

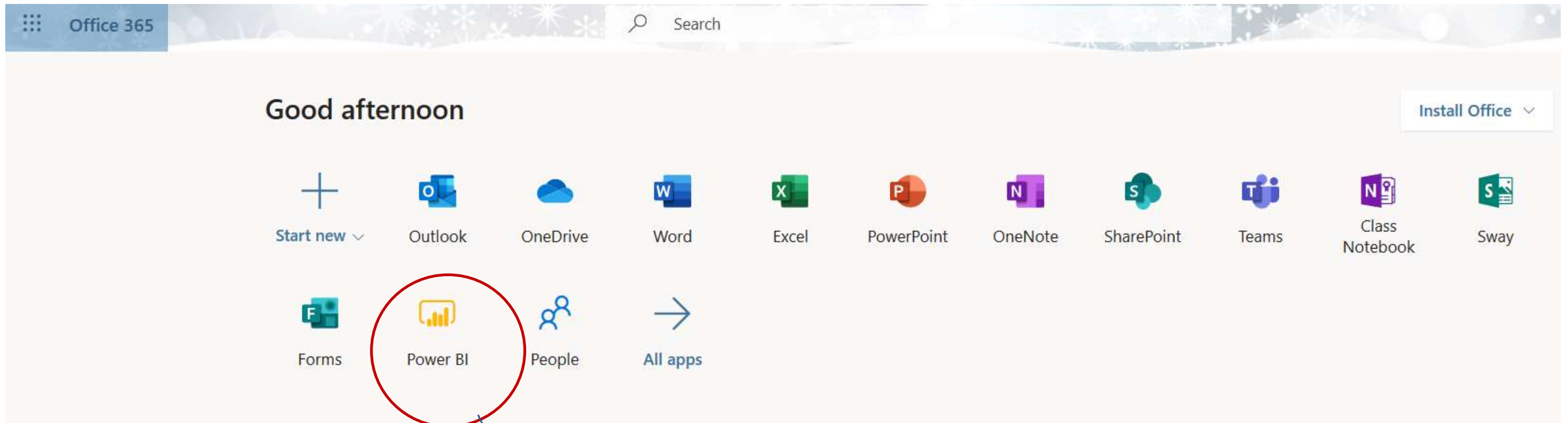
How to save you favourite Info Hub Azure Power BI Dashboards

UPP

Kate Carruthers

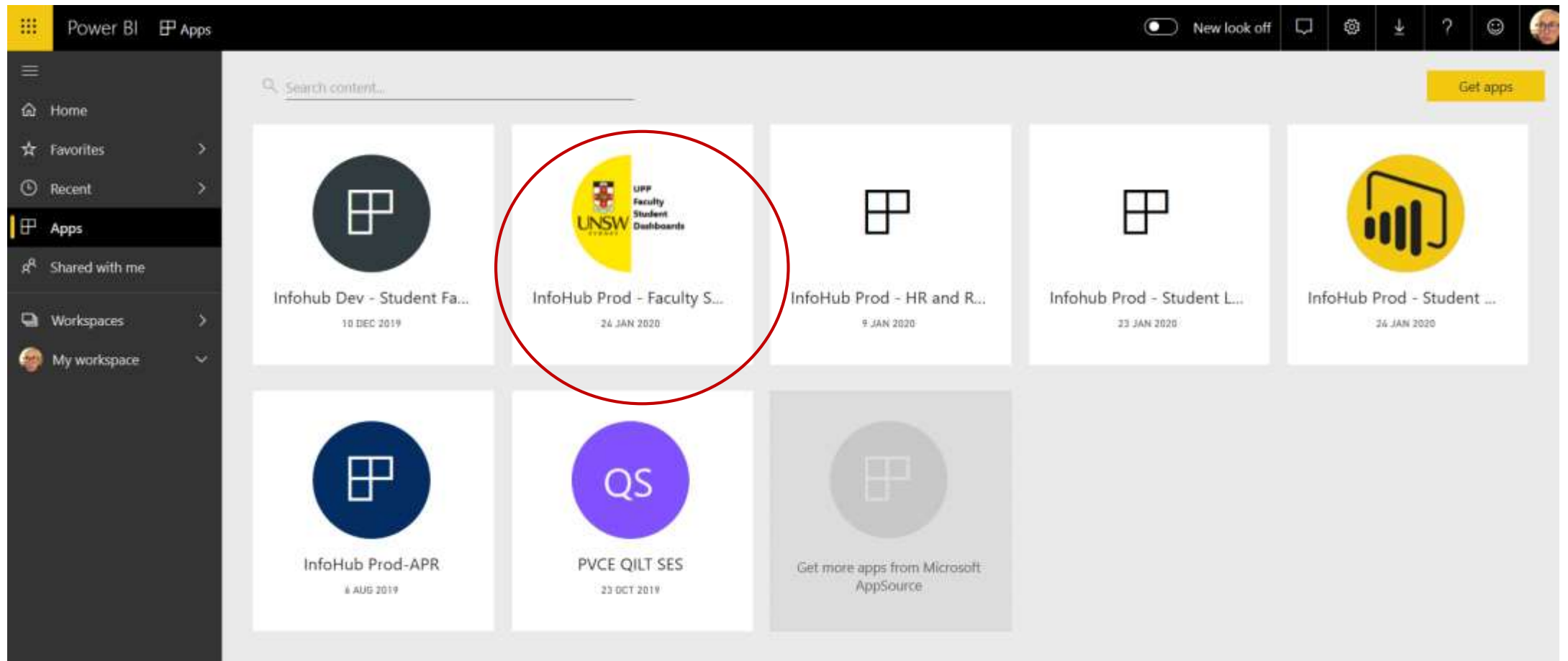
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Start by opening Office 365 in your browser, then click the *Power BI* icon

