KNOWLEDGE BASE ARTICLE

How to Add Discussions to Microsoft Teams

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Table of contents

Introduction 4

Prerequisites 4

Step 1. Make the app available in Teams 4

Step 2. Add the tab to a channel 5

Step 3. Choose the board 6

Step 4. Configure the tab 7

What is different in Teams 7

If the tab is empty or shows a message 8

Terms 10

Introduction

A team that lives in **Microsoft Teams** wants its forum next to its conversations. Discussions ships as a Teams application and can be pinned as a **tab in a channel**: the same topic **list** with views, categories and search, the same threaded replies, best answers, subscriptions and moderation as on a **SharePoint** page, with the content stored in the lists of the team's own SharePoint **site**.

This article covers publishing the app to Teams, adding the tab and configuring it, and the points that differ from a SharePoint page. It assumes that the package has already been deployed to the **App Catalog** of your **tenant** (see KB10035. How to Install a Vitextra Product in SharePoint Online).

Note

The Teams package contains the **Discussions web part** as a channel tab and as a personal app entry. The supplied Teams manifest does not register **Discussions Activity**. One license per tenant covers SharePoint pages and Teams tabs alike, and no **Microsoft Graph** API permissions are requested.

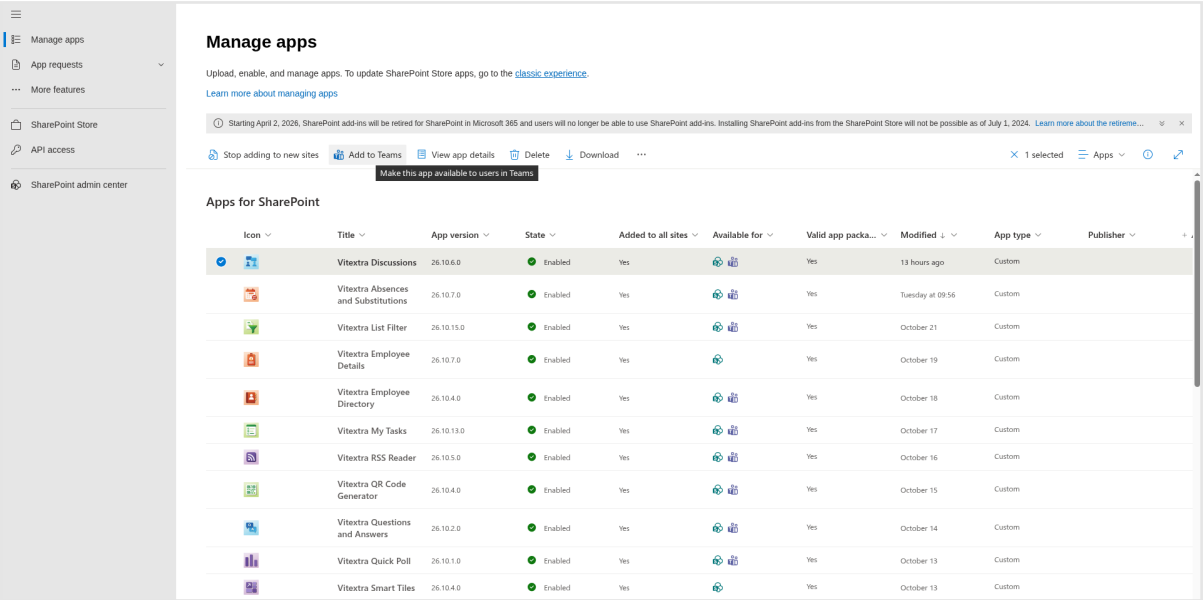
Prerequisites

- To publish the app to Teams you need to manage the **SharePoint App Catalog** - typically the **SharePoint Administrator** role.
- To add a channel tab you need to be a member of the team; team owners may restrict who can add tabs.
- To create the **first board** of the team you need the **Manage Lists** permission on the team's SharePoint site, which team owners have. Once the lists exist, any member can add a tab and select an existing board.

