

Power Point Add-In

Export a Power BI Report to Power Point

Power Point Add-In Overview

PURPOSE: We want to understand the available options to the Export to Power Point from the Power BI Service. Additionally, we want to ensure that we discuss how Row Level Security (RLS) is impacted here with this type of attachment in outlook.

MINIMUM OUTLOOK VERSION: Version 2409 (Build 18025.20126)

In this information, the documentation covers the PowerPoint Add-In and the different configurations. In the Power BI Service, Power BI provides the Report Consumer a few options to export a Power BI Report to Power Point.

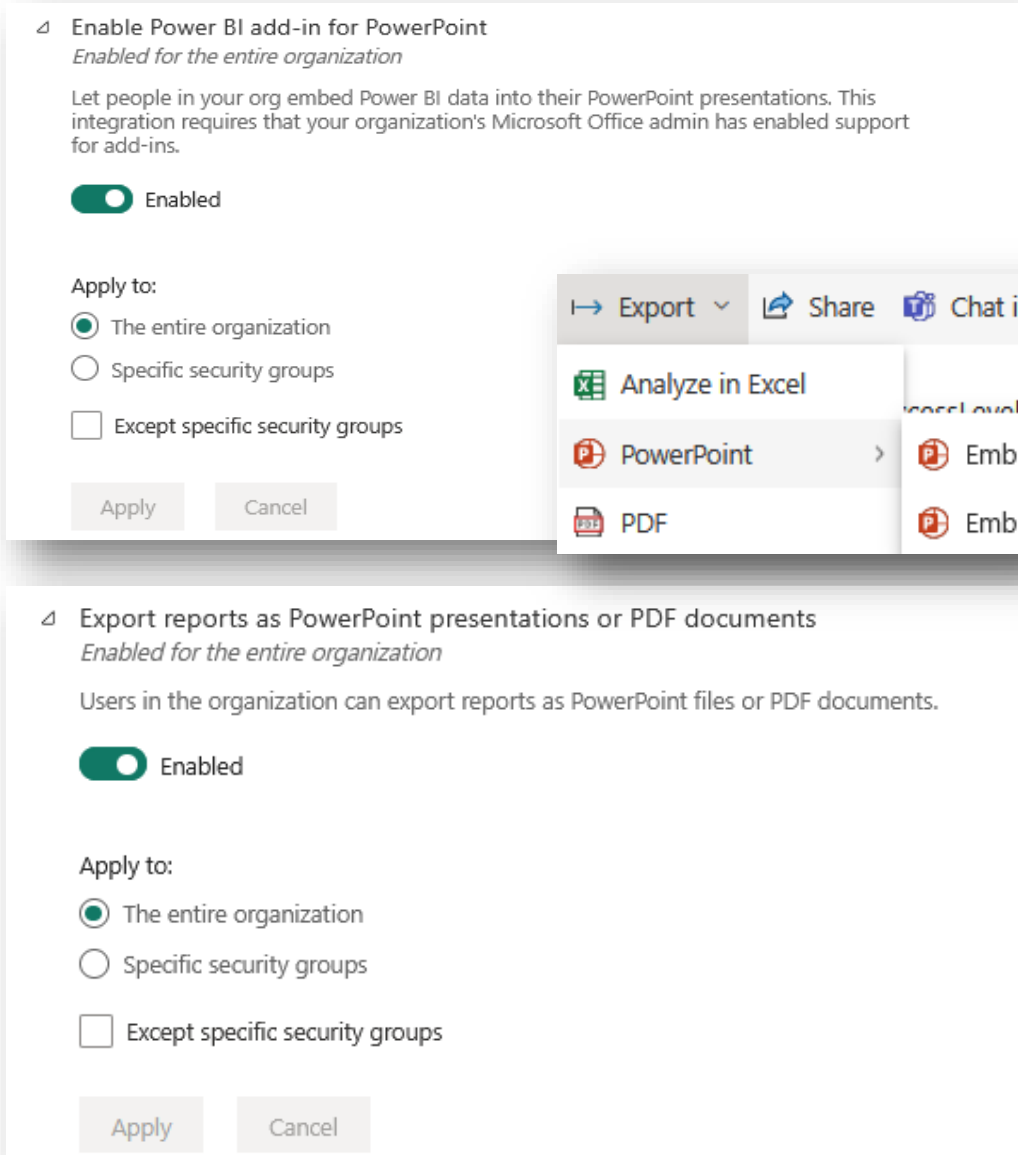
1. Export > Power Point > Embed an Image
2. Export > Power Point > Embed Live Data

