weeks following the Intro to uHoo Analytics training.

Accessing the uHoo Analytics Dashboard via Power Bl

The uHoo Analytics Dashboard is supported by the Power BI app. You may access the uHoo Analytics

Step 1: If you don't have the Desktop App version of *MS Teams*, <u>download it here</u>.

Step 2: Launch *MS Teams* app and click the **Apps** icon at the bottom of the menu on the right. In the *Search* box at the top, type **Power BI** and click the **Open** button to the right of the *Power BI* result.



Figure 1 - Screenshot demonstrating launching MS Teams app, searching, and clicking the Power Bi option



Accessing Power Bl via Outlook

Step 1: Open MS Outlook email in your browser.

Step 2: Click the "waffle" icon (App Launcher).

Figure 5 - Screenshot of browser version of MS Outlook waffle icon

Step 3: In the search box tha47 mStep 1