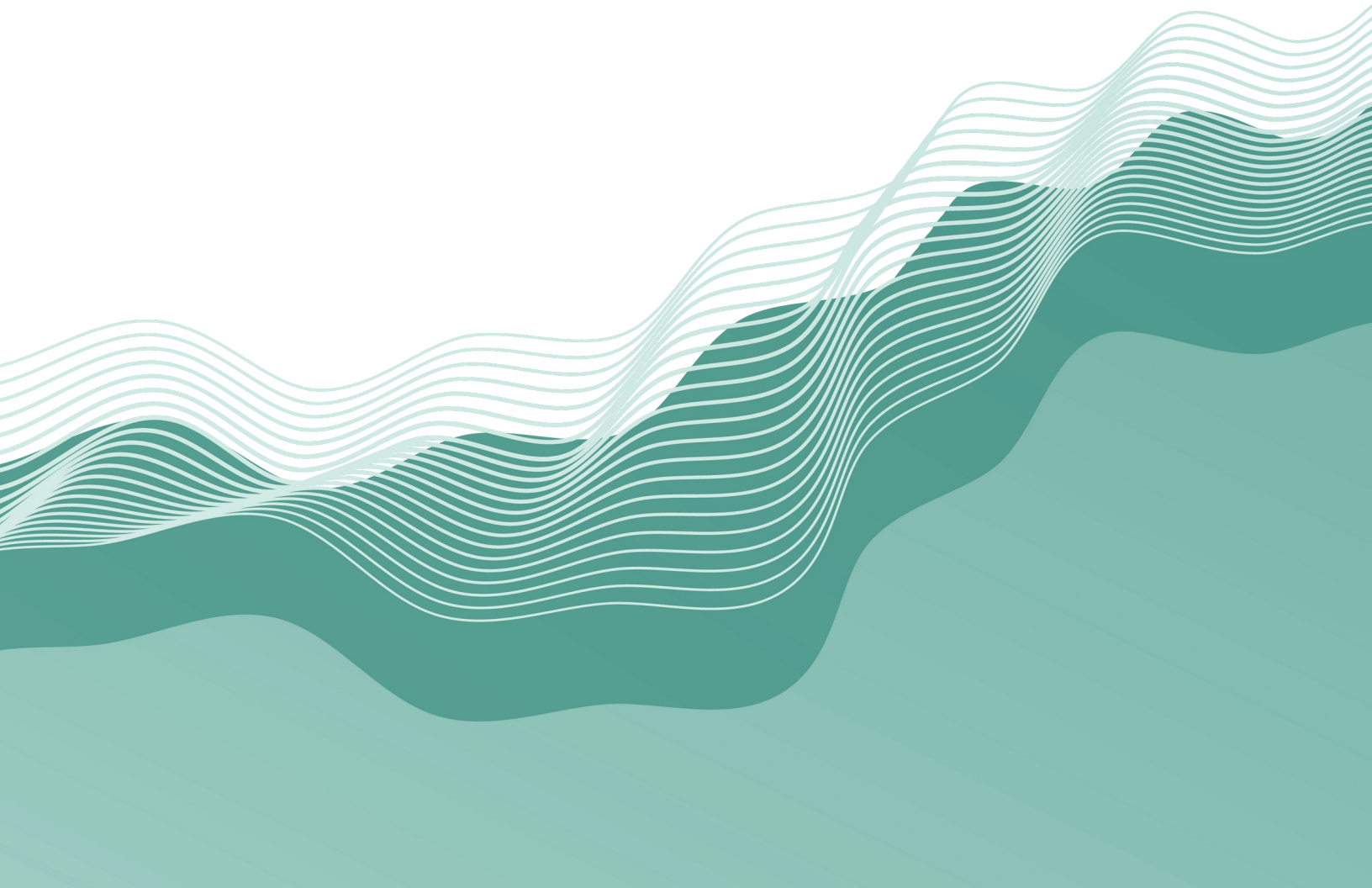




Employee Directory

User Guide

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Introduction

About this Guide

This guide is for employees who use Employee Directory to find colleagues and get in touch with them. It explains how to search, filter and browse the directory, what the employee details pane shows and how to start a chat, call, email or meeting with one click. No administrator rights are needed.