The availability of these options is controlled within the Power BI Administrator Portal.

1. Export reports as PowerPoint presentations or PDF documents
2. Enable Power BI Add-In for PowerPoint

Depending on how these options are configured within the Power BI Administrator Portal will control how the options are exposed to the Report Consumer.

Both Administrative Settings - Enabled



When the two Tenant Settings to the left are enabled, then both options are available to the Report Consumer (End-User).

- ☐ Embed an Image
- ☐ Embed Live Data

Each of these does something different when it comes to exporting data to Microsoft PowerPoint.

Both Administrative Settings - Disabled

Enable Power BI add-in for PowerPoint

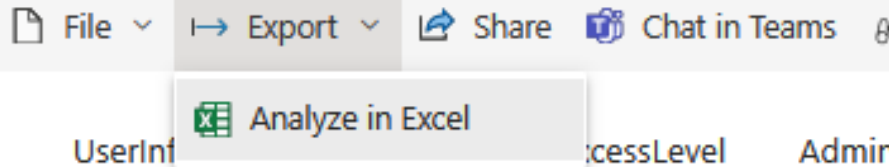
Disabled for the entire organization

Let people in your org embed Power BI data into their PowerPoint presentations. This integration requires that your organization's Microsoft Office admin has enabled support for add-ins.

☐ Disabled

Apply

Cancel



Export reports as PowerPoint presentations or PDF documents

Disabled for the entire organization

Users in the organization can export reports as PowerPoint files or PDF documents.

☐ Disabled

Apply

Cancel

When the two Tenant Settings to the left are disabled, then both options are not available to the Report Consumer (End-User).

Administrative Settings:

Enable Power BI Add-in for PowerPoint = Enabled

Export reports as PowerPoint presentations or PDF documents = Disabled

Enable Power BI add-in for PowerPoint

Enabled for the entire organization

Let people in your org embed Power BI data into their PowerPoint presentations. This integration requires that your organization's Microsoft Office admin has enabled support for add-ins.

☒ Enabled

Apply to:

☒ The entire organization

☐ Specific security groups

☐ Except specific security groups

Apply

Cancel

Export reports as PowerPoint presentations or PDF documents

Disabled for the entire organization

Users in the organization can export reports as PowerPoint files or PDF documents.

☐ Disabled

Apply

Cancel



Export to PowerPoint



Copy the report URL and paste it into your existing presentation or select Open in PowerPoint to create a new presentation.



Embed report with the data filters you selected

Report page link:

<https://app.powerbi.com/groups/144e605f-c9c9-4893-9a17-ad...>

Copy

Open in PowerPoint

Cancel

In this configuration, we only receive the **Embed Live Data** option to choose here.

Embed Live Data

Enable Power BI Add-in for PowerPoint = Enabled / Export reports as PowerPoint presentations or PDF documents = Disabled

To utilize this feature, you will need to ensure that the Power BI Add-In is installed to be able to utilize this feature. Follow the instructions outlined here: [Power BI add-in for PowerPoint - Admin info - Power BI | Microsoft Learn](#) to install the add-in.

You can utilize this two ways:

1. Clicking copy, will copy the URL for you to embed into PowerPoint within the Power BI Add-In.
2. Clicking Open in PowerPoint will open a new Microsoft PowerPoint presentation that has a slide with the Power Bi Add-In and the report embedded.

