KNOWLEDGE BASE ARTICLE

How to Add and Configure the RSS Reader Web Part

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Introduction

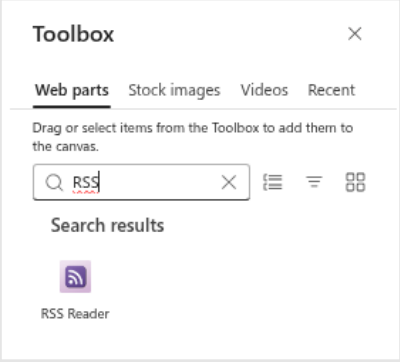
This article walks through the setup of the RSS Reader **web part**: from adding it to a page to the first published news stream, with every option of the property pane explained. What the web part is and how it loads feeds is described in KB10366. RSS Reader. Solution Overview.

Prerequisites

- The **RSS** Reader package is deployed in the **App Catalog** of your **tenant** (see KB10035. How to Install a Vitextra Product in SharePoint Online). The web part requests no API permissions, so nothing has to be approved.
- You can edit the page: **Edit** permission on the **site** or the page.
- The addresses of the feeds you want to show. A feed address usually ends with `.xml`, `/rss` or `/feed`; most websites link it with the RSS icon or list it in the page footer.

Step 1. Add the web part to a page

1 Open the page and click **Edit**.
2 Hover over the place where the web part should go and click the **+** icon.
3 Type *RSS* in the search box and select **RSS Reader** (it is listed in the *Other* group of the toolbox).



Adding RSS Reader from the toolbox

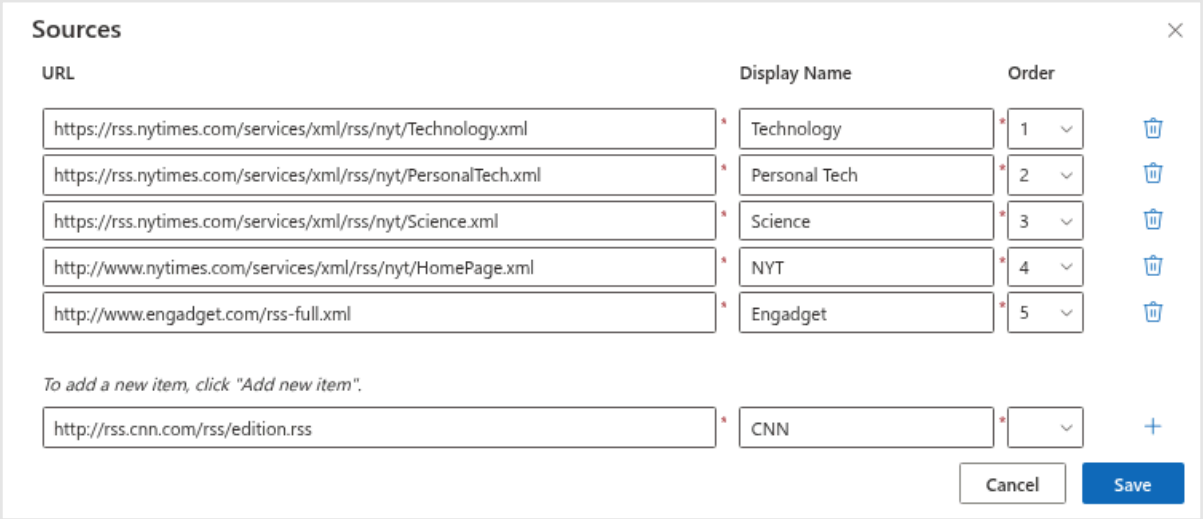
The web part appears with a set of sample feeds (technology and science news) so that you can see the layouts immediately. Replace them with your own feeds in the next step.

1 Click the **Web Part Title** placeholder at the top of the web part and type a title, for example *Industry news*. The title is optional.
2 Click the pencil icon (**Edit web part**) to open the property pane.

Step 2. Add your feeds

The **Newsfeed** group holds the list of feeds.

1 Under **Sources**, click **Configure**. The **Sources** panel opens with a table of the current feeds.



The Sources panel

1 Remove the sample feeds you do not need with the **Delete Row** icon at the end of each row.
2 In the empty row at the bottom, enter the feed address in **URL** and a short name in **Display Name** - this name becomes the tab of the source above the items. Click the **+** (**Add new item**) icon. Both fields are required.
3 Repeat for every feed. Use the **Order** drop-down of a row to change the position of a source in the tab row and in the *By source* sorting.
4 Click **Save**. The panel closes and the web part loads the new feeds.

Warning

Enter the address of the **feed**, not of the website's home page. A website address returns HTML, which the feed service cannot parse, and the source is left out of the web part without an error message. The feed must also be reachable from the internet - a feed that is available only inside your network cannot be shown.

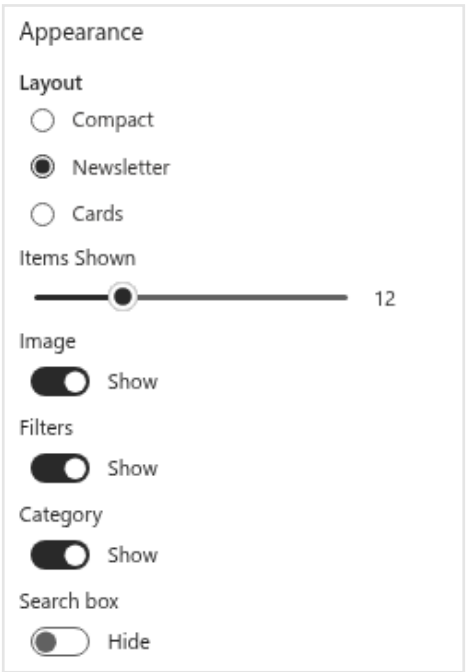
Tip

Keep display names short - they are shown as tabs in one row. Two or three words such as *Reuters Tech* or *FDA* work better than the full title of the publication.