The exact set of features depends on how your administrator configured the directory. Some elements described here, such as the quick filters or the export link, may be hidden on your pages.

What You Can Do

- Find a colleague by name, job title, department, skills or other profile information.
- Narrow the list in one click to your department, your team, the people you work with or your favorites.
- See a colleague's Microsoft Teams presence, availability for today and local time.
- Open the details pane with the manager, direct reports, contact information, skills and recent documents.
- Start a Teams chat or call, send an email, schedule a meeting or save a contact card.
- Export the list of employees to Microsoft Excel.

Where to Find Employee Directory

Employee Directory can appear in several places in your organization:

- **On a SharePoint page**, for example a page called *People* or *Employee Directory* on the intranet.
- **In Microsoft Teams as a personal app** named **Employees** in the app bar on the left.

- **In a Teams channel** as a tab.

The directory works the same way in all these places, on a computer and in the SharePoint and Teams mobile apps.

**Note**

Ask your administrator or colleagues for the link to the directory page if you cannot find it.

The Directory at a Glance

When the directory opens, it shows the employees of your organization. The page consists of the following areas:

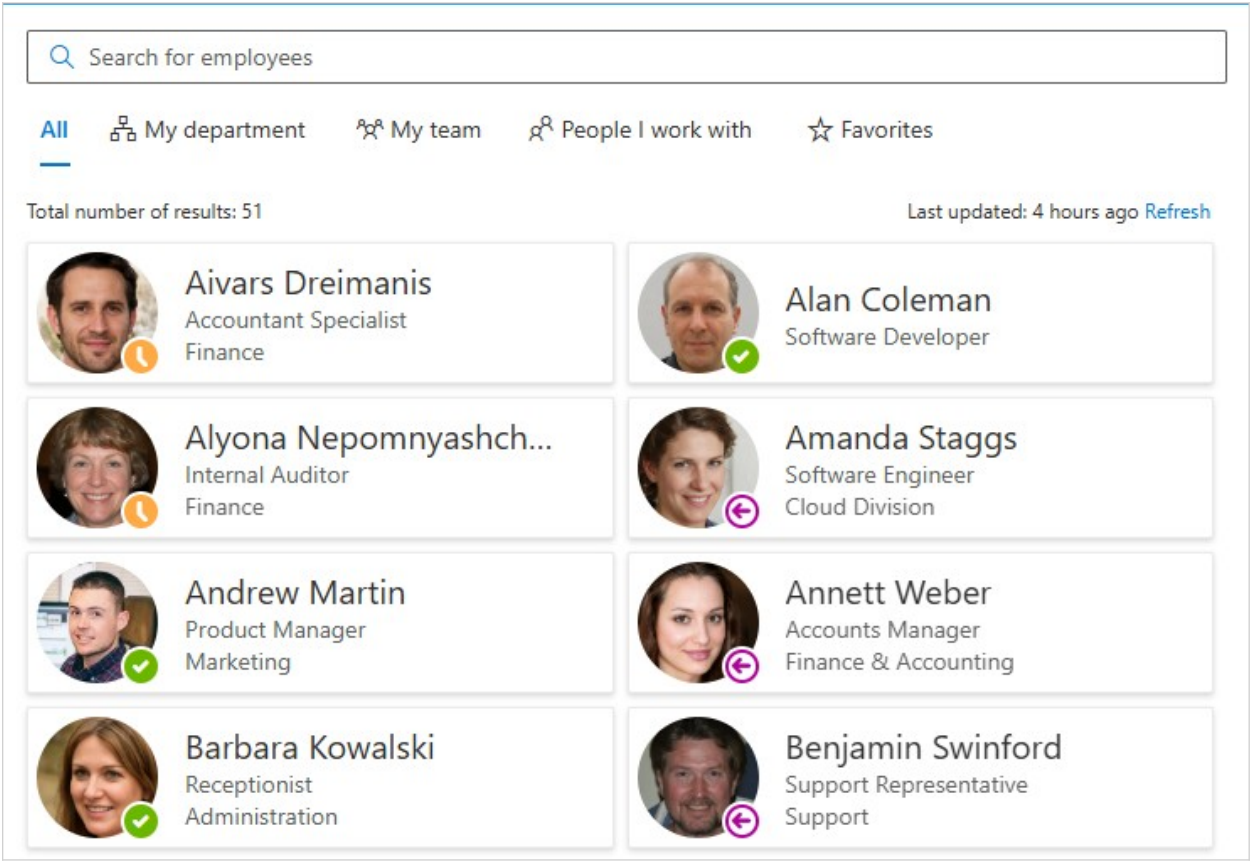


Figure 1. Employee Directory overview

Table 1. Areas of the directory

Area	Purpose
Search box	Type a name, job title, department, skill or other text to find people.
Quick filters	Tabs that narrow the list to a group of people in one click.
Results line	Total number of results, the Export to Excel link and, in some directories, the time of the last update with a Refresh link.
Results	Employee cards (Contact view) or a table (Details view).
Refinement panel	Lists of values, such as departments or job titles, that filter the results.

Area	Purpose
Alphabetical navigation	A-Z bar that shows people whose last name starts with the selected letter.
Details pane	Full information about the selected employee.

Finding People

Searching

Start typing in the **Search for employees** box. The results are updated as you type. You do not need the exact spelling: the directory finds partial words and similar names, and searches across names, job titles, departments and other profile fields.

