# How to connect Power BI to an excel file on SharePoint or OneDrive

Note as a **best practice** we suggest is to store your excel data files on **SharePoint**, where it should be accessible to multiple members of your team. OneDrive account are linked to an individual user, and files kept here would **not** be available when an user leaves the organization. Similarly any BI products or datasets you create should be editable by multiple members of your team.

Step 1: Identify the web url of the excel data file.

On SharePoint, copy the web url by selecting the three dots and selecting 'copy link'.
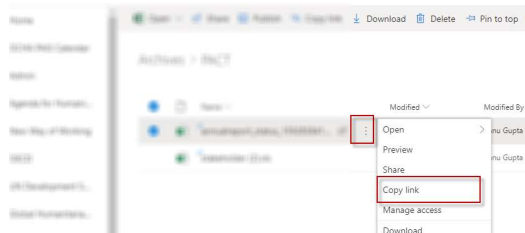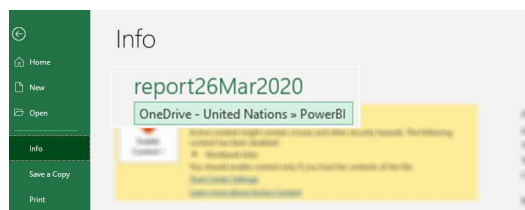

Delete /:x:/r. For example if the original url copied was:

https://unitednations.sharepoint.com/:x:/r/sites/OCHA_section_Name/folder_name/filename.xlsx

It should be trimmed as:

https://unitednations.sharepoint.com/sites/OCHA_section_Name/folder_name/filename.xlsx

On OneDrive, open the file. Go to File menu and under **Info section** copy the url provided.

Step 2: Now add this source in In Power BI. Open Power BI Desktop select source by clicking on **Get Data** -> **Other** -> **Web**.
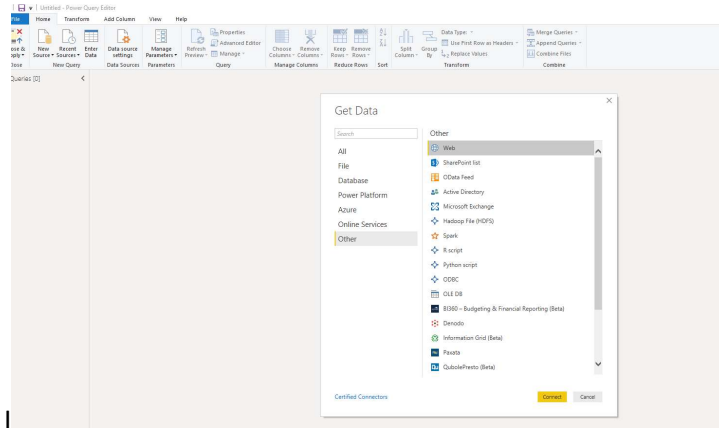
Step 3: Paste the web url link you copied earlier. The text string after '?', including the question mark can be deleted. Click on OK.


