KNOWLEDGE BASE ARTICLE

How to Add RSS Reader to Microsoft Teams

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Introduction

Many teams follow their industry news in **Microsoft Teams** rather than on the intranet. RSS Reader ships as a Teams application, so the same aggregated feeds can live where the team works: as a **tab in a channel** - a project team's news wall with its own sources - or as a **personal app** in the left rail, with one configuration for everybody in the organization.

This article covers the three steps: making the app available in Teams, adding it as a channel tab or a personal app, and saving the configuration that the personal app uses. It assumes that the **RSS** Reader package has already been deployed to the **App Catalog** of your **tenant** (see KB10035. How to Install a Vitextra Product in SharePoint Online).

Note

RSS Reader in Teams is the same **SharePoint** Framework **web part** that runs on SharePoint pages. It needs no API permissions, and one license per tenant covers SharePoint and Teams alike.

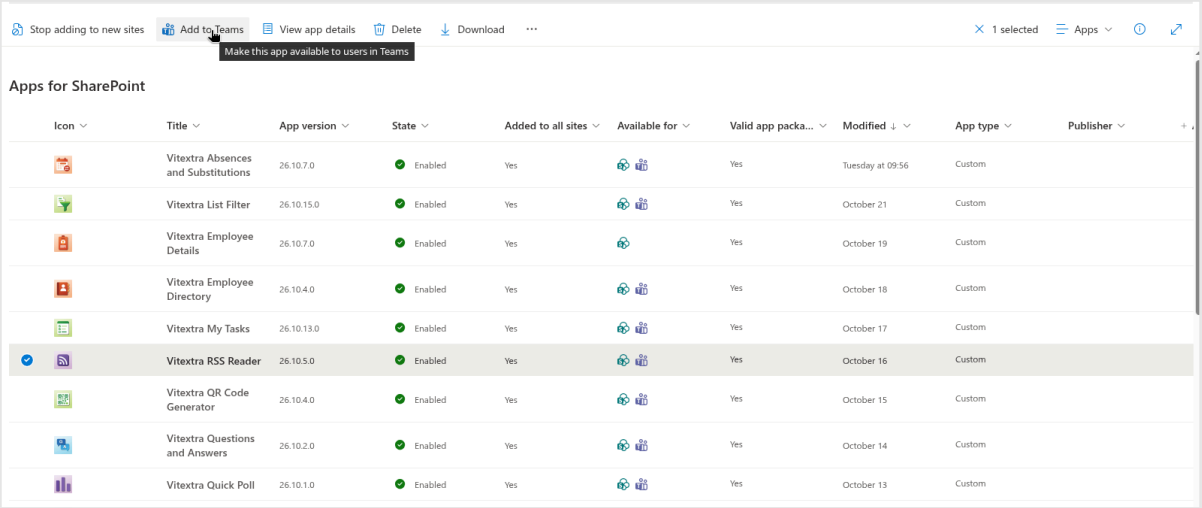
Prerequisites

- To publish the app to Teams you need to manage the **SharePoint App Catalog** - typically the **SharePoint Administrator** role.
- To add the published app as a personal app no special permissions are needed, as long as your Teams administrator allows custom apps built for your organization.
- To add a channel tab you need to be a member of the team; team owners may restrict who can add tabs.
- To save the default configuration of the personal app you need to edit a SharePoint page that contains the web part.

Step 1. Make the app available in Teams

1 Open the Microsoft 365 admin center, go to the **SharePoint admin center**, select **More features** and click **Open** under **Apps**.

2 On the **Manage apps** page, select the **Vitextra RSS Reader** package and click **Add to Teams**. (In the classic **Apps for SharePoint** library the same command is **Sync to Teams** on the **FILES** tab of the ribbon.)



Publishing the app to Teams

The app is published to your organization's **Teams app** store under the name **RSS** (*Vitextra RSS Reader*). It remains linked to the SharePoint package: a new version installed in the App Catalog is used in Teams as well, see KB10050. How to Update a Vitextra SPFx Solution in SharePoint Online.