1. Click the search box.
2. Type a name, part of a name, job title or department, for example *Anna*, *account manager* or *Finance*.
3. Select a person in the results to open the details pane.



Tip

To return to the full list, clear the search box.

If nothing matches your query, the directory shows **No results found**. Check the spelling or try a shorter query.

Searching by Skills

If your administrator turned on search by skills, the directory also finds people whose profile skills match your query. Matching skills are shown first in the **Skills** column. This helps to answer questions like "Who knows Power BI?" or "Who speaks Spanish?".

You can also start a skills search from the details pane: select a skill in the **Skills** section to find everyone with this skill.

Quick Filters

The quick filters are tabs above the results. Select a tab to narrow the list; select **All** to see everyone again. You can combine a quick filter with a search query.

Table 2. Quick filters

Tab	Shows
All	All employees in the directory.
My department	Colleagues from your department.
My team	Your manager, colleagues who report to the same manager and your direct reports.
People I work with	The people you work with most often, based on your email, meetings and chats in Microsoft 365.
Favorites	The people you marked with a star. The number of favorites is shown in brackets.

 Note

A tab is shown only when there is data for it. For example, **My department** does not appear if the department is not filled in your profile, and **People I work with** is empty while you have little activity in Microsoft 365.

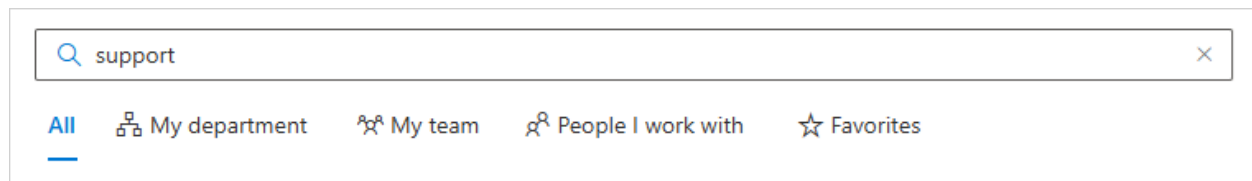


Figure 2. Quick filters

Refinement Panel

If the directory has a refinement panel, it lists the values of some attributes, for example departments, job titles or offices, with the number of people for each value. Select a value to show only the matching employees. Select several values to combine them.

- **Show more** and **Show fewer** expand and collapse long lists of values.
- **Clear your refiners** removes all selected values.

Alphabetical Navigation

Some directories show an A–Z bar. Select a letter to see the employees whose last name starts with it. Select **Show All** to return to the full list.