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 Discussions** 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

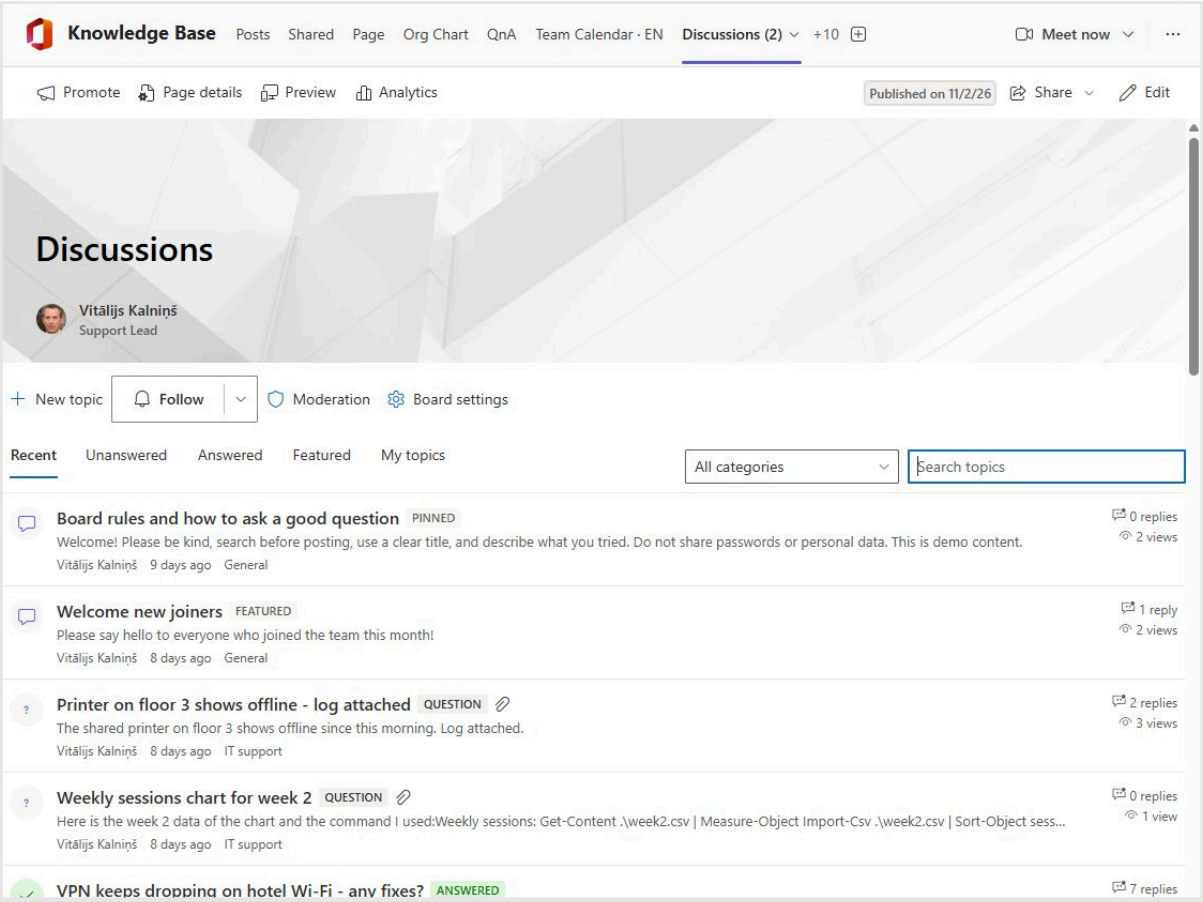
The app is published to your organization's **Teams app** store under the name **Discussions** (*Vitextra Discussions*). It stays linked to the SharePoint package: a new version installed in the App Catalog is used in Teams as well (see KB10050. How to Update a Vitextra SPFx Solution in SharePoint Online).

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.

Step 2. Add the tab to a channel

1 Open the team and the channel, and click **+** in the tab bar.
2 Find **Discussions** in the list of apps (use the search box) and select it.
3 Click **Add** (or **Save**). The tab opens with the **Not Configured** screen of the web part and its property pane.
4 Create or select a board - see the next step - and the tab shows the board.



The web part in a Teams channel tab

Rename the tab (**Rename** in the tab's menu) to something like *Help desk* or *Q&A*; the default name is the app name.

Step 3. Choose the board

A **Teams tab** runs in the context of the **SharePoint site of the team**, and the **Not Configured** screen works with the lists of that site:

- **New board** - type a **Board name**, pick the **Mode**, list the **Categories (one per line)**, set **Require approval of new posts** and click **Create board**. If the team has no Discussions lists yet, they are created on the **team site** at this moment (**Discussions Boards**, **Discussions Topics**, **Discussions Posts**, **Discussions Subscriptions** and the **Discussions Assets** library) and appear in the **Site contents** of the team site. The options are explained in KB10392. Creating Your First Board: Modes, Categories and Approval.
- **Existing board** - select a board that already exists on the team site, for example one created for a page of the same site, and click **Use board**. The tab and the page then show the same topics.

