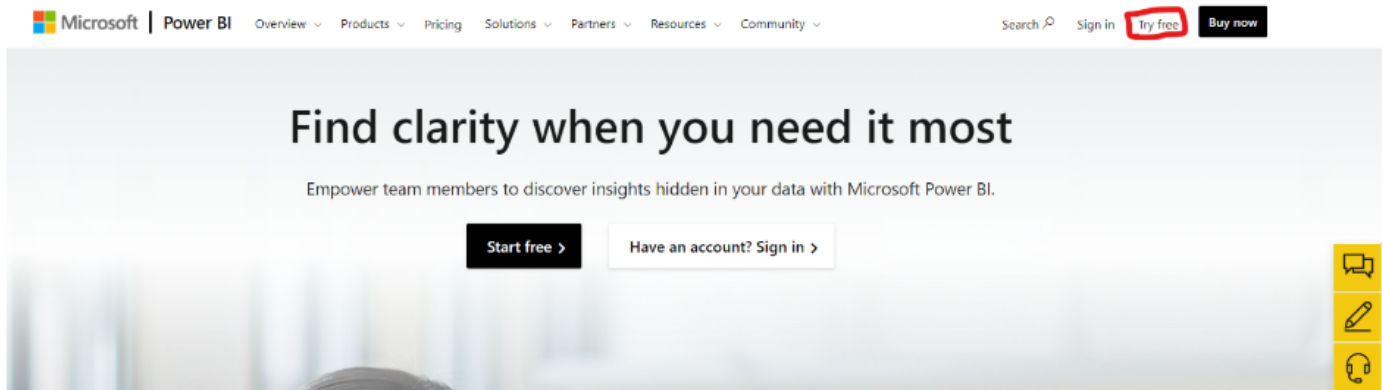


Your Microsoft 365 is all set.





Now that we have created a workspace in Microsoft 365, If you selected the M365 E3 license, next we are going to set up a Power BI account. If you selected the M365 E5 license, skip to Step 6.

Step 1: Go to Power BI portal and click on "Try free" on the upper right corner.



Step 2: Now enter the Microsoft 365 account you just created above and click on "Next" and then click on "Sign in".



Thank you for choosing **Microsoft Power BI**

- 1** Let's get you started
Enter your work or school email address, we'll check if you need to create a new account.

By proceeding you acknowledge that if you use your organization's email, your organization may have rights to access and manage your data and account.
[Learn More](#)
- 2** Your account info
- 3** Confirmation details

Step 3: Now select the country from dropdown and enter your phone number and click on "Get Started".

Thank you for choosing **Microsoft Power BI**

1 Setting up your account

2 Your account info

Hi **Fariha**.

We need just a little more information before you get started

[redacted]@[redacted].onmicrosoft.com

Your country or region
United States

Phone number
[redacted]

I understand that Microsoft may contact me about my trial.

I will receive personalized information, tips and offers about Solutions for Businesses and Organizations and other Microsoft products and services. [Privacy Statement](#)

☒ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, view the [Privacy Statement](#).

By choosing **Get started**, you agree to our [terms and conditions](#) and [privacy statement](#).

Get started

3 Confirmation details

Step 4: Now confirm your user id in the confirmation details and click on "Get Started".

