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KNOWLEDGE BASE ARTICLE

How to Configure the Employee Directory (Entra ID) Web Part: Filters, Exclusions and A–Z Navigation



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The **Employee Directory (Entra ID) web part** of Vitextra Employee Directory reads people directly from **Microsoft Entra ID** through **Microsoft Graph**. Compared to the standard Employee Directory web part, it adds a predefined filter built in a visual filter editor, a set of exclusions that hide service and incomplete accounts, and alphabetical (A–Z) navigation by last name. This article walks you through adding the web part to a page and configuring the data source, the exclusions and the A–Z navigation, and points you to the articles that cover the remaining settings.

Tip

Not sure which of the two directory web parts you need? See KB10310. Employee Directory vs. Employee Directory (Entra ID): Which Web Part to Choose.

Before you begin

- The Employee Directory solution is installed in your **tenant** - see KB10035. How to Install a Vitextra Product in SharePoint Online.
- The Microsoft Graph permissions requested by the solution (including **User.Read.All** and **Directory.Read.All**) are approved on the **API access** page of the **SharePoint admin center**. Without them the web part cannot read users from Entra ID.
- You can edit the **SharePoint** page where you want to place the directory.

Add the web part to a page

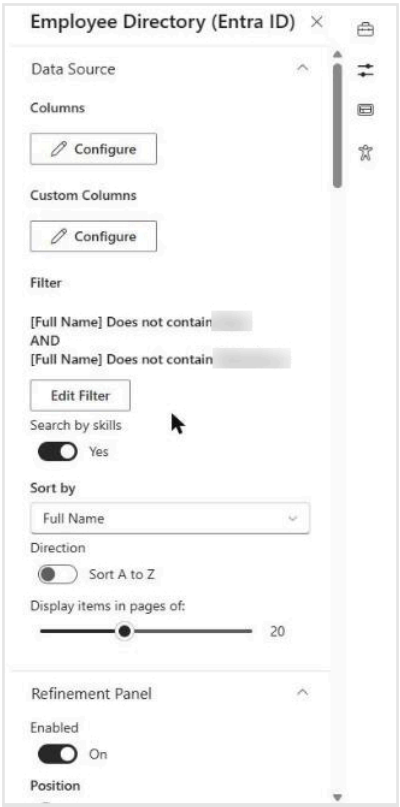
1 Open the SharePoint page and select **Edit**.
2 Hover over the place where you want the directory, select the **+** sign, and search for **Employee Directory (Entra ID)**. The web part title in the toolbox follows the SharePoint language, for example *Справочник Сотрудников (Entra ID)* in Russian.
3 Select the web part to add it. It immediately starts loading people from Entra ID.
4 Select the **Edit web part** (pencil) icon to open the property pane. The settings are arranged in collapsible groups: **Data Source**, **Refinement Panel**, **Exclude Employees**, **Appearance**, **Quick Filters**, **Content Fields**, **Panel**, **Context Menu**, **Quick Actions**, **Export**, **)** and **About**.
5 Configure the web part as described below, then **Republish** the page.

Note

The web part downloads the whole user **list** from Microsoft Graph in pages of up to 900 users and keeps a compressed copy in the browser's local storage. On later visits the directory opens from this copy instantly and refreshes it in the background once it is older than 24 hours. The **Last updated** line above the results shows the age of the data, and its **Refresh** link reloads it from Entra ID on demand.

Configure the data source

The **Data Source** group defines which attributes are shown, which people are included and in what order they appear.



The Data Source group

Columns and custom columns

Select **Configure** under **Columns** to choose the built-in Entra ID attributes the directory works with - name, job title, department, office, phones, email, manager and others. For each column you can set:

- **Show in list** - show the column in the results list (Details **view**);
- **Show on card** - show the attribute in the person's card;
- **Searchable** - include the column in the search box;

- **Caption** - the column header users see;
- **Order** - the position of the column.

If no column is marked **Searchable**, the web part searches by name, job title, department, work phone and mobile phone. The search matches any part of the value, regardless of case.

Custom Columns add Entra ID **extension attributes**, for example attributes synchronized from on-premises **Active Directory**. Custom columns have the same options and can also be used in the filter, sorting, grouping and refiners. For details, see KB10060. How to Display Custom Entra ID Attributes in the Employee Directory Web Part.

Note

When the **Manager** column is shown in the list or on the card, the web part requests each user's manager together with the user list. This makes the initial load a little longer in large tenants, so hide the column if you don't need it.

Predefined filter

Under **Filter**, the filter editor lets you limit the directory to a specific part of the organization - for example, only one country, one office or one company. A filter consists of conditions (an attribute, an operator and a value) that can be combined into groups with **AND** or **OR** logic. Conditions can use any of the configured columns and custom columns.

The predefined filter is applied to every view of the directory: the results list, the totals, the refinement panel values, the A–Z letters and the Excel export. Users can't remove it - it defines who is in the directory on this page.

Tip

For the full list of fields and operators, condition groups, role templates and ready-made examples, see KB10312. Employee Directory (Entra ID): Filter Editor Reference.

Search by skills

The **Search by skills** toggle (on by default) extends the search box: in addition to the searchable columns, the web part finds people whose profile lists a matching skill.

The skill lookup starts when at least two characters are typed, and the matching skills are shown first in the person's **Skills**. With the toggle off, the search box looks only at the searchable columns.

Tip

To learn where skills come from and how the matching works, see KB10316. How to Search Employees by Skills in Employee Directory.

Sorting

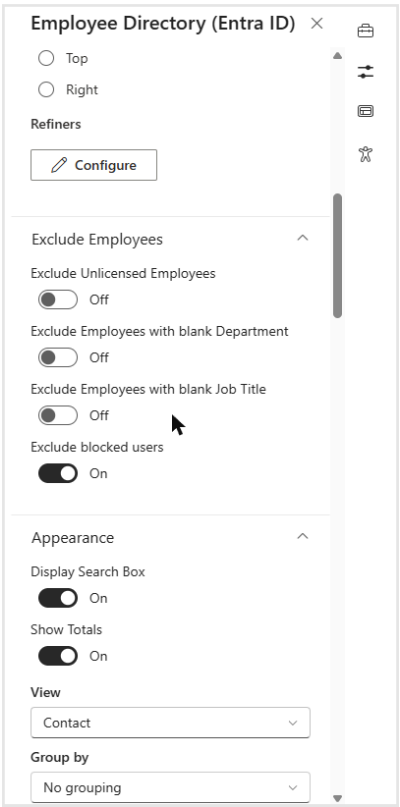
Sort by sets the default order of the results. The dropdown lists the configured columns and custom columns; **(Empty)** keeps the order in which Entra ID returns users. The **Direction** toggle switches between **Sort A to Z** and **Sort Z to A**. In the Details view, users can still re-sort the list by selecting a column header.

Paging

Display items in pages of: sets how many people are shown at once (0–50; a newly added web part starts with 20). When there are more results, a **Show More Results...** button appears below the list and loads the next page. Set the slider to **0** to show all results without paging.

Exclude employees

An Entra ID tenant usually contains more than real employees: shared mailboxes, meeting rooms, service accounts, test users and blocked accounts of former employees. The **Exclude Employees** group hides them without building a filter. Each toggle works independently, and the conditions add up: a person is shown only when they pass every toggle that is turned on.



The Exclude Employees group

Setting	Default	Who is hidden	How it is checked
Exclude Unlicensed Employees	Off	Users without any license	The user's `assignedLicenses` list in Entra ID is empty
Exclude Employees with blank Department	Off	Users with no department	The `department` attribute has no value
Exclude Employees with blank Job Title	**On**	Users with no job title	The `jobTitle` attribute has no value
Exclude blocked users	**On**	Disabled (blocked) accounts	The `accountEnabled` attribute is not `true`

Exclude Unlicensed Employees

A user counts as licensed when at least one license is assigned to them in Microsoft Entra ID - the `assignedLicenses` property returned by Microsoft Graph is not empty. Any product counts (**Microsoft 365**, Office 365, Exchange Online, a trial and so on), and it doesn't matter whether the license was assigned directly or through group-based licensing. The web part doesn't check which product or which service plans are enabled.

This toggle is the quickest way to remove shared mailboxes, room and equipment mailboxes, and most service accounts, because they normally have no license. Guest accounts are excluded from the main directory regardless of this toggle.

Warning

Employees who genuinely work without a license - for example, frontline workers whose license hasn't been assigned yet - also disappear when this toggle is on. If that's a problem, leave the toggle off and exclude the unwanted accounts with the predefined filter instead.

Exclude Employees with blank Department / Job Title

These two toggles hide users whose **Department** or **Job Title** attribute in Entra ID is empty. They are useful when your HR process fills these attributes for every employee: accounts without them are almost always technical, test or not yet onboarded.

Turn both on to show only people with a complete profile - but check the data first: anyone whose department or job title is missing in Entra ID won't appear in the directory until the attribute is filled in.

Exclude blocked users

Exclude blocked users hides accounts for which sign-in is blocked (the `accountEnabled` attribute is `false`), typically former employees. This toggle is **on by default**. Unlike the other exclusions, it also works on the Microsoft Graph side: blocked accounts are not even downloaded, which makes the directory load faster.

Warning

Changing any toggle in **Exclude Employees** - including **Exclude blocked users** - reloads the data from Entra ID immediately, so the list reflects the new setting at once. Other users see the change the next time their browser reloads the directory: when the page opens with a cache older than 24 hours, or when they select **Refresh** next to **Last updated** above the results.

Where the exclusions apply

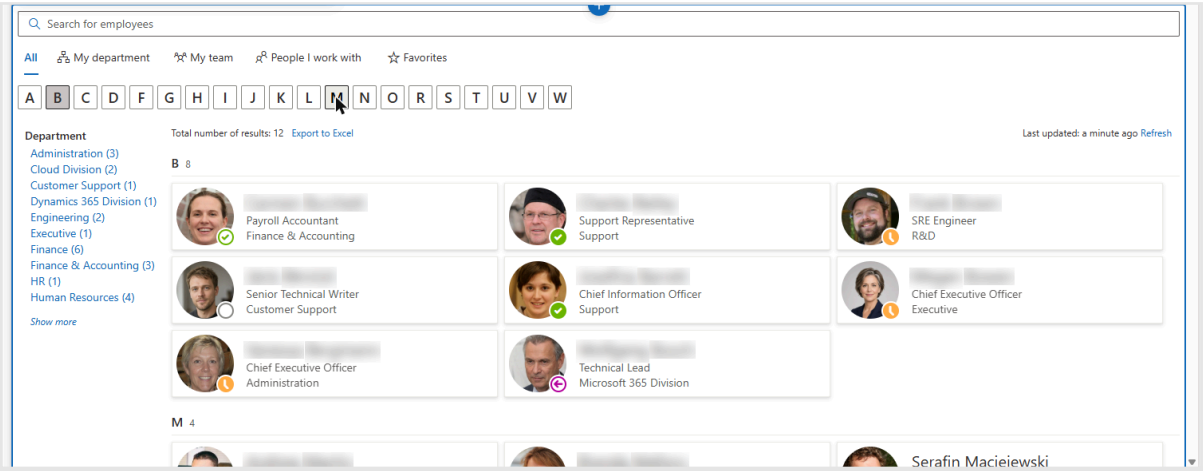
Exclusions, together with the predefined filter, define the audience of the directory. They apply to the full list, search results, the **My department** quick filter, the refinement panel values, the A–Z letters, the total number of results and the Excel export.

Note

The **My team**, **People I work with** and **Favorites** quick filters show their own lists of people - your manager and colleagues, your frequent contacts, your starred people - but include only people allowed by the exclusions and the predefined filter. Guest accounts and people missing from the loaded directory are omitted. See KB10214. Employee Directory Quick Filters: My Department, My Team, People I Work With, Favorites.

Alphabetical (A–Z) navigation

Alphabetical navigation adds a row of letters above the results so users can jump to people by the first letter of their last name. To turn it on, expand the **Appearance** group and turn on **Show alphabetical navigation** (off by default).



Alphabetical (A–Z) navigation

How the navigation works:

- **Letters come from the data.** The row shows only the letters that actually occur as the first letter of a last name (the Entra ID `surname` attribute) among the people in the directory - after the exclusions and the predefined filter are applied. There are no empty letters, and non-Latin alphabets work too.
- **Filtering is by last name.** Selecting a letter shows only people whose last name starts with it. People with an empty last name are hidden while a letter is selected, even if their display name starts with that letter.
- **Several letters at once.** Select more letters to add them to the selection (for example, **B** and **M**); select a selected letter again to clear it. When no letter is selected, the full list is shown.
- **Combines with other filters.** The letter selection works together with refiners and a search query entered before selecting a letter. Typing in the search box or switching to another quick filter clears the selected letters.
- **Hidden for personal lists.** The letter row is not shown while the **My team**, **People I work with** or **Favorites** quick filter is selected.

Tip

To show the whole directory divided into sections by the first letter of the last name, use **Group by** → **Last name (first letter)** in the **Appearance** group. See KB10314. Employee Directory Layouts: Details and Cards, Card Size, Card Fields and Group By.

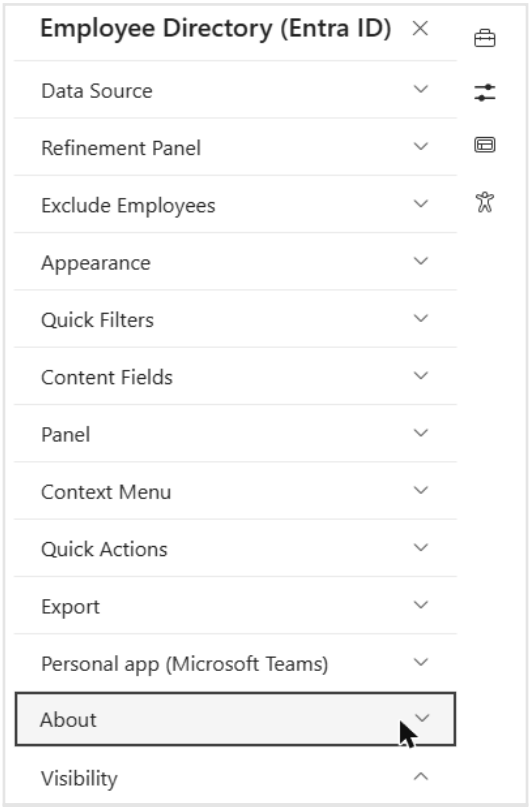
Other settings

The remaining groups of the property pane are the same as in the other Employee

Directory web parts and are covered in separate articles:

Group	What it controls	Article
Refinement Panel	Refiners, their position (left, top, right)	KB10313. How to Set Up the Refinement Panel in Employee Directory
Appearance	Search box, totals, **Details** or **Contact** (cards) view, Group by, card size, compact list	KB10314. Employee Directory Layouts: Details and Cards, Card Size, Card Fields and Group By
Quick Filters	My department, My team, People I work with, Favorites	KB10214. Employee Directory Quick Filters: My Department, My Team, People I Work With, Favorites
Content Fields	The fields shown on cards in the **Contact** view	KB10314. Employee Directory Layouts: Details and Cards, Card Size, Card Fields and Group By
Panel	Sections of the details pane: manager, direct reports, availability, local time, documents, about me, interests, skills	KB10199. Employee Directory: Customizing the Details Pane, KB10317. Employee Directory: Local Time, Working Hours and Availability
Context Menu, **Quick Actions**	Chat, Call, Email, Copy email, Schedule a meeting and vCard actions	KB10315. Employee Actions in Employee Directory: Chat, Call, Email, Copy Email, Schedule a Meeting and vCard
Export	The **Export to Excel** link above the results	KB10062. How to Export Employee Directory Results to Microsoft Excel
Personal app (Microsoft Teams)	Saves this configuration for the Employee Directory	-

Group	What it controls	Article
	personal app in Microsoft Teams	
About	Product version and license information	-



Groups of the property pane

Tip

A good starting configuration for most organizations: keep **Exclude blocked users** on, turn on **Exclude Unlicensed Employees**, add a predefined filter only if the page is meant for part of the company, and turn on **Show alphabetical navigation** for directories with several hundred people or more.

Terms

Active Directory
Active Directory (AD) is a directory service developed by Microsoft for Windows domain networks. It provides a centralized platform for managing and storing information about network resources, including users, computers, and services. Active Directory facilitates authentication and authorization, allowing administrators to control access to resources and enforce security policies across the network.

Extension Attributes
Extension attributes in Microsoft Entra ID are additional properties that can be added to the default set of attributes provided by the service. They allow organizations to extend the Microsoft Entra ID schema with custom data fields that are specific to their business needs.

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 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

Microsoft Entra ID
Microsoft Entra ID (formerly Azure Active Directory) is a cloud-based identity and access management service offered by Microsoft. It allows organizations to efficiently manage and secure their users' identities and access to a variety of resources, both internal and external. These resources include Microsoft 365, the Azure platform, and thousands of other software-as-a-service (SaaS) applications.

Microsoft Graph
Microsoft Graph is a REST API secured with Microsoft Entra ID (formerly Azure Active Directory) and OAuth 2.0. It provides a single endpoint for accessing data and services in Microsoft 365, such as SharePoint, Outlook, OneDrive, Teams, and others.

Terms

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 Admin Center
The SharePoint admin center is the web portal where SharePoint administrators manage sites, sharing and access settings, the App Catalog, storage, and other SharePoint Online settings for the tenant.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

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.