Groups and More Results

The directory can group results, for example by department or by the first letter of the last name. Group headers show the group name and the number of people in it.

If there are many results, the directory shows them in pages. Click **Show More Results...** at the bottom of the list to load the next page.

Directories that load data from Microsoft Entra ID show the time of the last update, for example *Last updated: 5 minutes ago*. Click **Refresh** to load the latest data.

Working with Results

Contact and Details Views

Your administrator chooses how the results look:

- **Contact** view shows a card for each person with a photo, name, job title, department and presence.
- **Details** view shows a table with columns, such as name, job title, department, email and phone.

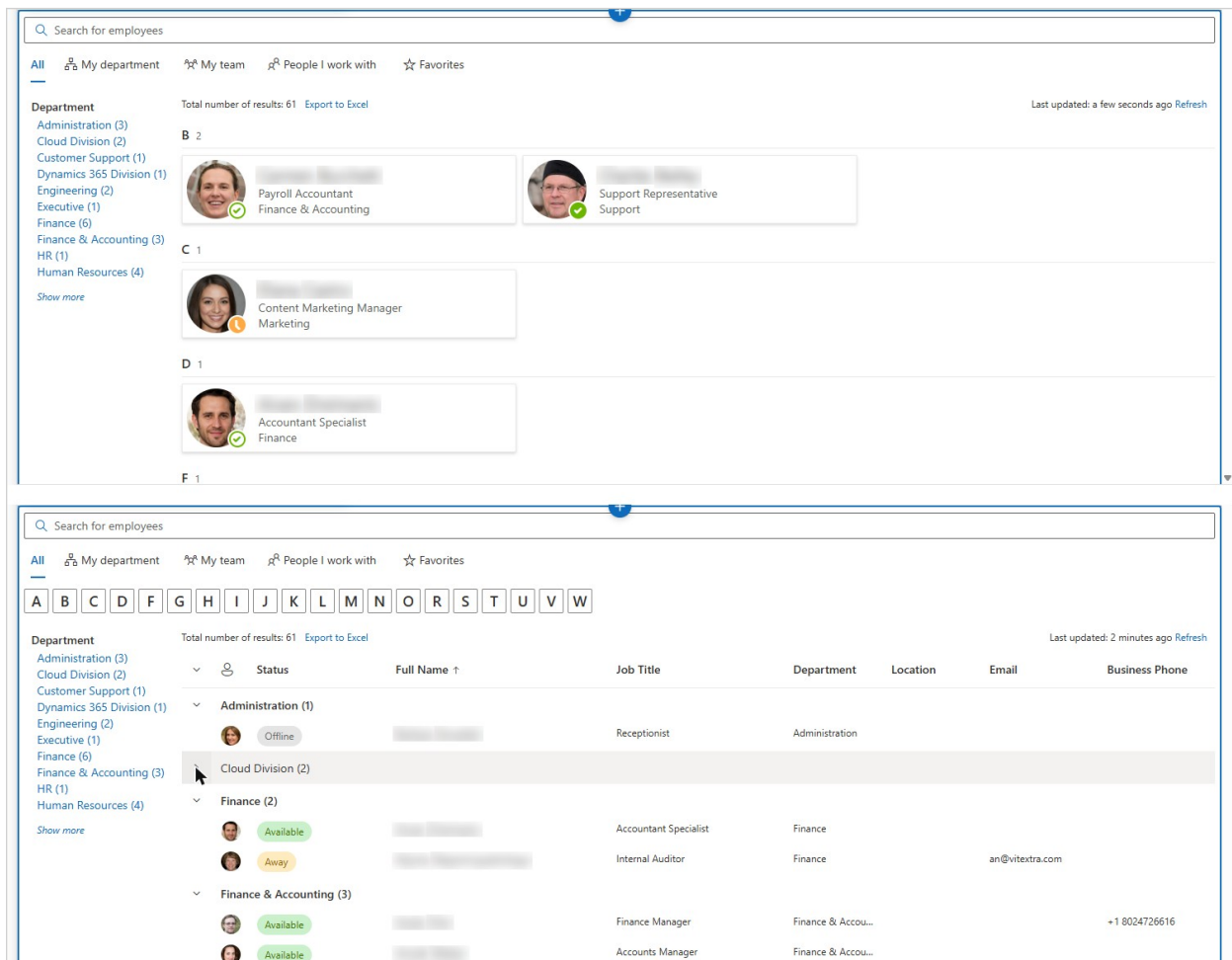


Figure 3. Contact and Details views

Presence

The colored badge on a photo shows the person's status in Microsoft Teams:

Table 3. Presence statuses

Status	Meaning
Available	The person is active in Teams.
Busy, In a call, In a meeting	The person is busy; prefer a chat message to a call.
Do not disturb	Notifications are muted; contact the person later unless it is urgent.
Away	The person has been inactive for a while.
Out of Office	The person is away; the details pane can show their automatic reply.
Offline, Status unknown	The person is not signed in to Teams, or the status cannot be shown.

Employee Details Pane

Select a person in the results to open the details pane. Depending on the directory settings, it contains the following sections:

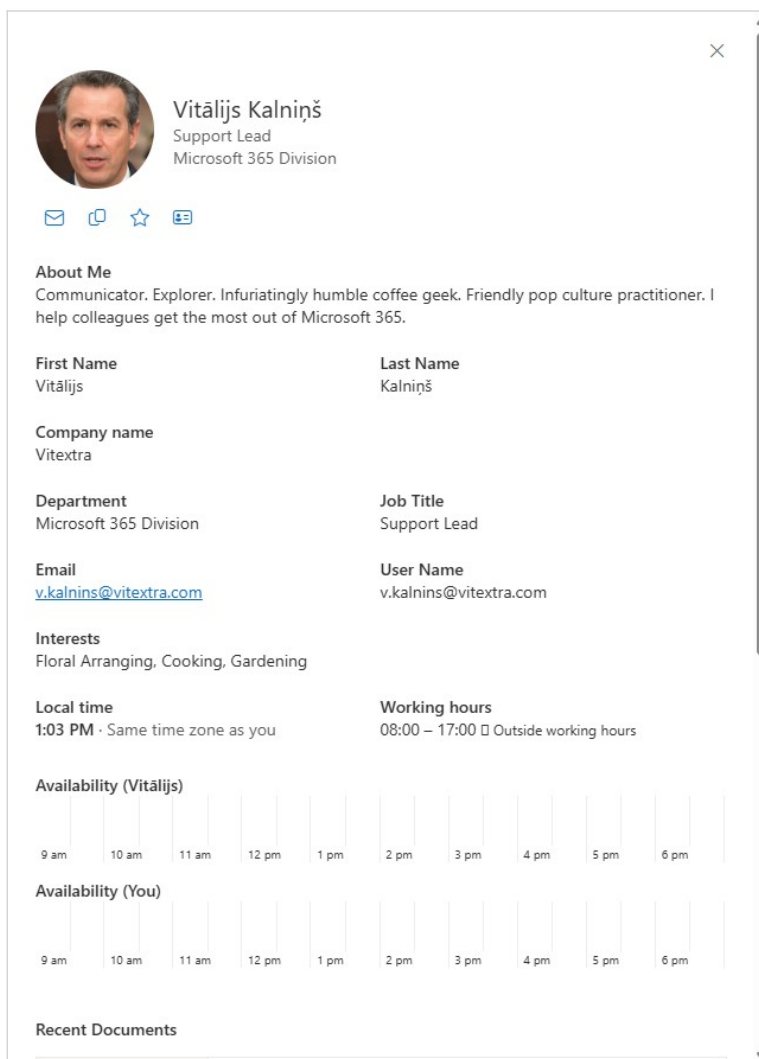


Figure 4. Employee details pane

Table 4. Sections of the details pane

Section	What it shows
Header	Photo, presence, name, job title, department and action buttons.
Manager	The person's manager. Select the manager to open their details.
Direct Reports	People who report to this person.