Step 4 – You will be asked for authentication. Choose Organizational account and enter in your credentials. Select 'Organizational account' and provide your uniteID credentials to authorize access to the file. Note if you are using multiple sources, Privacy levels determine how data should be transmitted between the sources for performance (query folding) reasons. Private and public sources should <u>not</u> be mixed.
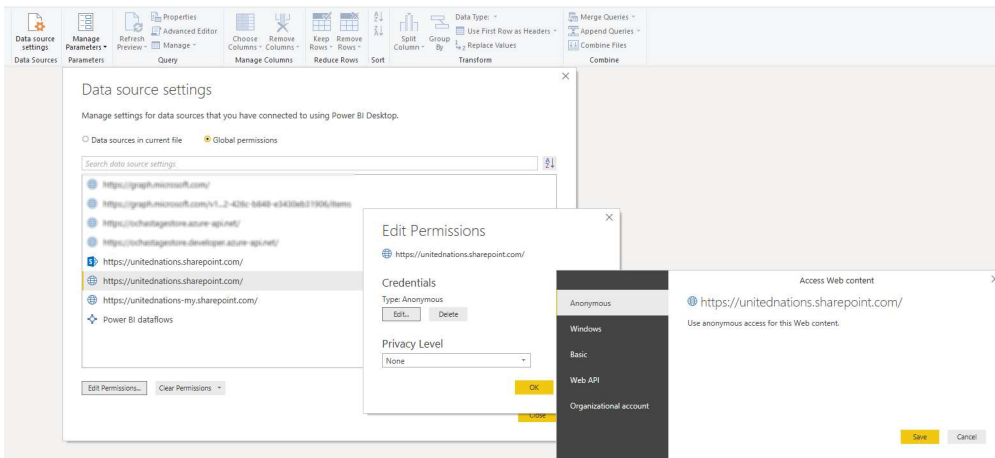
Step 5 – At this point you should be able to connected to your excel data file. Note the syntax shown the advanced query editor.
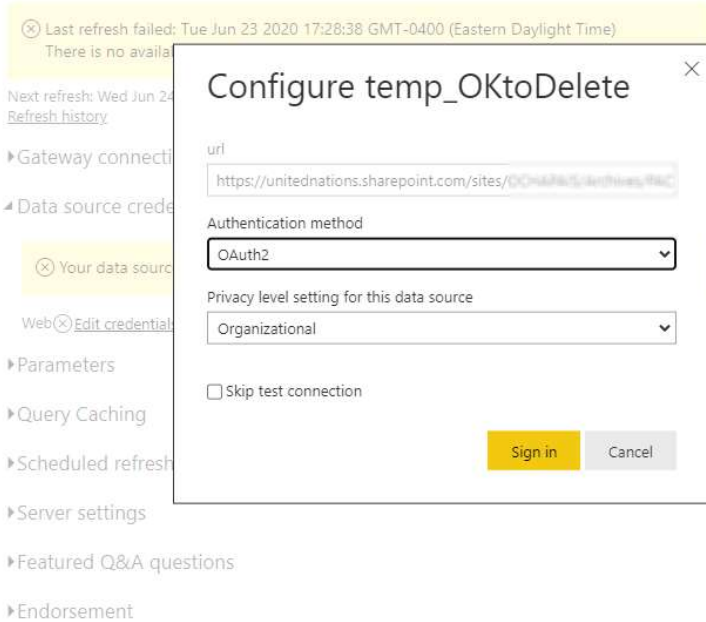
Source = Excel.Workbook(Web.Contents("https://unitednations-my.sharepoint.com/personal/some_user/Documents/PowerBI/report26Mar2020.xlsx"), null, true)
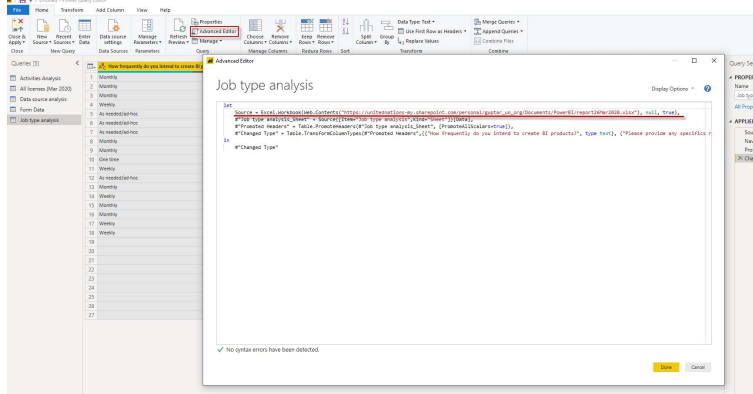
If the data in your file changes periodically you can also set up 'Scheduled refresh' on the power BI workspace. You may need to re-enter your credentials.

In case the user whose credentials were used in step four leaves the organization, the refresh would stop. Someone with access to Sharepoint folder/file will need to reactivate the connection with the dataset

For further information please refer to this link: https://support.microsoft.com/en-us/office/import-data-from-external-data-sources-power-query-be4330b3-5356-486c-a168-b68e9e616f5a?ui=en-us&rs=en-us&ad=us#ID0EAAHAAA=Newer_versions