[Company name]

Publishing

[Document subtitle]
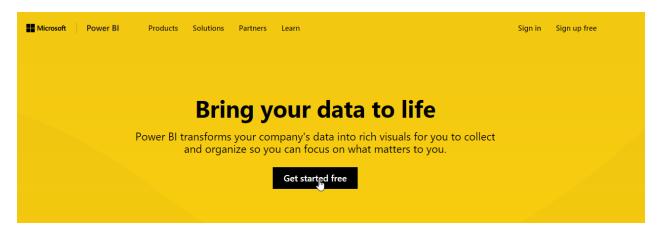
Steven Renders
[Date]

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Step 04 Publishing

You can continue to work on your previous Power BI Desktop file, or you can start with this file: Step 02 <mark>Step 04 Publishing - START.pbix</mark>
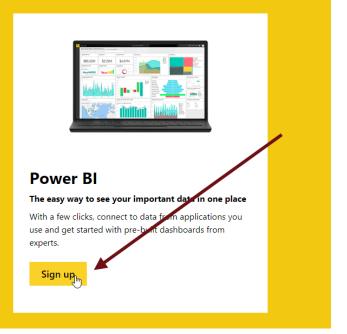
Create a Power BI Account

Open your browser and go to:

https://powerbi.microsoft.com/en-us/

Microsoft Power BI

Get started

Enter your work email address

Sign up →

If you don't have an account yet, enter an email address to create a free account. In case your email address is not accepted, for the purpose of this hands-on lab, you can sign up for a trial Office 365 account here:

https://products.office.com/en-us/try

Try Office 365 for free

Office 365 Home trial includes

- Fully installed Office 2016 versions of Word, Excel, PowerPoint, Outlook, and more.
- Installation on up to 5 PCs or Macs.
- Office mobile apps on up to 5 tablets and 5 phones.
- 1 TB of OneDrive cloud storage per user, for up to 5 users.

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Credit card required. After your 1-month free trial, Office 365 Home is $99.99 per year. Cancel anytime. ⓘ

Office 2016 apps—even better with Office 365

Once you have an O365 account, use that email address to sign up for Power BI.

Publish your .pbix

In Power BI Desktop, select the Publish button:

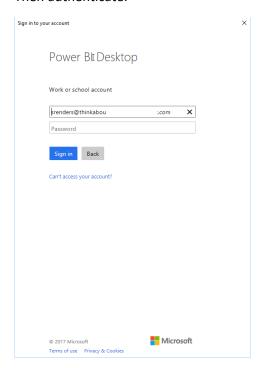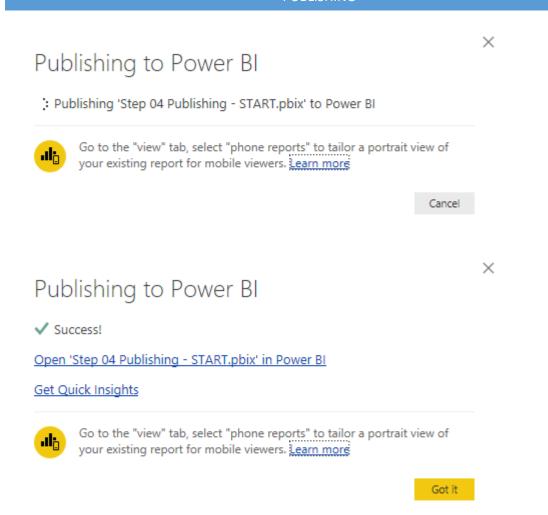Enter the email address you used for the Power BI website:
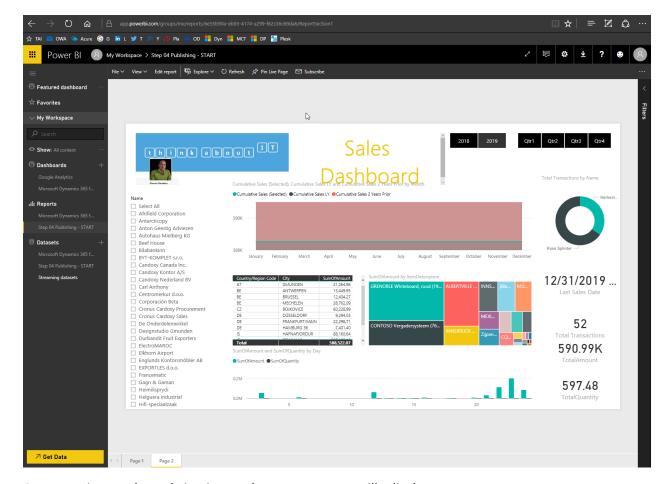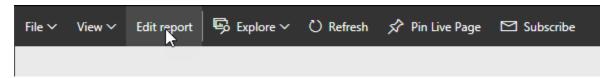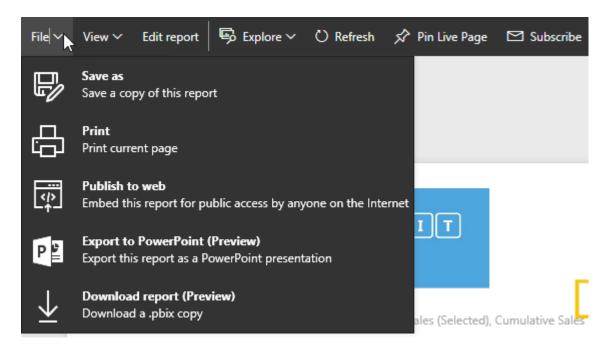