A board of **another** site - a company-wide help desk on the intranet, say - cannot be selected in the tab, because the web part works with the lists of the site it runs on. Pin the published page with the **SharePoint** tab app and ensure that team members can

access the source site. A **Website** tab opens the page in a browser rather than embedding it in the new Teams client. Microsoft.

Step 4. Configure the tab

With the board selected, open the property pane whenever you need it: in the tab's menu choose **Settings**. The options are the same as on a SharePoint page - the **Board** drop-down and the **Open List** link, and under **Appearance** the **view**, **Topics per page**, **Show categories**, **Show reply and view counters** and **Show search box** settings - and are described in KB10391. How to Add and Configure the Discussions Web Part. The tab keeps its own settings, independent of any web part on a page that shows the same board.

What is different in Teams

- **Permissions come from the team.** Team owners are owners of the SharePoint site and therefore **moderators**: they post without approval, see the **Moderation** button and can pin, **feature** and lock topics. Team members with standard *Edit* rights can also moderate, because that permission level includes **Manage Lists**. They can start topics, reply, like, follow and report. Guests of the team take part with their guest permissions. Details are in KB10408. Permissions in Discussions: Who Can Read, Post and Moderate.
- **Deep links.** On a SharePoint page the web part adds `?topic=ID` to the page address when a topic is opened. Inside a Teams tab the page address is not visible, so to share a topic with a colleague use the SharePoint page that shows the same board, or **Copy link to tab** from the tab's menu to point to the tab itself. Links from the **Discussions Activity** web part open the configured **Board page URL** in the browser. See KB10407. Sharing a Link to a Topic in Discussions (Deep Links).
- **Importing a classic board.** The **Import classic board** command of moderators appears only in edit mode. On a SharePoint page that is the page edit mode; for a tab it is available while the tab **Settings** are open.
- **Personal app.** The Teams package also registers Discussions as a personal app. A personal tab has no board selection step, so the web part cannot be pointed at a board of a team from there; use channel tabs for boards.
- **Attachments and images** open in the browser or in the file viewer of Teams, depending on the type. Inline images are stored in the **Discussions Assets** library of the team site.
- **Theme.** The tab follows the light and dark themes of the Teams client; the layout adapts to the width of the Teams window and to the Teams mobile app.

Warning

Removing the tab from a channel does not delete anything: the boards, topics and replies stay in the lists of the team site and can be shown again by a new tab or a page. Deleting the team deletes its SharePoint site and, with it, the boards. Keep this in mind for teams with an expiration policy.

If the tab is empty or shows a message

What you see	What to do
Not Configured / The web part still needs to be configured	Open **Settings** in the tab's menu and create or select a board (step 3).
You do not have permission to create lists on this site	The team site has no Discussions lists yet and you lack Manage Lists. Ask an owner to create the first board.
The selected board was not found	The board item was deleted from the **Discussions Boards** list or the tab was copied to another team. Open **Settings** and pick another board.
No topics yet. Start the first one.	The board is empty, or the selected view and approval filter return no visible topics; your own pending topics remain visible.
The **New topic** button is missing	The user has no *Add items* permission on the team site - a visitor or a read-only guest.
The app is missing from the **+** dialog	The package was not added to Teams (step 1), or the Teams administrator blocks custom apps; check **Teams apps** → **Manage apps** in the Teams admin center.
The license message	The trial has ended or no license is assigned to the tenant; see KB10365. Why Does a Vitextra Web Part Show "We

What you see	What to do
	Hope You Enjoyed Your Free Trial"? License Messages and Fixes.

More cases are in KB10429. Troubleshooting Discussions: Not Configured, Board Not Found and Permission Errors.

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.

Feature
A feature is a set of SharePoint elements (artifacts), such as site columns, content types, web parts, application pages, custom actions, list templates, list instances, and others.

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 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
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.

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.

Teams App
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.

Teams Tab
A tab in Microsoft Teams is a page that is embedded in a channel, chat, or meeting and displays web content or an app, such as a SharePoint page or a custom application, at the top of the conversation.

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.