RESOURCES

[Add a live Power BI report page to PowerPoint - Power BI | Microsoft Learn](#)

[Power BI add-in for PowerPoint - Admin info - Power BI | Microsoft Learn](#)



Export to PowerPoint



Copy the report URL and paste it into your existing presentation or select Open in PowerPoint to create a new presentation.



Embed report with the data filters you selected

Report page link:

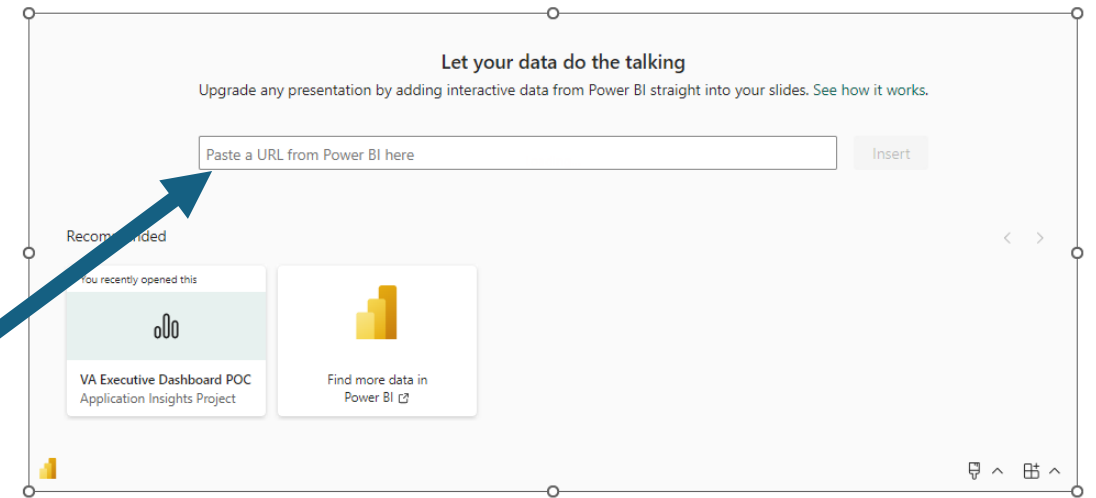
<https://app.powerbi.com/groups/144e605f-c9c9-4893-9a17-ad...>

Copy

Open in PowerPoint

Cancel

Click to add title



Embed Live Data – Outlook Preview

Outlook Version: Version 2409 (Build 18025.20126)

Power BI authentication needed

It looks like popups are blocked. Please click OK to open the authentication window.

OK

Cancel

Once the PowerPoint has been exported and saved, then the PowerPoint is emailed to a list of users.

If the Report Consumer does not have access to the Power BI Workspace or the report, then they will receive messages for authentication prior to seeing any data.

If the user has permission to the report, when they click okay, they will see the report.

No Workspace Access

Microsoft Power BI



You can't view this content in PowerPoint

Power BI add-in doesn't support content shared from outside your organization.

Workspace and Report Access w/ RLS

Krystal
Real Learning

Administrative Settings:

Enable Power BI Add-in for PowerPoint = Disabled
Export reports as PowerPoint presentations or PDF documents = Enabled

- ⚡ Export reports as PowerPoint presentations or PDF documents
Enabled for the entire organization
- Users in the organization can export reports as PowerPoint files or PDF documents.

☒ Enabled

Apply to:

- ☒ The entire organization
- ☐ Specific security groups
- ☐ Except specific security groups

Apply

Cancel

- ⚡ Enable Power BI add-in for PowerPoint
Disabled for the entire organization

Let people in your org embed Power BI data into their PowerPoint presentations. This integration requires that your organization's Microsoft Office admin has enabled support for add-ins.