Then authenticate:

Click the link in the message, or go to the power bi website and login. You will see your report there:

As you notice, on the website, in your browser, you can still edit the report:

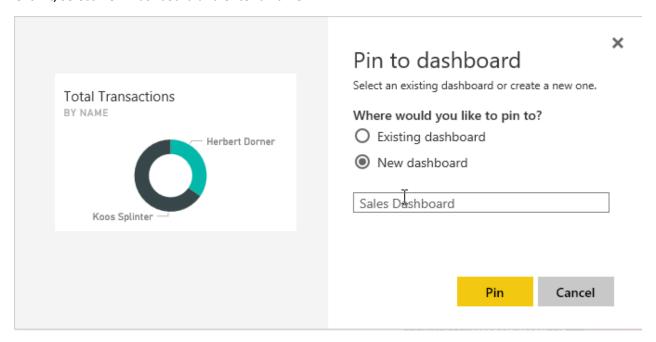In the File menu, there are several other options:
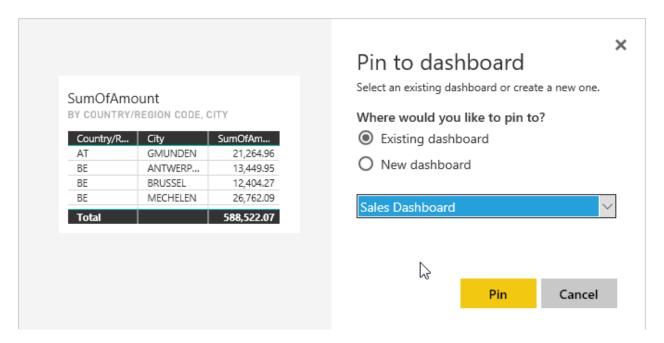
Create a Dashboard

On any of the visuals in your report, you can use the pin icon to pin (or add) it to a dashboard:
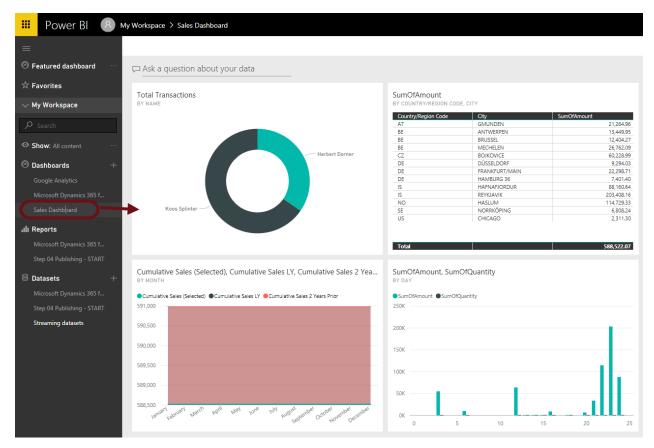

