KNOWLEDGE BASE ARTICLE

How to Choose Whose Absences the Team Absence Calendar Shows

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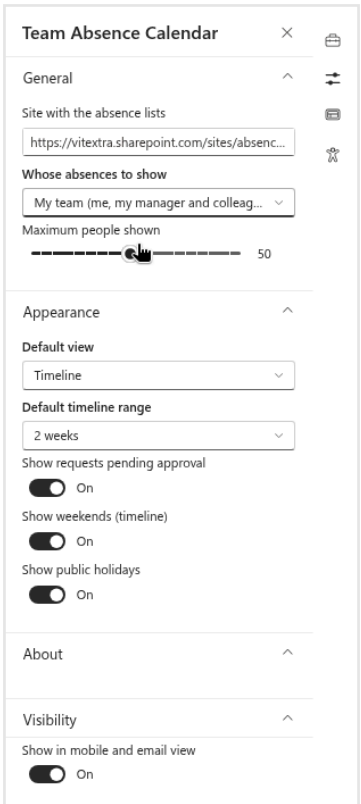
Overview

The Team Absence Calendar does not show the same people to everyone. Each visitor sees the calendar **view**: with the default setting, *My team* means your manager, your colleagues and you, so two employees from different teams see different rows on the same page. The page editor decides how this view is built with the **Whose absences to show** setting.

This article explains the four scope options, shows which data in **Microsoft Entra ID** each one uses, and helps you pick the right one. It also covers the **Maximum people shown** limit and the other display defaults in the property pane.

Where to find the settings

1 Open the page in edit mode and select the **Team Absence Calendar web part**.
2 Choose the **Edit web part** (pencil) icon to open the property pane.
3 Open the **General** group for the **site**, the scope and the maximum number of people, or the **Appearance** group for the view, the range and the toggles.



The General group of the property pane with the scope drop-down open

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The four scope options

The signed-in user is always included first in the **list**, except in *Everyone with absences*.

Option	Who gets a row	How it is resolved
My team (me, my manager and colleagues)	You, your manager and all direct reports of your manager	Your manager and the manager's direct reports are read from Microsoft Entra ID. If you have no manager, the row set is you and your own direct reports.
My direct reports	You and your direct reports	Your direct reports are read from Microsoft Entra ID.
My department	You and the enabled users whose department is the same as yours	The **Department** value of your Microsoft Entra ID profile is compared with the other users. The list is limited by **Maximum people shown**. If your own department is empty, only you are listed.
Everyone with absences	Nobody is listed in advance; the rows are the people who have visible absences in the shown period	No Microsoft Entra ID relationship is used.

For the first three options, every listed person has a row **even if nobody is absent**; the rows are ordered with you first and the others alphabetically. Absences of people outside the list are not shown. With *Everyone with absences* the rows are sorted by name and the list is cut at the maximum.

The scope also decides who appears in the **Away today** block (KB10342. How to See Who Is Away Today and Who Covers Them).

Warning

The scopes *My team*, *My direct reports* and *My department* depend on the **manager** and **Department** fields of the people in Microsoft Entra ID. If these fields are empty, the calendar shows fewer people than expected, or only you. The product reads them with the **Microsoft Graph** permission **User.Read.All**, which a Global Administrator of the **tenant** must approve in the **SharePoint admin center**.

Maximum people shown

The **Maximum people shown** slider runs from 5 to 100 in steps of 5; the default is 50. For My team, My direct reports and My department, it limits the people used by the Timeline, Month view, Away today and CSV export. For Everyone with absences, it limits only the Timeline rows; Month, Away today and CSV are not restricted by this slider. Raise the value or narrow the scope if required.

Display defaults

The **Appearance** group sets what visitors see when they open the page. Visitors can change the view, the range and the pending-requests toggle in the toolbar at any time.

Setting	Options	Default
Default view	**Timeline**, **Month**	**Timeline**
Default timeline range	**Week**, **2 weeks**, **Month**	**2 weeks**
Show requests pending approval	On or off	On
Show weekends (timeline)	On or off. When off, the days that are not working days are hidden from the Timeline.	On
Show public holidays	On or off. Shades the holidays and shows their names.	On

The working days come from the product settings (KB10355. How to Set the Working Week), so with a Sunday to Thursday week the Timeline hides Friday and Saturday, not only the weekend of the Monday to Friday week.

Which scope to choose

Situation	Recommended scope
A page for a team in **Microsoft Teams** or on a **team site**	**My team (me, my manager and colleagues)**
A manager who wants to see only the direct reports	**My direct reports**
A department page where everyone sees the same colleagues	**My department**
An HR or company-wide page	**Everyone with absences**

Note

With *Everyone with absences* the calendar shows only the people who are away, so the Timeline stays compact on large tenants. Private absence types are still masked as **Away** for everybody except the absent person and the approver (KB10345. Private Absence Types: What Colleagues See in the Calendar).

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 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.

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

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.

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.

Team Site
A team site is a type of SharePoint site that provides a collaboration space for a team

to work together on projects and share files, news, and resources. A team site connected to a Microsoft 365 group also includes a shared mailbox, calendar, and a Teams team.

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.

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.