☐ Disabled

Apply

Cancel

Export

×

Export with:

- ☒ Current Values
- ☐ Default Values
- ☒ Exclude hidden report tabs
- ☐ Only export current page

Export

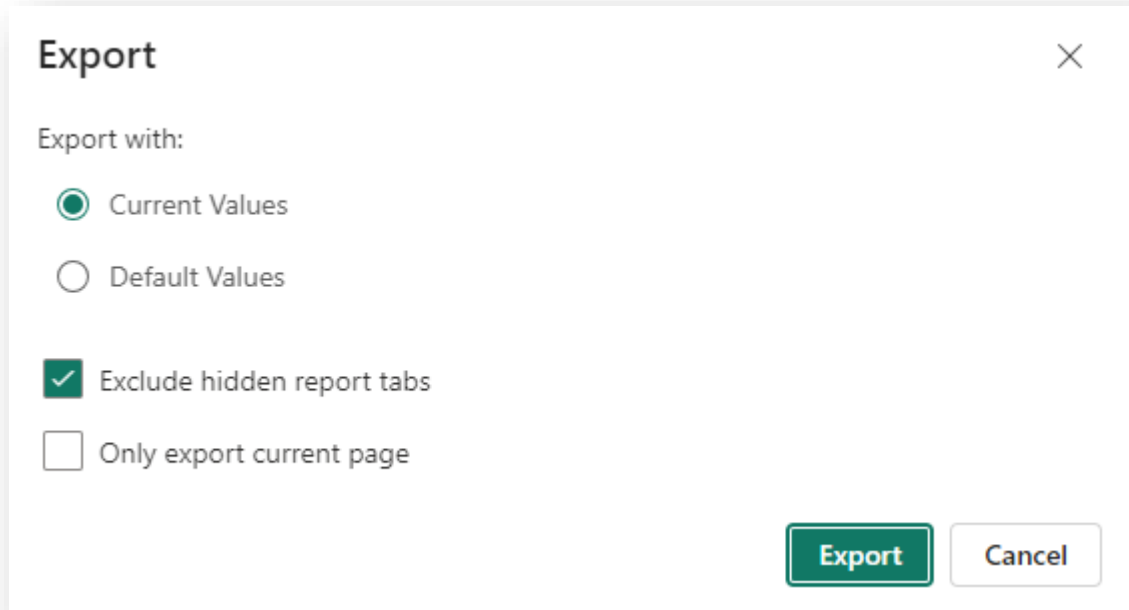
Cancel

In this configuration, we receive the dialog that is presented when we go to Export reports as PowerPoint Presentations or PDF Documents.

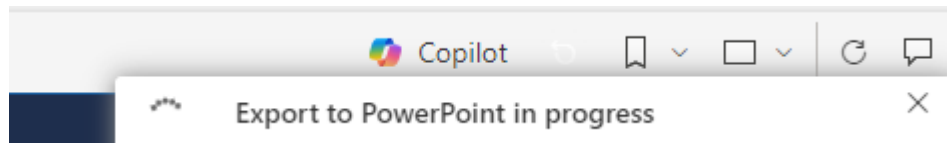
RESOURCES

[Export entire reports to PowerPoint - Power BI | Microsoft Learn](#)

Export reports as PowerPoint presentations or PDF Documents



- **Current Values:** Is the currently displayed values on the report when the report is exported.
- **Default Values:** Is the default values of the report when initially navigating to the report.
- **Exclude Hidden Report Tabs:** If the report has hidden tabs they will not be displayed when exported. However, if you uncheck this, the hidden tabs will be displayed.
- **Only export current page:** Exports only the current page



When you click the Export button, you will get a dialog in the upper right corner of power bi with the status of exporting.

Power Point Add-In Resources

Microsoft Learn Documentation

1. [The Power BI add-in for PowerPoint in national/regional clouds - Power BI | Microsoft Learn](#)
2. [Export entire reports to PowerPoint - Power BI | Microsoft Learn](#)
3. [Export reports to PDF - Power BI | Microsoft Learn](#)