vitextra

KNOWLEDGE BASE ARTICLE

Announcements Carousel: Getting Started with the SharePoint Announcements Web Part



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Table of contents

Introduction 4

Overview 4

  Key Features 4

Adding the Announcements Carousel Web Part 5

How to Manage the Announcements 6

  Adding a New Announcement 7

  Editing an Existing Announcement 8

Conclusion 8

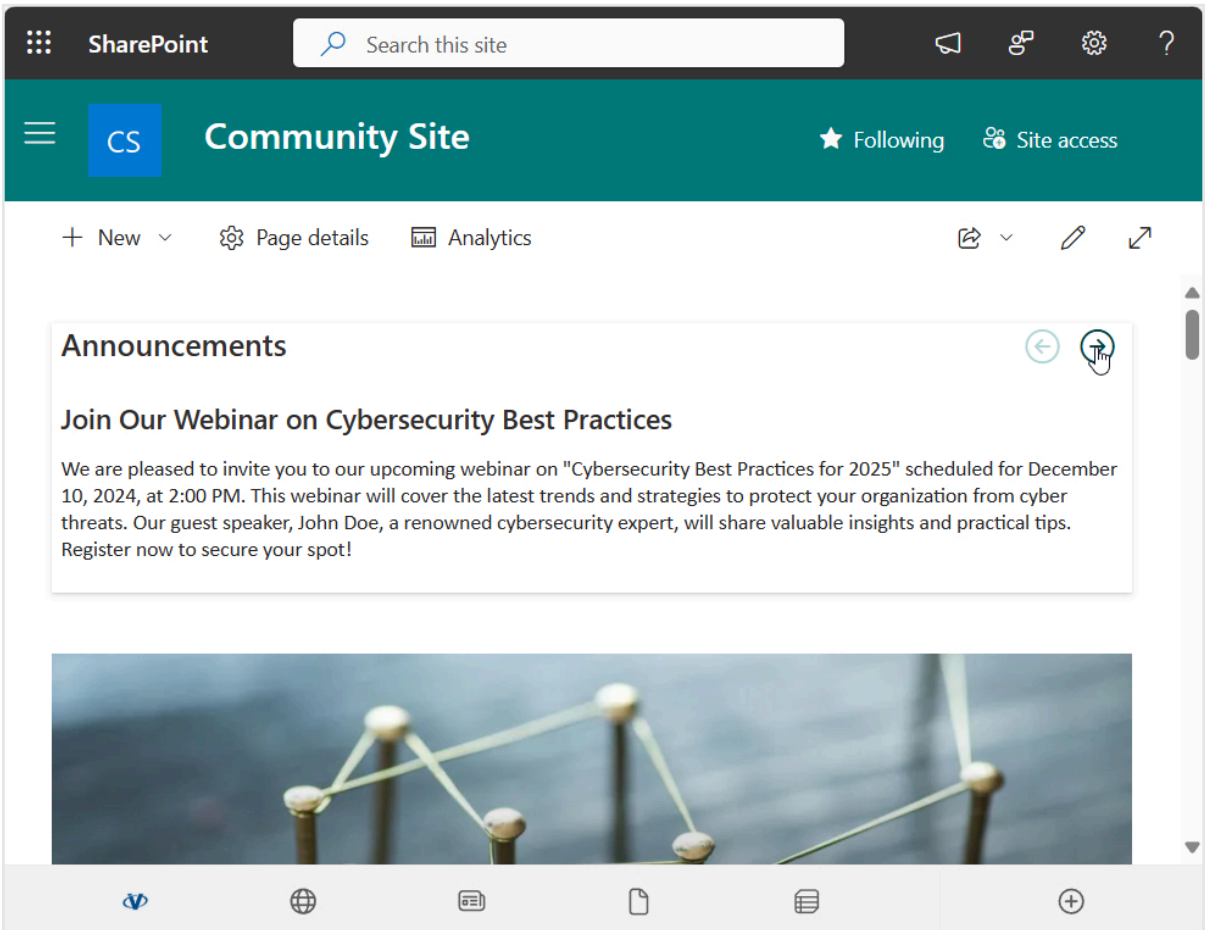
Terms 10

Introduction

Keeping employees informed and engaged is essential, and a corporate portal is one of the best places to do it. Displaying announcements prominently on your **SharePoint** home page ensures important news reaches everyone the moment they arrive.

Overview

The Announcements Carousel **web part** helps you create and display important announcements and updates on your SharePoint **site**. It's an easy way to draw visitors' attention and keep them up to date with the latest news and events.



The Announcements Carousel Web Part

Note

The web part requires no API permissions - it uses the native SharePoint **REST API** to retrieve data.

Key Features

The Announcements Carousel integrates directly with SharePoint's **native announcement lists** for a smooth, familiar experience.

It also requires no configuration to stay tidy: the **web part hides itself automatically when there are no active announcements**, so it never leaves an empty block on your page.

Note

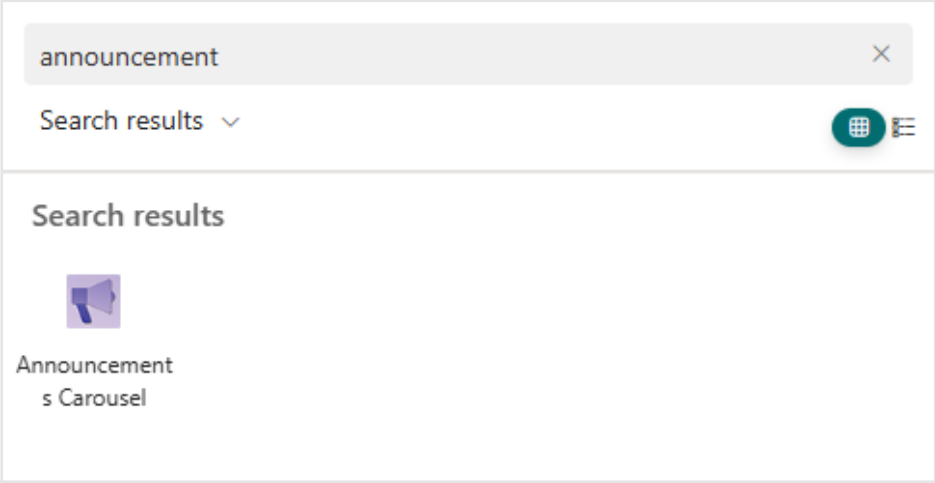
The Vitextra Announcements Carousel lets you choose an existing **list** as the data source or create a new one with a single click, making announcements easy to manage.

Built on the **SharePoint Framework (SPFx)**, it is fully compatible with modern SharePoint sites and uses the latest web technologies for optimal performance.

The Announcements Carousel also integrates with the **SharePoint Brand Center**, so your announcements follow your organization's branding guidelines and keep a consistent, professional look across your SharePoint environment.

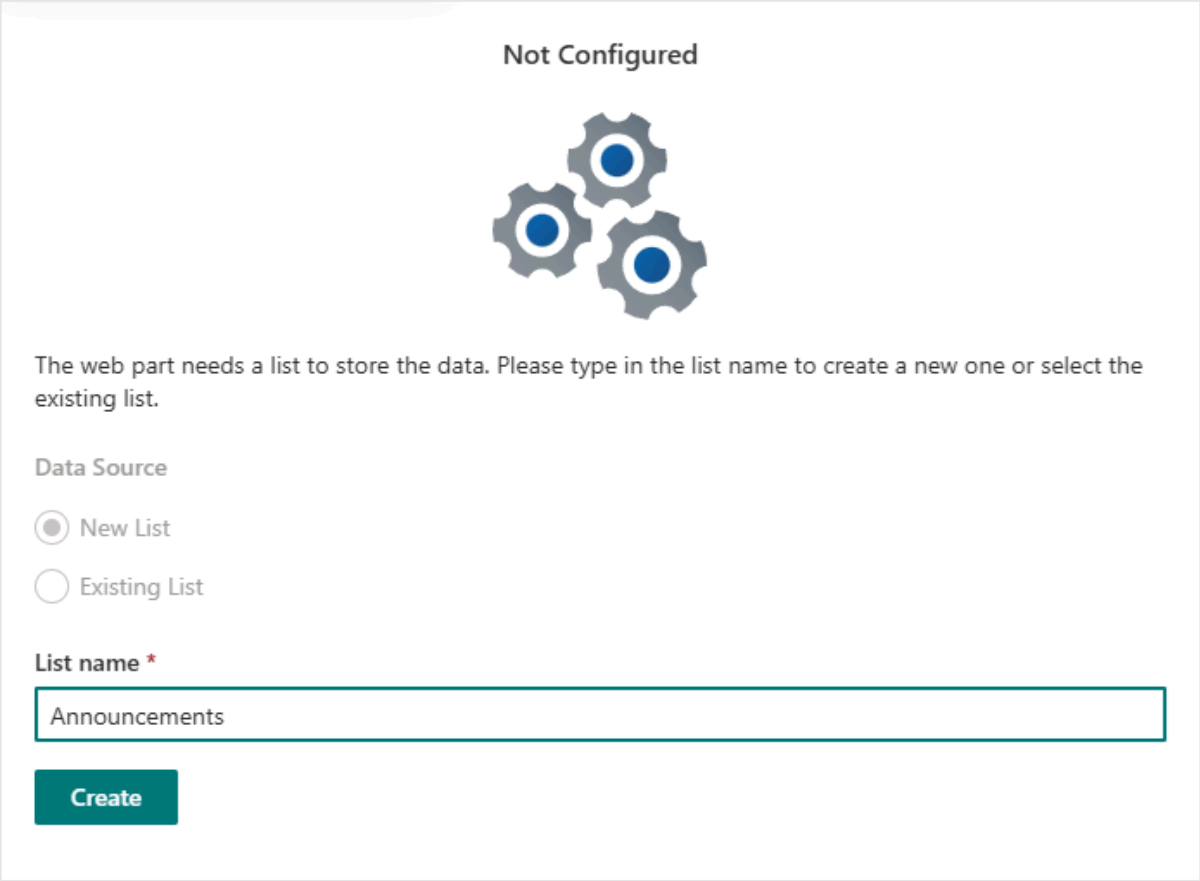
Adding the Announcements Carousel Web Part

Go to the page where you want the web part and click **Edit**. Click the **+** icon to add a new web part, then search for "Announcements Carousel" and select it.



Web Part Gallery

After you add it, the web part shows a notice that it isn't configured yet



Configuration Required Alert

Configure the data source by choosing an existing announcement list or creating a new one.

Warning

If you choose to create a new announcements list, make sure you have the permissions required to create lists on the SharePoint site.

Once a list is selected, the web part pulls its data automatically.

How to Manage the Announcements

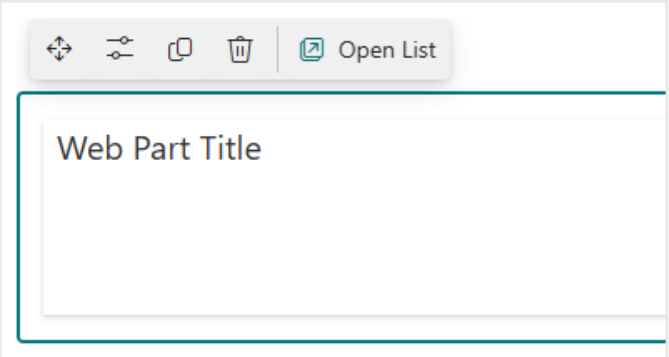
Managing announcements is straightforward, because the Vitextra Announcements Carousel uses the standard **Microsoft Lists** app.

Tip

The Vitextra Announcements Carousel uses the standard Microsoft Lists app to store data.

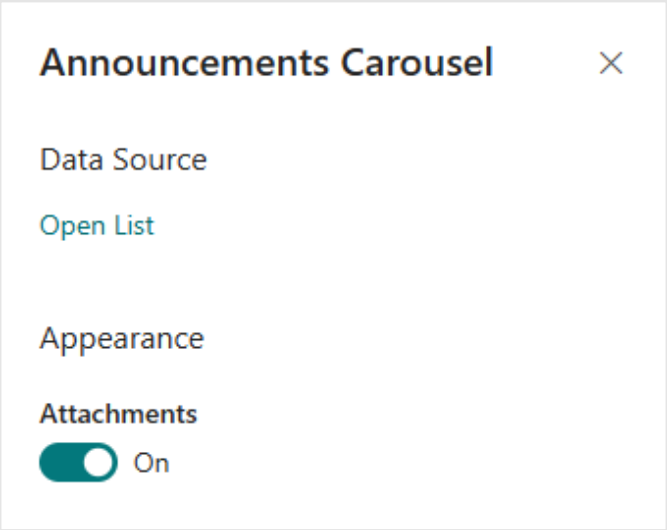
There are three ways to open the list that holds your announcements:

1 **Use the Open List button in the web part's top bar actions.** This is available directly within the web part for quick access.



Announcements Carousel Top Bar Actions

1 **Use Open List in the web part configuration pane.** While configuring the web part, you can open the list straight from the pane.

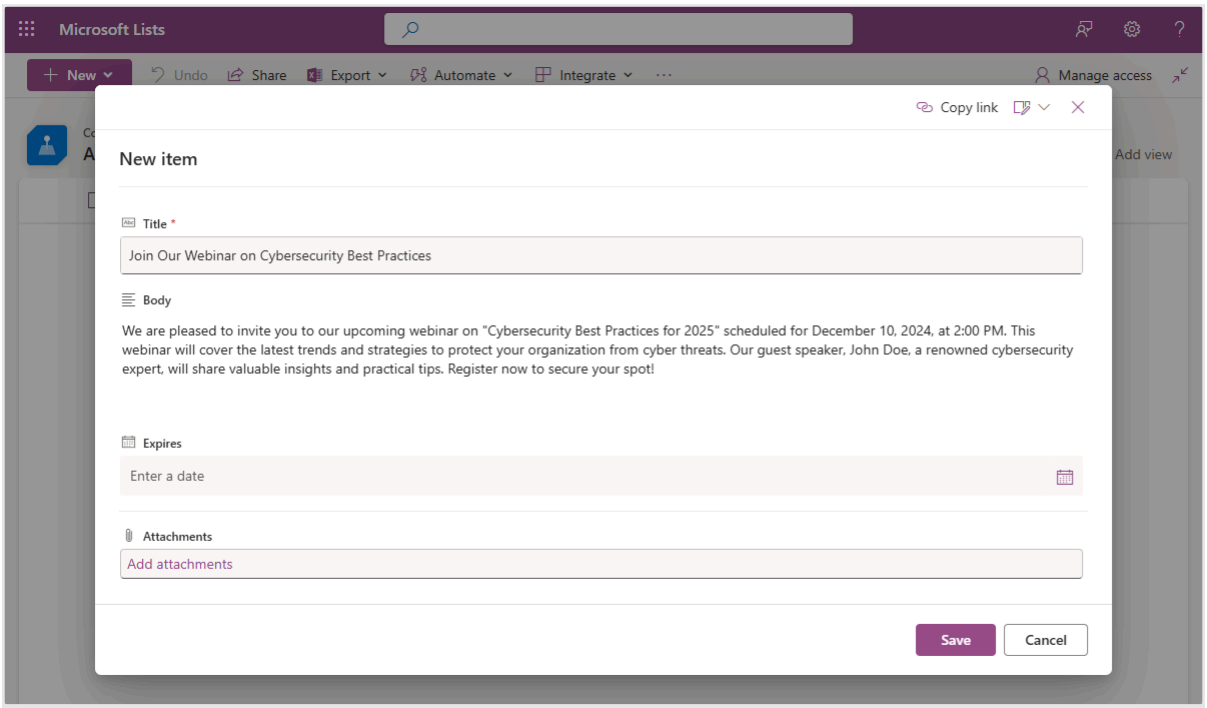


Web Part Configuration Pane

1 **Open Site Contents and find the list there.** Go to the Site Contents section of your SharePoint site and locate the announcements list among your site's content.

Adding a New Announcement

To add an announcement, click **New** in your selected list and fill in the details, such as the title and body.



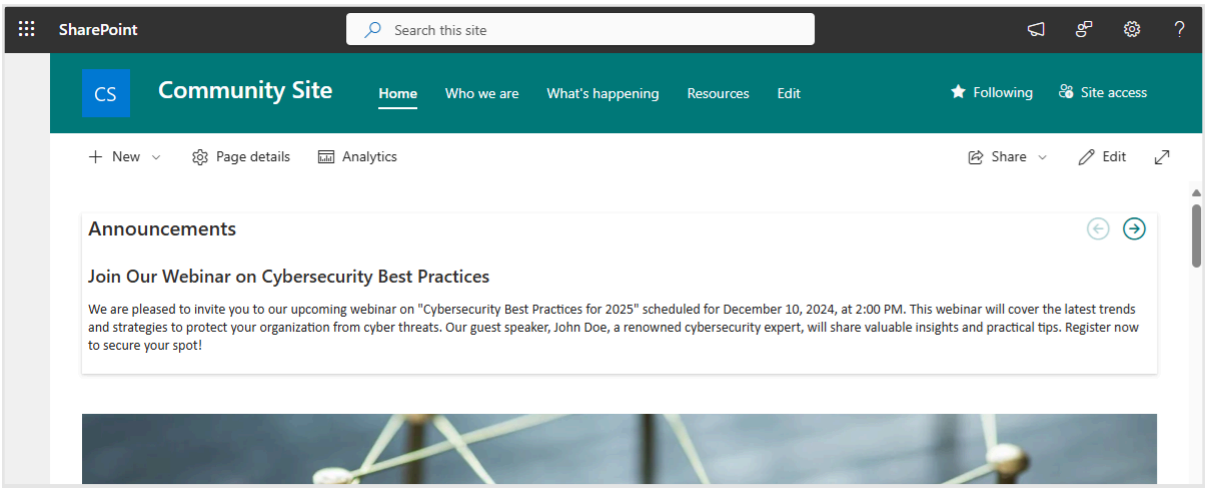
New Announcement

Editing an Existing Announcement

To edit an announcement, click the item you want to update, make your changes, and save. This keeps your announcements current and accurate.

Conclusion

The Vitextra Announcements Carousel is an essential web part for any **SharePoint Online** site, designed to improve communication and engagement with minimal effort. Because it's built on the Microsoft Lists app, your announcements are both prominently displayed and easy to manage - whether you're sharing company news, event reminders, or product updates.



Announcements Web Part

Storing data in Microsoft Lists also unlocks powerful collaboration features such as **Power Automate**. You can automate workflows - for example, sending notifications or updating other systems whenever an announcement is added or changed. And because permissions are managed the standard SharePoint way, you stay in control of who can **view** or edit announcements, maintaining security and compliance across your organization.

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft Lists
Microsoft Lists is a Microsoft 365 app for tracking information and organizing work. It is built on SharePoint lists and provides templates, views, formatting, and rules, and is available in the browser, in Teams, and on mobile devices.

Power Automate
Microsoft Power Automate is a cloud-based service that allows users to create automated workflows between applications and services. It enables the automation of repetitive tasks and processes, such as data collection, notifications, and approvals, without the need for extensive coding knowledge.

REST API
REST API (Representational State Transfer Application Programming Interface) is a standardized way for software applications to communicate over the internet. It enables clients to request and manipulate data on a server using standard HTTP methods such as GET, POST, PUT, and DELETE. REST APIs are widely used for building web services that are scalable, flexible, and can be accessed by various client applications.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

SharePoint Brand Center
The SharePoint Brand Center is a centralized tool that helps organizations manage and maintain their branding assets, such as logos, colors, and fonts, ensuring consistency across SharePoint sites. It streamlines the branding process, allowing teams to easily access and use the correct materials for creating branded content.

Terms

SharePoint Framework (SPFx)
SharePoint Framework (SPFx) is a model for building client-side web parts, components, and extensions for SharePoint Online, SharePoint Server (on-premises), and Microsoft Teams. SPFx customizations are based on JavaScript and support the modern user interface natively.

SharePoint Online
The cloud version of SharePoint, a web-based collaboration platform within Microsoft 365 that provides an extensive range of capabilities to store, share, and manage the digital information, content, and knowledge of an organization.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.