Section	What it shows
Availability	Free/busy information for today for this person and for you (row You).
Local time	The person's local time, the difference from your time and whether they are within working hours.
Contact details	Email, phones, office, address and other attributes chosen by your administrator.
Recent Documents	The last documents the person created or changed that you have access to.
About Me, Interests, Skills	Information the person added to their profile.

Availability

The availability bar shows today's calendar of the person, divided into time slots:

Table 5. Availability legend

Status	Meaning
Free	No meetings in this time slot.
Tentative	A meeting the person has not confirmed.
Busy	A meeting or appointment.
Out of office	The person is away.
Working elsewhere	The person works from another location.

Compare it with your own row **You** to find a common free slot before you schedule a meeting.

Local Time and Working Hours

For colleagues in other time zones, the details pane shows their current local time and how many hours they are ahead of you or behind you, for example *2 h ahead of you*. The label **Working hours** or **Outside working hours** is based on the working hours set in the person's Outlook calendar.

**Note**

If availability or local time is not shown, the person may not have an Outlook mailbox or working hours, or your administrator turned these sections off.

Contacting Colleagues

Use the buttons on a card or in the details pane, or right-click a card or row to open the menu with all available actions.

Table 6. Actions

Action	Result
Chat in Teams	Opens a chat with the person in Microsoft Teams.
Call in Teams	Starts a Teams call.
Send E-mail	Creates a new email in your mail app.
Copy e-mail address	Copies the email address; the icon changes to a check mark.
Schedule a meeting	Opens a new Teams meeting with the person as an attendee.
Add to favorites / Remove from favorites	Adds the person to the Favorites tab or removes them.
Download vCard	Saves the contact as a .vcf file that you can import into Outlook or your phone.

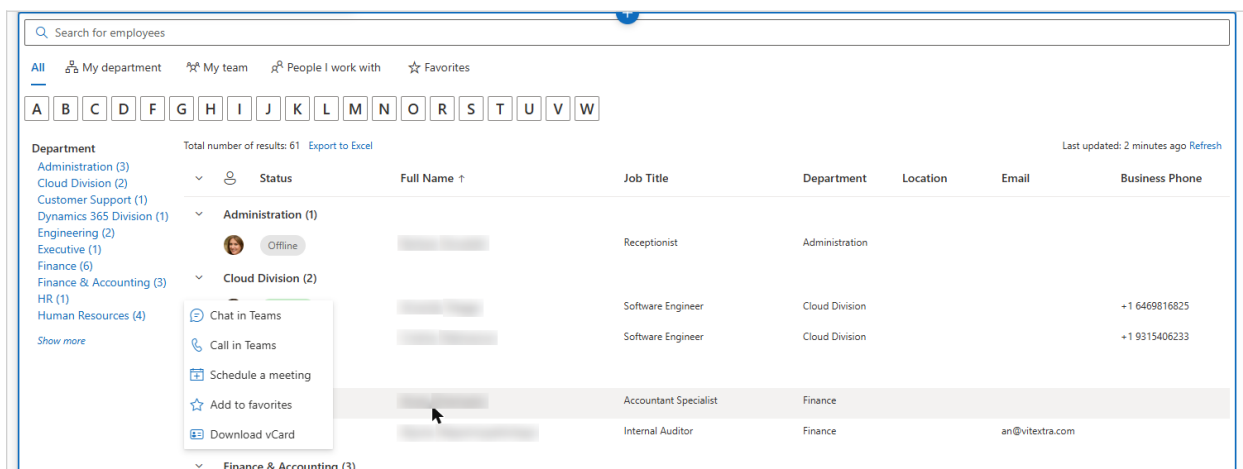


Figure 5. Context menu



Note

Chat, call and meeting commands are not shown on your own card. The set of buttons on cards and in the menu is defined by your administrator.

Favorites

Mark the colleagues you contact often as favorites to find them quickly.

1. Select the star on the person's card or in the details pane, or choose **Add to favorites** in the menu.
2. Open the **Favorites** tab to see all your favorites. The number next to the tab shows how many people you added.
3. To remove a person, select the filled star again or choose **Remove from favorites**.

