



# Display Microsoft Office 365 files in articles

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If you're using Microsoft Office 365, you can embed Microsoft Office files directly from your Microsoft account into KnowledgeOwl articles, without uploading those files to your knowledge base.

Use this approach if you want to display an Office file without making your reader download it first, bypassing any concerns that they may not have the appropriate Office app installed to view it. It also guarantees that as soon as you make changes to your file in Office 365 or OneDrive, your knowledge base readers will have the updated file contents.



## Search indexing limitations

Content that's embedded within KnowledgeOwl can't be indexed for search, which means it can't be surfaced in knowledge base or AI chatbot search results.

To embed a Microsoft Office 365 file into an article, you'll complete two steps:

1. [Copy the embed code from Microsoft Office.](#)
2. [Add that embed code to your KnowledgeOwl article.](#)


## Copy the embed code for your Microsoft Office 365 file

You can embed basically any Microsoft Office 365 using these steps, though the exact options may vary based on the file type and application:

1. Log in to the Microsoft Office app through Office 365 in your browser. For example:
  - a. To embed an Excel file, log in to: <https://excel.cloud.microsoft>.
  - b. To embed a Powerpoint presentation, log in to: <https://powerpoint.cloud.microsoft>.
2. In your **My files** list (**My documents** for Word, **My presentations** for Powerpoint, etc.), select the file you'd like to embed in KnowledgeOwl. This should open the file for editing in your browser, not in the app.
3. Go to **File > Share** and select the **Embed** option there. The exact label varies based on which app you're in.

Select File > Share > Embed for Powerpoint presentations


The **Embed** modal opens.

4. Use the **Dimensions** controls to override the default Width and Height. For documents and spreadsheets, we recommend using something in the 600px-800px range for your height.
5. Use the **Interaction** controls to determine how people can interact with the embed. The options here vary based on the Office file type (e.g. Powerpoint options are different from Word).
6. Once you're finished changing the settings, select **Copy** to copy the **Embed Code**:  


Now that you have your Microsoft Office 365 file embed code, follow the instructions below to [add that embed code to your KnowledgeOwl article](#).

## Add embed code to your KnowledgeOwl article

Once you have your Microsoft Office 365 file embed code, add it to your KnowledgeOwl article:

1. In KnowledgeOwl, open the article where you want to embed this file.
2. *Optional:* If your article contains other text, highlight the text near where you want to add the embed. This isn't required but it can make it a lot faster to find the right section.
3. Select the **</> Code View** control in the editor:  

4. Paste the code you copied wherever you'd like the embed to appear. Feel free to select the **</> Code View** control again to be sure you like the placement and size.
  - a. To center your embed, as we've done below, add the embed code into a paragraph and use the editor **Align** control to center the paragraph.
5. Be sure to **Save** your article.

Here's a PowerPoint presentation embedded from Powerpoint 365:

## Review Microsoft's instructions

If any of these steps don't work for you, it probably means that Microsoft has changed some step in the process. Here are links to some Microsoft documentation on the steps involved for generating the embed code:

- [Embed a presentation in a web page or blog](#)
- [Share it: Embed an Excel workbook on your web page or blog from OneDrive](#)
- [Embed a Word document in your blog](#)