Thank you for choosing **Microsoft Power BI**

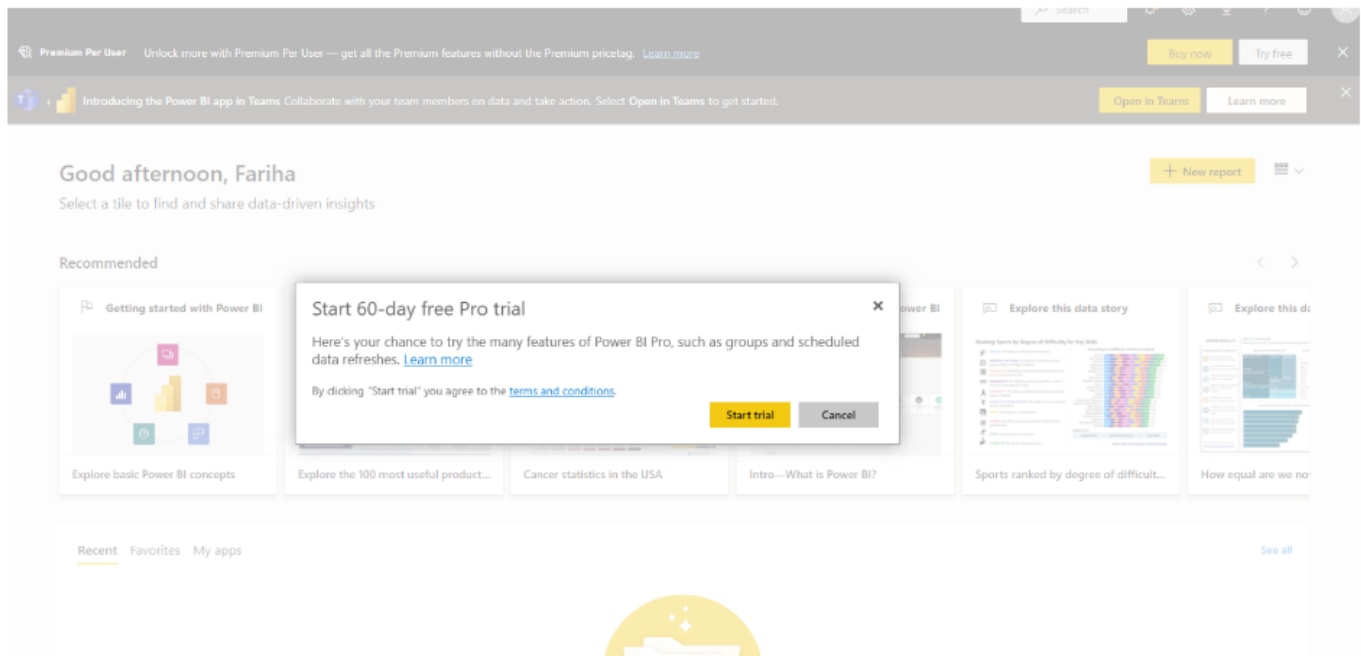
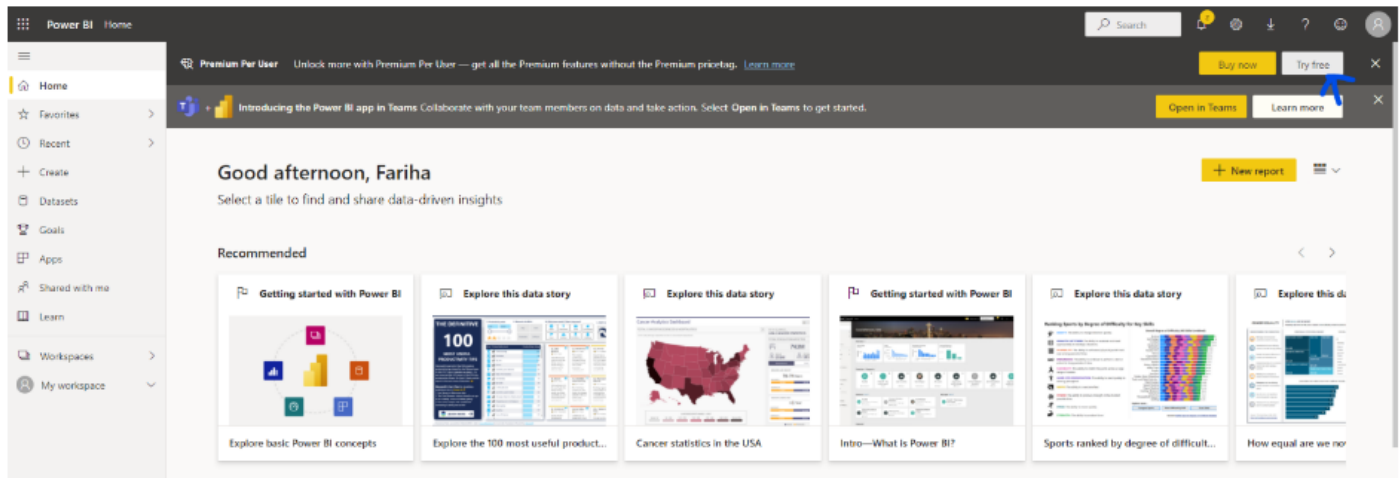
- 1 Setting up your account
- 2 Thanks for creating an account with us, Fariha
- 3 Confirmation details

Thanks for signing up.

Your user ID is [redacted]@[redacted].onmicrosoft.com.

[Get Started](#)

Step 5: You have a Power BI account set up now. You will see a pop up on top for the free trial of the Premium per use. Click on "Try free" and then "Start trial" on the next pop up.



Step 6: Now enter your details and click on “Start my free trial”. This will give you a free trial of all Power BI paid features for 60 days so you can navigate Power BI freely. For more information about Premium Per User (PPU),

see Power BI Premium Per User. Graphical user interface, text, application, email

The screenshot shows the Power BI 'Just one last step' registration form. The form is titled 'Just one last step' and asks the user to provide details to get started. It includes fields for Email, Country/region, and Phone number. Below the form, there is a checkbox for receiving personalized information and a 'Start my free trial' button. The background shows the Power BI home page with a 'New report' button and a data story titled 'Explore this data story'.

Just one last step

Provide your details below so that we can help you get started.

Email *

[Redacted]@[Redacted].onmicrosoft.com

Country/region *

United States

Phone number *

[Redacted]

*** Required field**

I will receive personalized information, tips, and offers about Power BI, Solutions for Businesses and Organizations and other Microsoft products and services. [Privacy Statement](#)

Microsoft may contact you about your trial.

Start my free trial

You are all set now to use Power BI trial account.

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