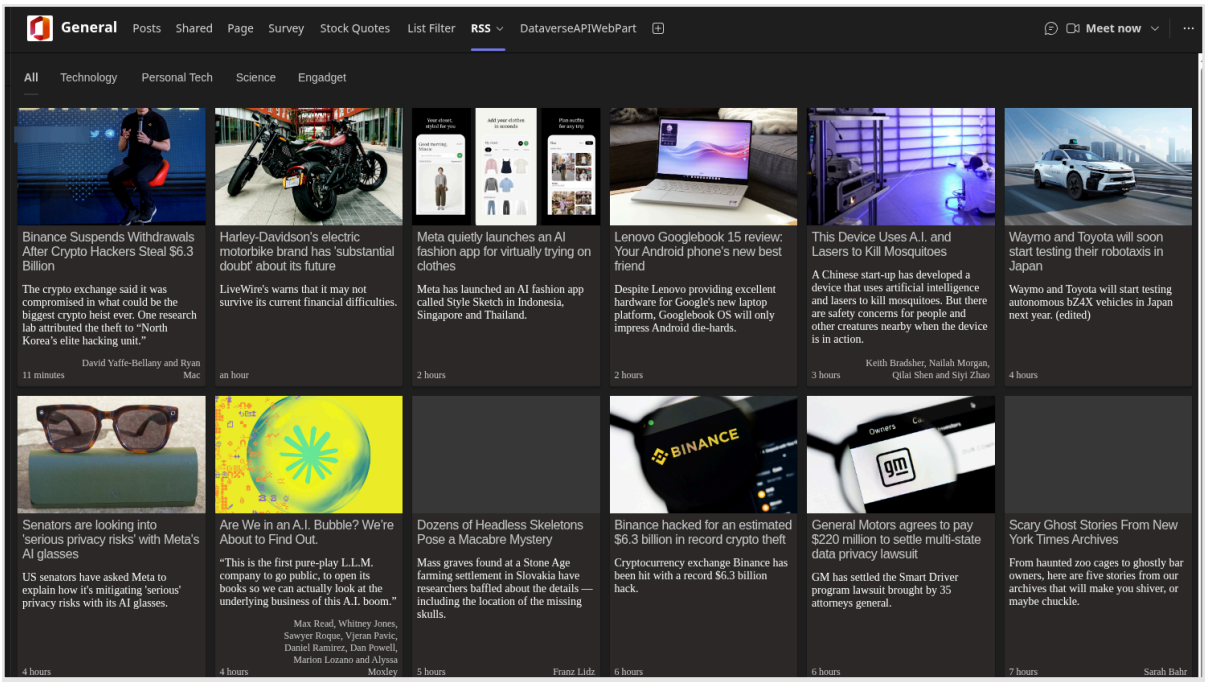
Note

Alternatively, a Teams administrator can upload the Teams app package manually in the Teams admin center under **Teams apps** → **Manage apps** → **Upload new app**. The package is the `TeamsSPFxApp.zip` file included with the product. **Add to Teams** is the simpler route and is recommended.

Step 2. Add RSS Reader as a channel tab

A channel tab has its **own** sources and settings, independent of other channels and of the personal app - the right choice for a team that follows a specific set of feeds.

1 Open the team and the channel, and click **+** in the tab bar.
2 Find **RSS** in the **list** of apps (use the search box) and select it.
3 Click **Add** (or **Save**). The tab opens together with the property pane of the web part.
4 In the **Newsfeed** group, click **Configure** and enter the feeds of the team; set the layout and the other options in the **Appearance** and **Behavior** groups; close the property pane. The options are the same as on a SharePoint page and are described in KB10367. How to Add and Configure the RSS Reader Web Part.



The web part in a Teams channel tab

A team owner can change the settings later with **Settings** in the tab's menu. The tab's sources are stored with the tab; they are not affected by **Save Settings** (see step 4).