Step 3. Choose the layout and the elements

The **Appearance** group defines how the items look.

Option	Values	Effect
Layout	*Compact*, *Newsletter*, *Cards*	*Compact*: titles with a one-line description and the date, for narrow columns. *Newsletter* (default): image on the left, title, description, categories, date and author. *Cards*: tiles with a large image on top.
Items Shown	1–40	The maximum number of items displayed after filtering.
Image	*Show / Hide*	Shows or hides the images of the items in the Newsletter and Cards layouts.
Filters	*Show / Hide*	Shows the row of source tabs (**All** plus one tab per feed) above the items.
Category	*Show / Hide*	Shows the category tags of each item in the Newsletter layout; clicking a tag filters the stream.
Search box	*Show / Hide*	Shows a search box that filters the loaded items by title, description, author and source.



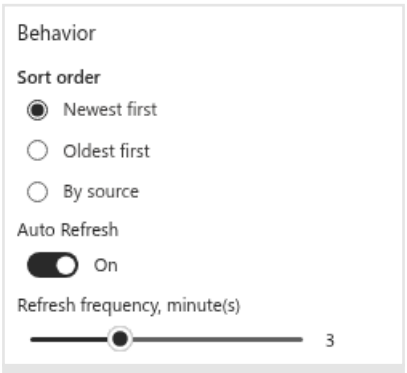
The Appearance group

Choose *Compact* for a one-third column and *Cards* for a **full-width section**; *Newsletter* fits both.

Step 4. Sorting and automatic refresh

The **Behavior** group controls the order of the items and how often they are reloaded.

- **Sort order** - *Newest first* (default), *Oldest first* or *By source*. With *By source*, the items are grouped by feed in the order of the sources, newest first within each feed.
- **Auto Refresh** - when on, the web part reloads the feeds in the background while the page is open.
- **Refresh frequency, minute(s)** - the interval of the automatic refresh, from 1 to 7 minutes. The slider is available only when **Auto Refresh** is on.



The Behavior group

Note

The refresh is silent: the items are replaced without the loading placeholders, and if a refresh fails, the web part keeps showing the items it already has. Loaded items are cached in the browser session. The web part reuses cached items for up to 30 minutes after loading them; older entries are treated as stale and fetched again.

Step 5. Publish the page

Close the property pane and click **Republish** (or **Publish**). Readers see the title, the source tabs and the items; they can switch sources, click tags, search and open articles in a new tab. Nothing they do changes the configuration of the web part.

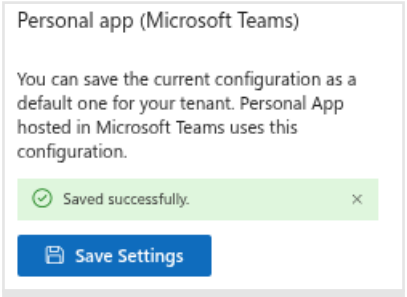


The published web part with a category filter applied

Microsoft Teams: tabs and the personal app

RSS Reader can be used in **Microsoft Teams** after the administrator has published it from the App Catalog with **Add to Teams**.

- **Channel tab.** Add the *RSS Reader* app as a tab to a channel. The tab has its own configuration, made in the same property pane as on a **SharePoint** page.
- **Personal app.** Employees open RSS Reader from the left rail of Teams. The personal app has no property pane for the user; instead it uses a **default configuration** saved by the administrator:



Saving the default configuration for the Teams personal app

The saved configuration - the feeds, layout and options, not the web part title - is stored by the Vitextra service for your tenant and is read by the personal app only; channel tabs are not affected. Saving again overwrites the previous configuration.

Messages and what they mean

Message	Cause	What to do
There are no items to show	No sources are configured	Add at least one feed in **Sources**
No items found.	The feeds loaded, but the selected source, category or search text matches nothing - or the configured feeds returned no items	Clear the filters; check the feed addresses
Sorry, something went wrong. Please refresh the page and try again.	The feed service could not be reached and nothing is cached - usually `vitextra.com` is blocked on the network	Allow access to `vitextra.com`; reload the page
A source is missing from the tab row	Its feed could not be downloaded or parsed (wrong address, website instead of feed, feed not reachable from the internet)	Open the feed address in a browser and check that it returns XML; correct the address in **Sources**
The license message instead of the items	The trial has ended or no license is assigned	See KB10365. Why Does a Vitextra Web Part Show "We Hope You Enjoyed Your Free Trial"? License Messages and Fixes

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

Full-Width Section
A full-width section in SharePoint Online is a layout option that allows content to span the entire width of the page, providing a more immersive and visually impactful presentation for elements such as images and videos.

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

RSS
RSS (Really Simple Syndication) is a popular web feed format used to deliver updates from websites to users and applications in a standardized, machine-readable format. This format is commonly used for distributing news articles, blog posts, and other frequently updated content.

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.

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.

Terms

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.