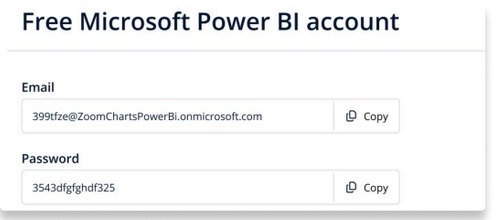
How to Set Up a Free Microsoft Account and Access ZoomCharts Visuals in Power BI Desktop

This guide explains how to set up the free Microsoft account provided by ZoomCharts for Data Challenge participants. The account allows you to use Power BI Desktop and access ZoomCharts Drill Down visuals to explore their features and build Power BI reports.

Step 1: View Your Microsoft Account Credentials

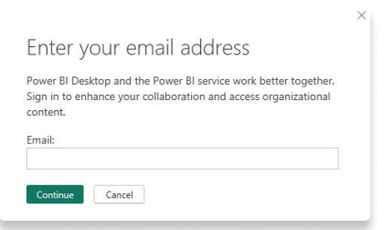
Open your ZoomCharts dashboard to review your assigned Microsoft account credentials:

- Email address
- Temporary password



Step 2: Sign in to Power BI Desktop

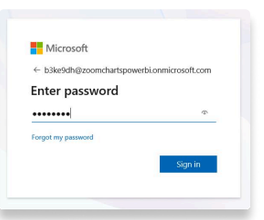
1. Open Power BI Desktop on your computer.
2. Click **Sign in** in the top-right corner of the application.
3. Enter the ZoomCharts email address provided to you and select **Continue**.
4. Click option **Use another account**, and again enter ZoomCharts email address provided to you and click **Next**.



Step 3: Set Your Password

1. When prompted, enter the current password provided in your dashboard.
2. Create a new password and confirm it.

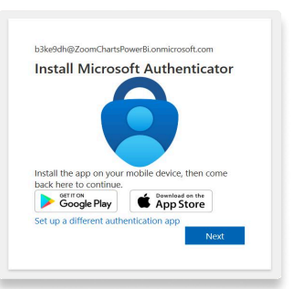
⚠ Make sure you remember your new password, as you will need it each time you sign in to Power BI.



Step 4: Set Up Multi-Factor Authentication (MFA)

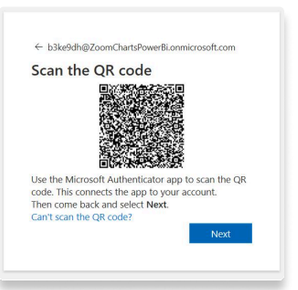
You will be required to set up **Multi-Factor Authentication (MFA)**. Do not skip this step, as MFA is required to recover your password if you forget it.
Using **Microsoft Authenticator**

a. After setting your new password, click **Next**.
b. Choose your authentication method (default is Microsoft Authenticator) and select Next.



Complete Setup on Your Mobile Device

1. Install or open the Microsoft Authenticator app on your phone.
2. Tap the plus (**+**) button in the top-right corner to Add account.
3. Choose **Work or school account**.
4. Select **Scan a QR code**.
5. Scan the QR code displayed on your computer screen.
6. Select **Next** to complete the setup.
7. You will be asked to enter a **confirmation code**, which you will find in your mobile device authentication app.



You're All Set!

You can now start building Power BI reports with ZoomCharts! The **Visualization pane** will automatically include some visuals.

If any visuals you need are missing, you can install them from the marketplace by selecting "**Get more visuals**."