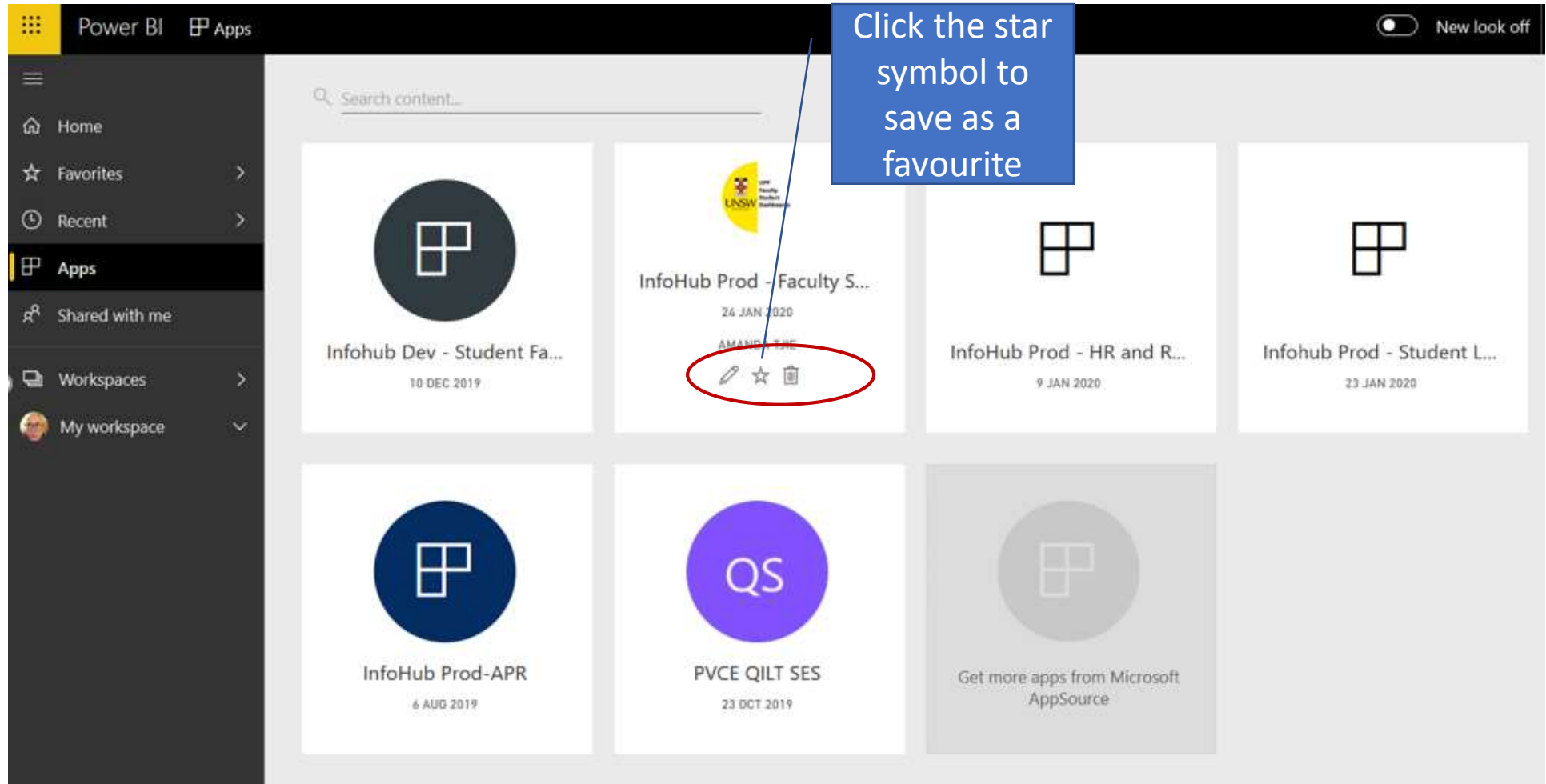


Click the Power BI icon

Select the app that you want to access – here, as an example, I have selected the app *Faculty Student Dashboards*



To save a favourite simply mouse over the dashboard that you want to favourite and click the *star* symbol.



Now when you click on the *Favorites* menu item on the left hand navigation your favourite dashboards will appear in the list