Click it, select New Dashboard and enter a name:

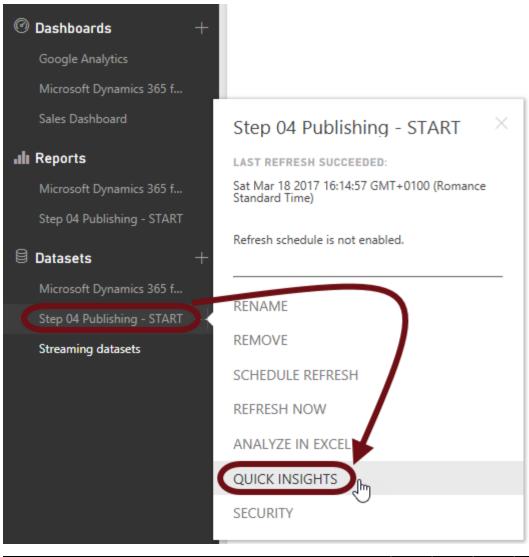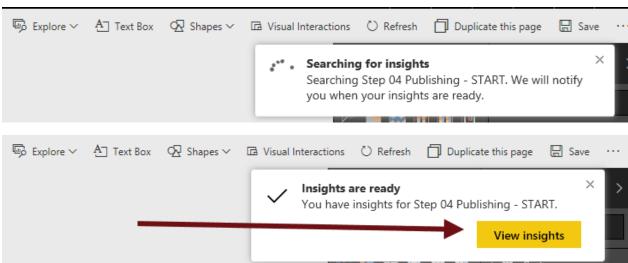Then repeat this for other report parts you want to add to the Sales Dashboard:

On the left side, in the menu, under Dashboards, you will now see your Sales Dashboard:
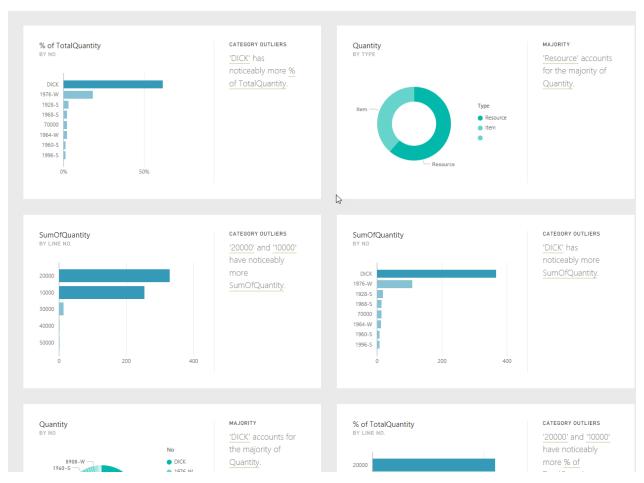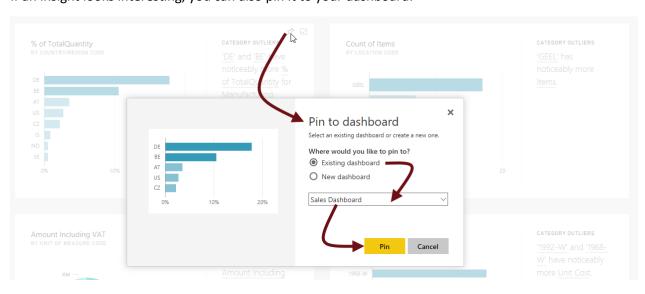

Get Insights

Select Quick Insights on your dataset:

Quick Insights for **Step 04 Publishing - START** ↻

A subset of your data was analyzed and the following insights were found. Learn more

If an insight looks interesting, you can also pin it to your dashboard:

Test Phone Layout

At the right top select the button with the three dots: