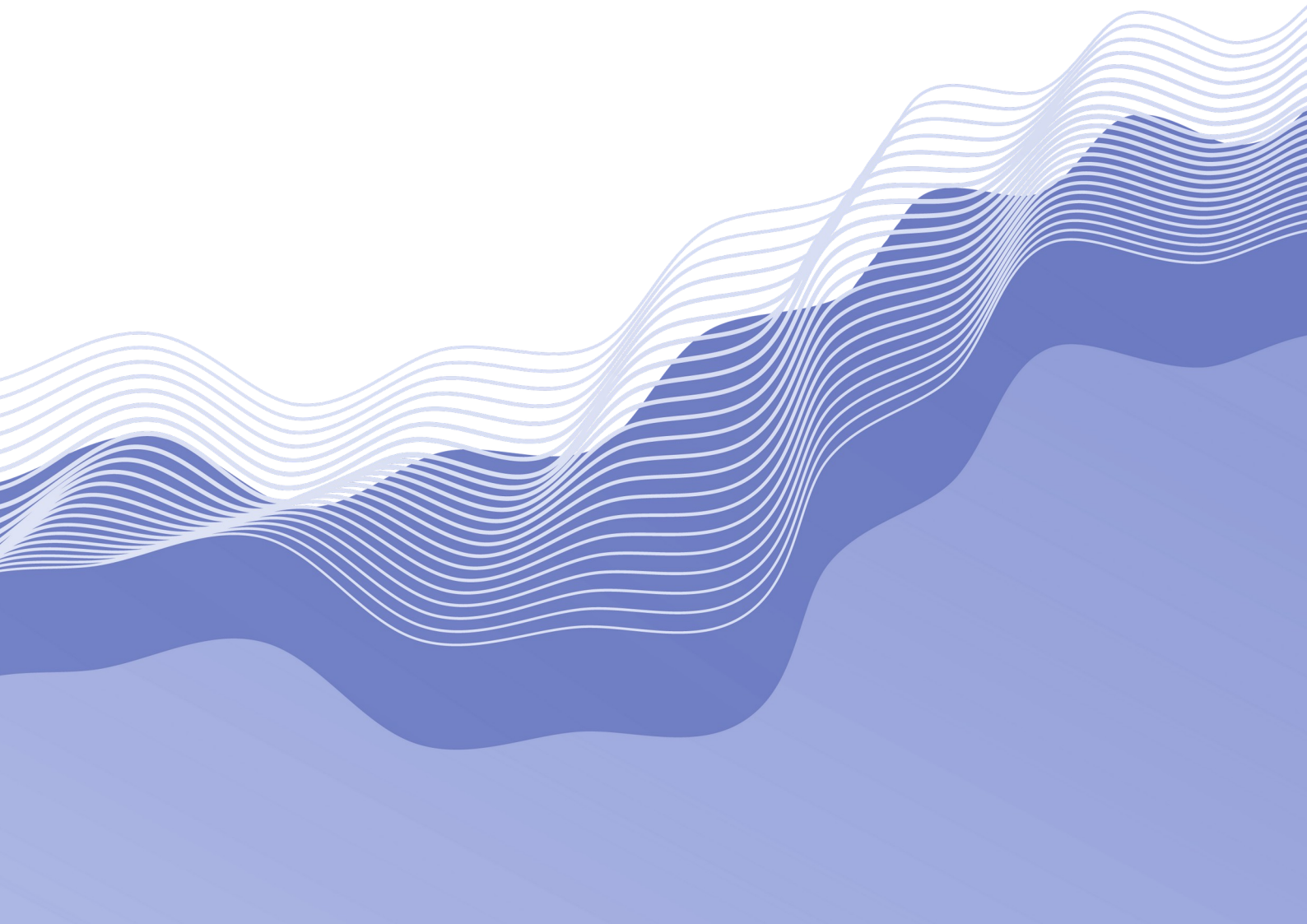




Employee Directory

Quick Start Guide

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About this Guide

This Quick Start Guide helps you install Employee Directory, approve the required permissions and publish a working company directory on a SharePoint page in about 15 minutes. The guide is designed for Microsoft 365 administrators, consultants and IT professionals.

For a complete description of all settings, see the *Employee Directory. Administrator Guide*.

Product Overview

Employee Directory turns SharePoint Online and Microsoft Teams into a searchable company directory. It reads people data directly from Microsoft Entra ID or SharePoint User Profiles, so the directory is always up to date and does not require a separate database.

