

*Microsoft Power BI Desktop  
Installation Guide*

ADVANCED LEARNING SINGAPORE

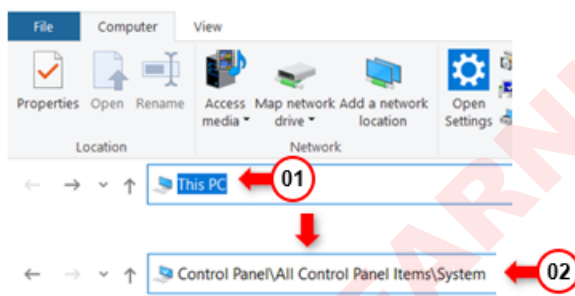
#### Check Windows Version

- 01 Press **Win-E** to start **Windows Explorer**.

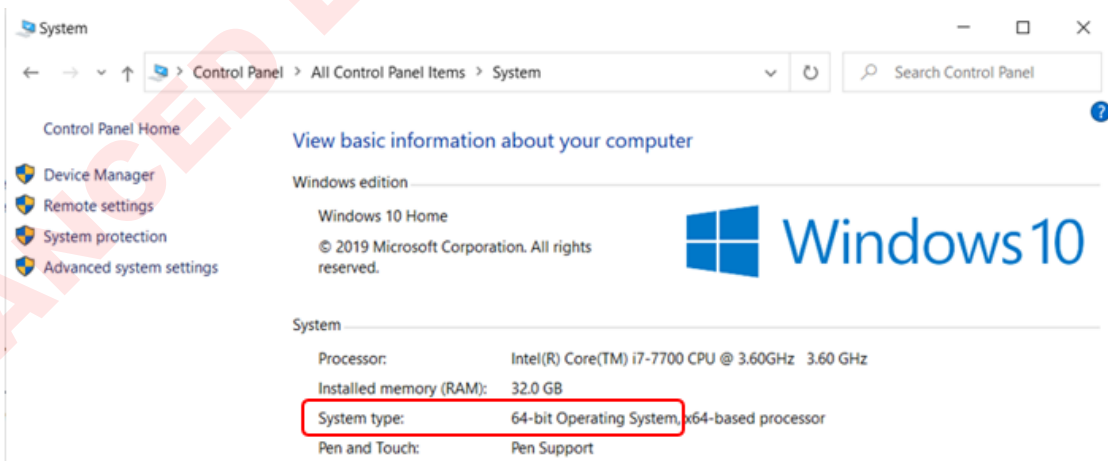


- 02 Highlight the existing path in the **Address bar**, type the following and then **press Enter**.

**Control Panel\All Control Panel Items\System**



- 03 Note down the **Operating System** type, either **32-bit** or **64-bit**.



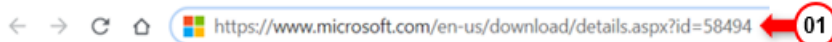
- 04 Close the **Window**.

## Download Power BI

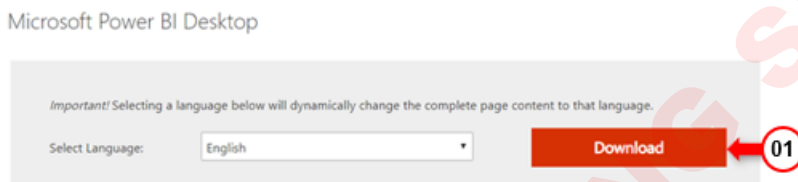
01 **Start Google Chrome** or any Internet browser.

02 **Click** in the **Address bar**, **type** the following address and then **press Enter**.

<https://www.microsoft.com/en-us/download/details.aspx?id=58494>



03 **Click** the **Download** button.