Step 3. Add RSS Reader as a personal app

1 In Microsoft Teams, click **Apps** in the left rail.
2 Select **Built for your org** - this is where apps published from your own App Catalog appear.
3 Find the **RSS** tile published by Vitextra and open it.
4 Click **Add** (not *Add to a team*).

The app appears in the left rail and shows the feeds configured by the administrator (step 4). The personal app has no property pane: users read, switch sources, filter and search, but cannot change the feeds.

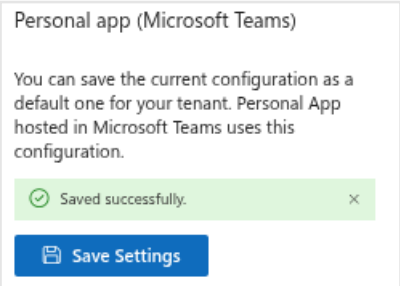
Tip

Adding the app installs it for the current user. To keep it in the left rail, right-click its icon and select **Pin**. To put RSS Reader into the left rail of everybody, or of a group of users, a Teams administrator adds it to an **app setup policy** in the Teams admin center (**Teams apps** → **Setup policies** → **Pinned apps**).

Step 4. Save the configuration for the personal app

The personal app reads a **default configuration** that an administrator saves once for the tenant. Until it is saved, the personal app shows the sample feeds of the web part.

1 Open any SharePoint page that contains an RSS Reader web part in edit mode (or add the web part to a test page), and configure it exactly as the personal app should look: the feeds, their names and order, the layout, the switches, the sort order and the refresh.
2 Open the property pane, expand the **Personal app (Microsoft Teams)** group and click **Save Settings**.
3 Wait for the message *Saved successfully.*



Saving the configuration for the personal app

What is saved: the sources, the layout, the **Items Shown** value, the **Image**, **Filters**, **Category** and **Search box** switches, the sort order and the auto refresh settings - everything except the web part title. The configuration is stored by the Vitextra service for your tenant and product, so it does not depend on the page you used to save it; you can remove the web part from the test page afterwards. Saving again overwrites the previous configuration, and the personal app picks the change up the next time a user opens it.

Warning

Save Settings affects the personal app only. Channel tabs keep their own sources, and SharePoint pages are never changed by it. Conversely, editing the web part on a page does not change the personal app until you click **Save Settings** again.

If the feeds do not appear in Teams

- **The app is missing from Built for your org** - the package has not been added to Teams (step 1), or your Teams administrator blocks custom apps. Check **Teams apps** → **Manage apps** in the Teams admin center: the app *RSS* must be present and allowed.
- **The personal app shows the sample feeds** - no configuration has been saved yet;

perform step 4.
- **The personal app shows old feeds after you changed the page** - **Save Settings** was not clicked after the change; the personal app does not read the page.
- **A channel tab is empty** - open **Settings** in the tab's menu and check that at least one source is configured in **Sources**.
- *Sorry, something went wrong…* - the Teams client could not reach the Vitextra feed service; make sure `vitextra.com` is reachable from the users' network (see KB10373. Why Doesn't My RSS Feed Load? Troubleshooting RSS Reader).
- **The license message instead of the items** - the trial has ended or no license is assigned to the tenant; see KB10365. Why Does a Vitextra Web Part Show "We Hope You Enjoyed Your Free Trial"? License Messages and Fixes.

Theme and mobile

RSS Reader follows the light and dark themes of the Teams client, and the layout adapts to the width of the tab: the Cards layout shows fewer columns in a narrow window and one column in the Teams mobile app. Articles open in the browser of the device.

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.

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 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.

SharePoint App Catalog
A special SharePoint site collection that stores SharePoint and Office apps to make them available within the web application where the App Catalog is configured. See also App Catalog.

Teams App

Terms

A Teams app is an application that extends Microsoft Teams with capabilities such as tabs, bots, message extensions, and meeting extensions. Teams apps are distributed as app packages through the Teams app store, AppSource, or the organization's catalog.

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.