The solution includes three web parts:

- **Employee Directory** — people search with the User Profiles or Entra ID data source.
- **Employee Directory (Entra ID)** — directory with predefined filters, exclusion rules and A–Z navigation.
- **New Employees** — recently created users for welcome and onboarding pages.

Key features of Employee Directory:

- Search by name, job title, department, skills and custom attributes
- Details and Contact (cards) views
- Quick filters: My department, My team, People I work with, Favorites
- Employee details pane with manager, direct reports, availability, local time and recent documents

- Teams presence and one-click chat, call, email and meeting
- Export to Excel and vCard download
- Microsoft Teams personal app and tabs

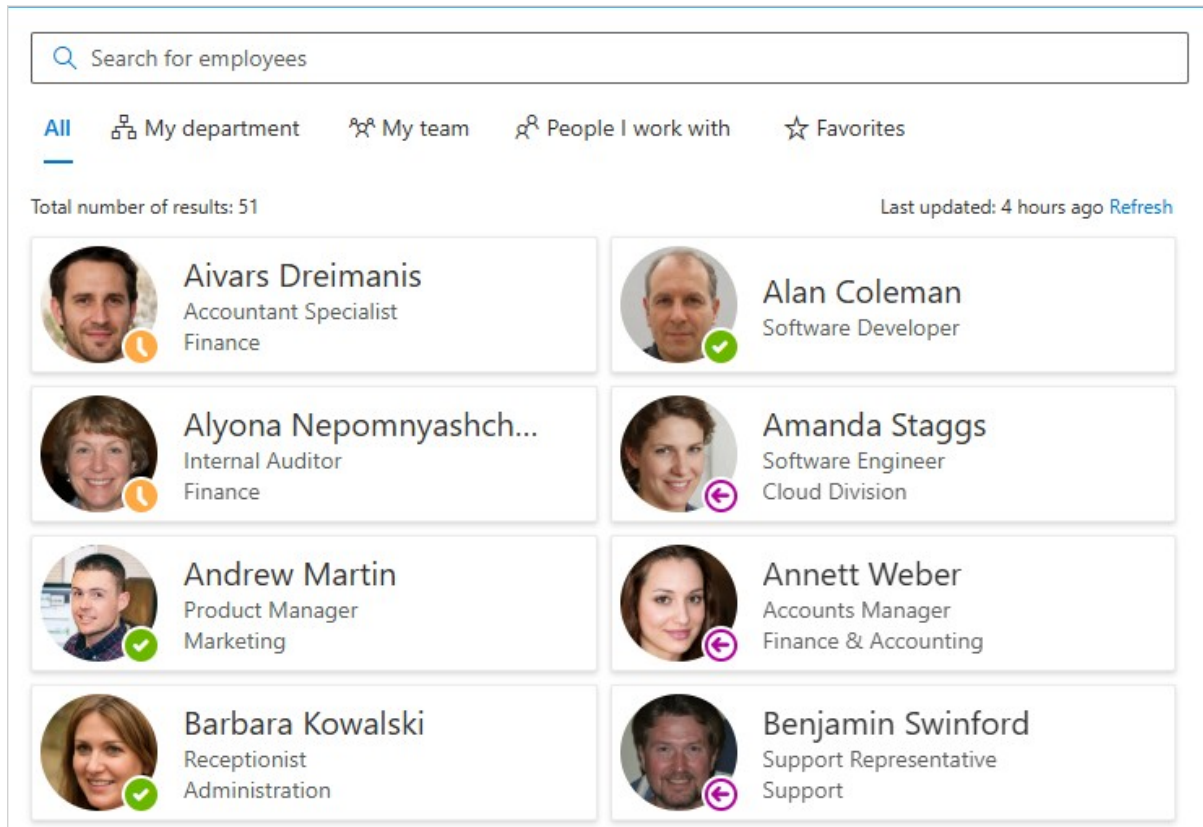


Figure 1. Employee Directory on a SharePoint page

Installation

Software Requirements

Deployment Requirements

SharePoint Online (Microsoft 365).

Important

Employee Directory does not support SharePoint Server (on-premises).

Client Requirements

Desktop browsers:

- Microsoft Edge (latest released version)
- Google Chrome (latest released version)
- Mozilla Firefox (latest released version)
- Apple Safari (latest released version)

Mobile devices: the Microsoft Teams and SharePoint mobile apps, and the latest versions of Edge, Chrome and Safari on Android and iOS.