If you have no favorites yet, the tab shows a hint: *No favorites yet. Use the star on a colleague's card to add them here.*

Important

Favorites are saved in the browser on your device. They are not available on another computer, in another browser or in private mode, and they are lost when you clear your browser data.

Exporting and Saving Contacts

Export to Excel

If the **Export to Excel** link is shown under the search box, you can save the current list of employees to a Microsoft Excel file:

1. Search or filter the directory so that it shows the people you need.
2. Click **Export to Excel**. For long lists, the directory loads all pages first and shows a progress message.
3. Open the downloaded file `employee-directory.xlsx`.

The file contains the columns that are visible in the directory, except photos and presence.

Saving a Contact Card

Choose **Download vCard** on a card or in the menu to save the person's contact details as a `.vcf` file. Open the file to add the contact to Outlook, or send it to your phone.

Employee Directory in Microsoft Teams

1. In Microsoft Teams, select **Apps** in the app bar and find **Vitextra Employee Directory** under **Built for your org.**
2. Select **Add** to install the personal app. It appears in the app bar as **Employees.**
3. Right-click the **Employees** icon and select **Pin** to keep it in the app bar.

The personal app works like the SharePoint directory and uses the settings that your administrator saved for the whole organization. Chats, calls and meetings open directly in Teams.