04 **Do** one of the following:

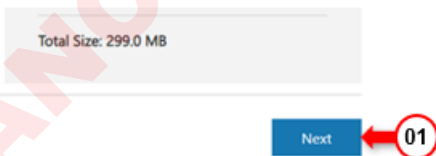
If your Operating System type is **32-bit**, **check** the “**PBIDesktopSetup.exe**” checkbox.



If your Operating System type is **64-bit**, **check** the “**PBIDesktopSetup\_x64.exe**” checkbox.



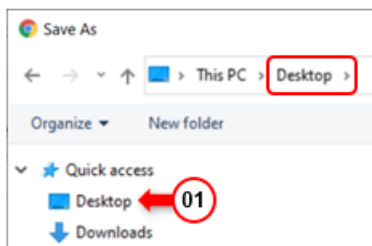
05 **Click** the **Next** button. *The Save As dialog appears.*



## 4

### Microsoft Power BI Desktop Download and installation instruction

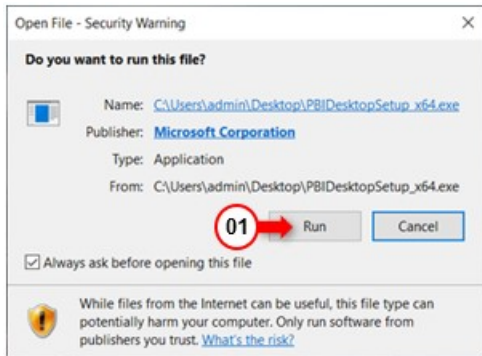
- 06 In the **Save As** dialog, **locate** and **select** the **Desktop** and then **click Save**. *The download will start.*



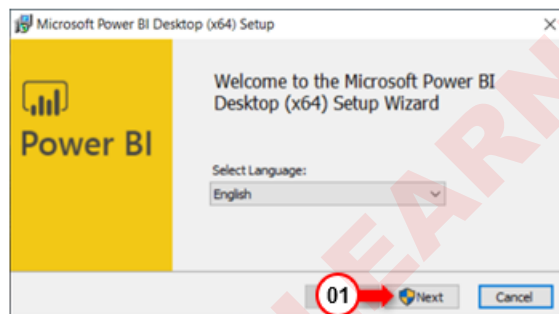
- 07 Once the download has completed, **close** the **Browser**.

## Installing Power BI

- 01 On the **Desktop** locate either “PBIDesktopSetup.exe” or “PBIDesktopSetup\_x64.exe” and **double-click** on it to start the installation.
- 02 When the **Security Warning** dialog appears, **click the Run** button.