Required Permissions

To install the product, you need the **SharePoint Administrator** role. To approve the Microsoft Graph permissions, you need an administrator who can grant tenant-wide admin consent, for example a **Global Administrator**.

Installation Package

Download the package from one of the delivery channels:

- Vitextra Download Center (<https://vitextra.com/en/downloads>)
- Microsoft AppSource

**Tip**

The Download Center provides updates and new features as soon as they are ready. Publication in AppSource can take up to two weeks because of the Microsoft verification process.

Extract the downloaded ZIP archive. It contains the file `vitextra.employee-directory.sppkg`.

Installation Procedure

1. Open the SharePoint admin center and go to **More features** → **Apps** → **Open**.
2. Click **Upload** and select `vitextra.employee-directory.sppkg`.
3. Select **Enable this app and add it to all sites** and click **Enable app**.

For step-by-step instructions, see [KB10035. How to Install a Vitextra Product in SharePoint Online](#).

API Permissions

In the SharePoint admin center, go to **Advanced** → **API access** and approve all pending requests from **Vitextra Employee Directory**:

Table 1. Required Microsoft Graph permissions

Permission	Used for
User.Read.All	User profiles, photos and managers
Directory.Read.All	Direct reports, licenses and extension attributes
Presence.Read.All	Teams presence status
Calendars.Read	Availability, working hours and local time
People.Read	The People I work with quick filter

Activation

A free 14-day trial with full functionality starts automatically after installation. To continue using the product after the trial, purchase a subscription and assign the license to your tenant.



Note

One license is required for each Microsoft 365 tenant where the product is used. The number of users does not affect licensing. The New Employees web part is included.

Your tenant ID is shown in the **About** group of the web part properties. For details about subscriptions and license assignment, see [KB10037. Manage Your Subscription](#).

Setup and Configuration

Adding the Web Part to a Page

1. Open a SharePoint page, click **Edit** and add a full-width section.
2. Click + in the section and search for *Employee Directory*.
3. Select the **Employee Directory** web part.

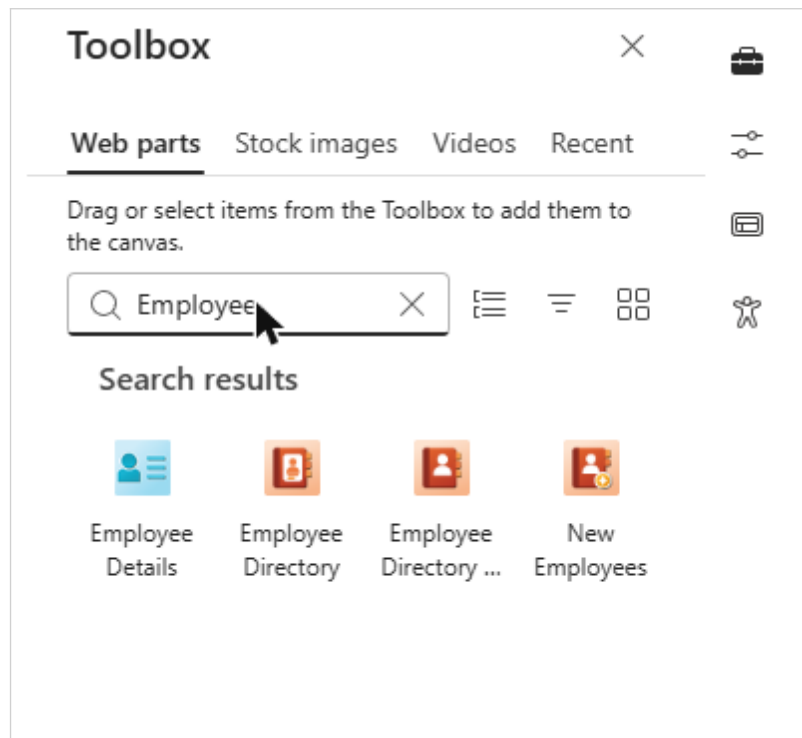


Figure 2. Web part gallery

Web Part Configuration

Click the **Edit web part** icon to open the property pane. For a first setup, check these settings:

Table 2. Recommended first settings

Group	Property	Recommendation
Data Source	Data Source	<i>Entra ID (Azure AD)</i> for real-time data; <i>User profiles</i> for full-text search and the refinement panel.