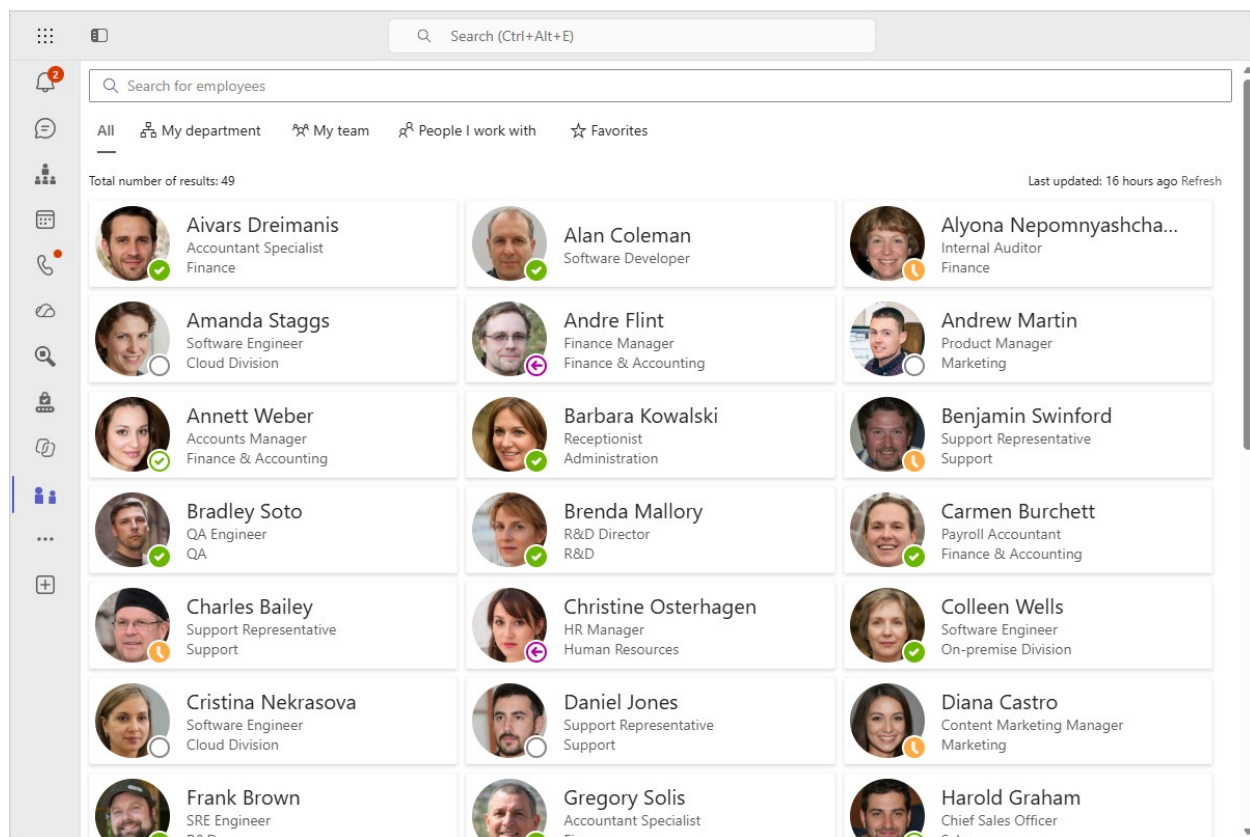


Figure 6. Employees app in Microsoft Teams

Tip

If you cannot find the app, your organization may not have published it in Teams yet. Contact your administrator.

New Employees

Intranet pages can also include the **New Employees** web part. It shows colleagues who joined the organization recently, newest first, so you can greet them and get to know them.

Select a person to open their Microsoft 365 profile card, or use the buttons on the card to chat or send an email.

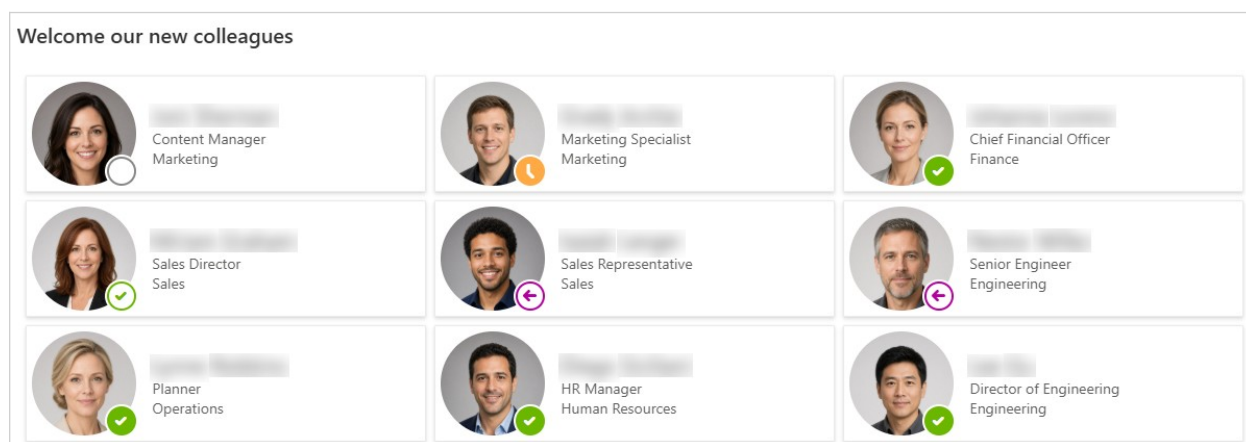


Figure 7. New Employees web part

Tips and Troubleshooting

I cannot find a colleague.

Check the spelling or search for part of the name. Make sure no quick filter, refiner or letter is selected; select **All** to reset the quick filter. New employees can appear in some directories only after several hours.

My information or a colleague's information is wrong or missing.

The directory shows data from your organization's Microsoft 365 profiles and does not store its own copy. Ask your administrator or HR department to correct the data; the directory shows the change automatically.

The My department or My team tab is missing.

These tabs need the department and manager fields in your own profile. Ask your administrator to fill them in.

My favorites disappeared.

Favorites are stored in your browser. They are not shared between devices and are removed when you clear your browser data.

Chat or Call does not open Teams.

Make sure that Microsoft Teams is installed and that you are signed in. If your browser asks whether to open Teams, allow it.

Additional Resources

- [KB10213. Employee Directory: Quick Start for Users](#)
- [KB10214. Using Quick Filters in Employee Directory](#)
- [KB10199. Customize the Employee Details Pane](#)
- [KB10062. Export Employee List into an Excel Spreadsheet](#)
- [Employee Directory product page](#)