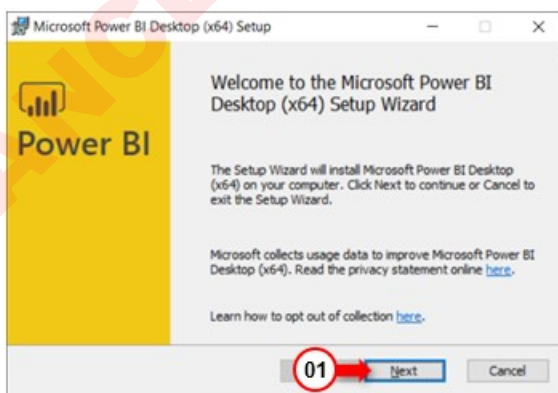


- 03 **Click Next.**



- 04 **Click Yes.**

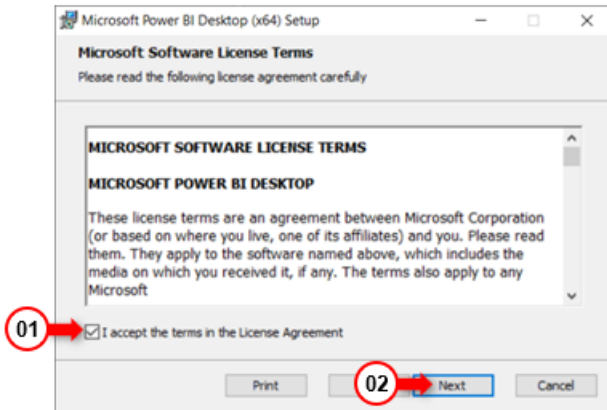
- 05 **Click Next.**



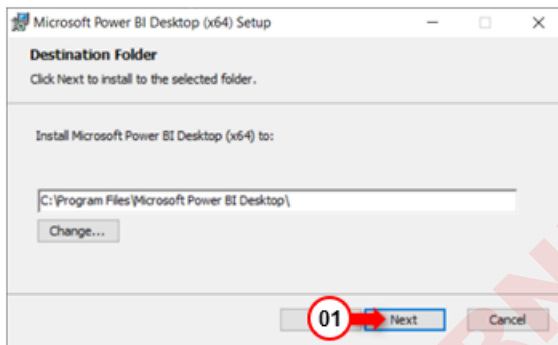
# 6

## Microsoft Power BI Desktop Download and installation instruction

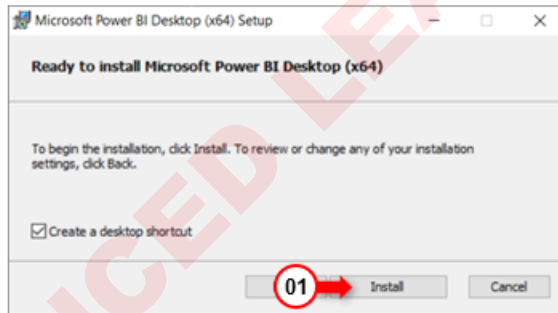
06 Check the “I accept the terms in the License Agreement” checkbox and the click **Next**.



07 Click **Next**.



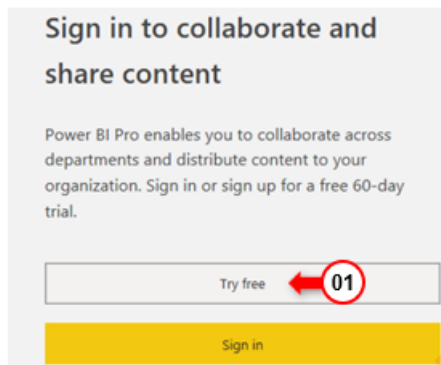
08 Click **Install**. *The installation will start.*



09 **Click Finish.**

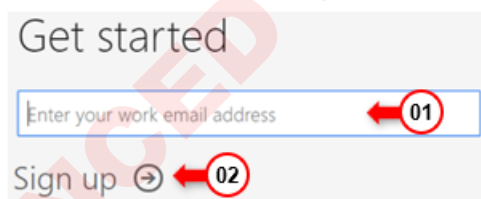


10 **Click Try free.**



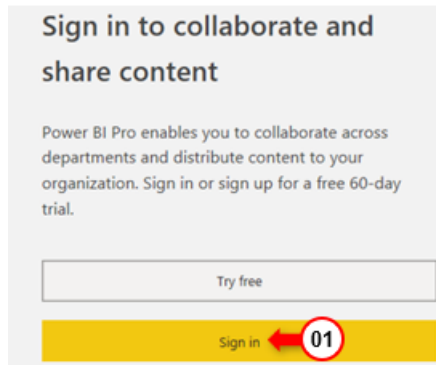
11 **Enter your work email in the box and then click Sign up.**

Note: You cannot use your personal email to sign up, must be a valid work email, otherwise they will reject your sign up.



12 **Follow the instruction** to complete the signing up.

- 13 Once sign up has **completed** and **validated**, returns to **Power BI Desktop** and **click Sign in**.



- 14 Enter your **work email** you've used to sign up for Power BI and **click Sign In**.



- 15 Enter your **password** you've used to sign up for Power BI and **click Sign in**.



- 16 Once sign in successfully, your sign in name will appear at the top-right of Power BI window.