Group	Property	Recommendation
Data Source	Columns	Click Configure , keep the attributes your users need and rename captions if necessary.
Appearance	View	<i>Contact</i> for cards with photos, <i>Details</i> for a table.
Appearance	Group by	<i>Department</i> or <i>Last name (first letter)</i> for large organizations.
Quick Filters	My department, My team, People I work with, Favorites	Leave all filters on.
Panel	Manager, Direct Reports, Availability, ...	Turn off the sections you do not need.
Export	Microsoft Excel spreadsheet	Turn on if users need to export lists.

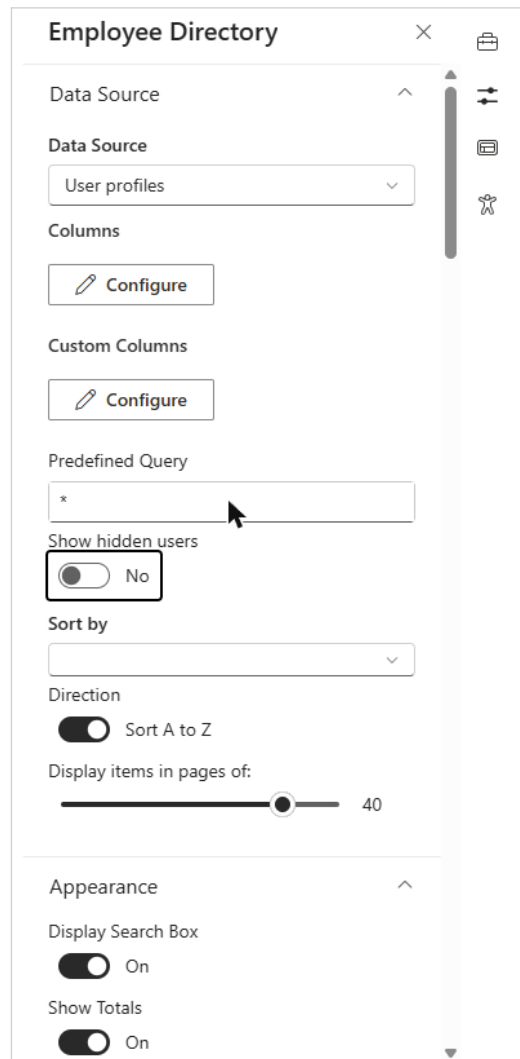


Figure 3. Web part property pane

Close the property pane and click **Republish**. The directory is ready.

Checking the Result

Open the published page and check that:

- employees appear with photos and presence;
- a search by name or department returns results;
- selecting an employee opens the details pane with the manager and availability;
- the quick filters return colleagues.

The screenshot shows a user profile for Vitālijs Kalniņš, a Support Lead in the Microsoft 365 Division. The profile includes a circular profile picture, a close button (X), and social media icons (Email, Calendar, Star, and a generic icon). The 'About Me' section describes him as a communicator, explorer, and coffee geek. Below this, a table lists personal and professional details. The 'Interests' section lists 'Floral Arranging, Cooking, Gardening'. The 'Local time' is 1:03 PM, and 'Working hours' are 08:00 – 17:00. Two availability charts are shown: one for Vitālijs and one for the user, both with a 9 am to 6 pm scale. At the bottom, there is a 'Recent Documents' section.

First Name	Last Name
Vitālijs	Kalniņš

Company name	Department	Job Title
Vitextra	Microsoft 365 Division	Support Lead

Email	User Name
v.kalnins@vitextra.com	v.kalnins@vitextra.com

Interests
Floral Arranging, Cooking, Gardening

Local time
1:03 PM · Same time zone as you

Working hours
08:00 – 17:00 ☐ Outside working hours

Availability (Vitālijs)

9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm	6 pm

Availability (You)

9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm	6 pm

Recent Documents

Figure 4. Employee details pane



Note

If the details pane shows no manager, presence or availability, check that all API permissions are approved.

Adding the Directory to Microsoft Teams

1. In the App Catalog, select **Vitextra Employee Directory** and click **Add to Teams**.
2. On the SharePoint page, open the web part properties, expand **Personal app (Microsoft Teams)** and click **Save Settings** to use these settings in Teams.
3. In Microsoft Teams, open **Apps** → **Built for your org** and add **Vitextra Employee Directory**.

See the knowledge base article *How To Add Employee Directory App to Microsoft Teams* (vitextra.com/en/support/kb) for details.

Next Steps

- Add custom attributes from Entra ID or User Profiles: [KB10049](#), [KB10060](#).
- Add the **New Employees** web part to the home page: [KB10207](#).
- Customize the details pane: [KB10199](#).
- Read the *Employee Directory. Administrator Guide* for all settings, troubleshooting and FAQ.