



## Interlinking Microsoft Teams and SharePoint Online

<b>What does this guide cover?</b>	Using Lists, Libraries and other content from SharePoint Online in Microsoft Teams
<b>Who is it aimed at?</b>	Team Owners, SharePoint Site Network Administrators, SharePoint Site Administrators, Site Owners

### Introduction

This document shows you some of the options for surfacing SharePoint Online site content in Microsoft Teams. The following examples show you how to use Document Libraries and Lists from your SharePoint Online sites in any Microsoft Teams that you are the Owner of.

### Microsoft Teams SharePoint Online Sites

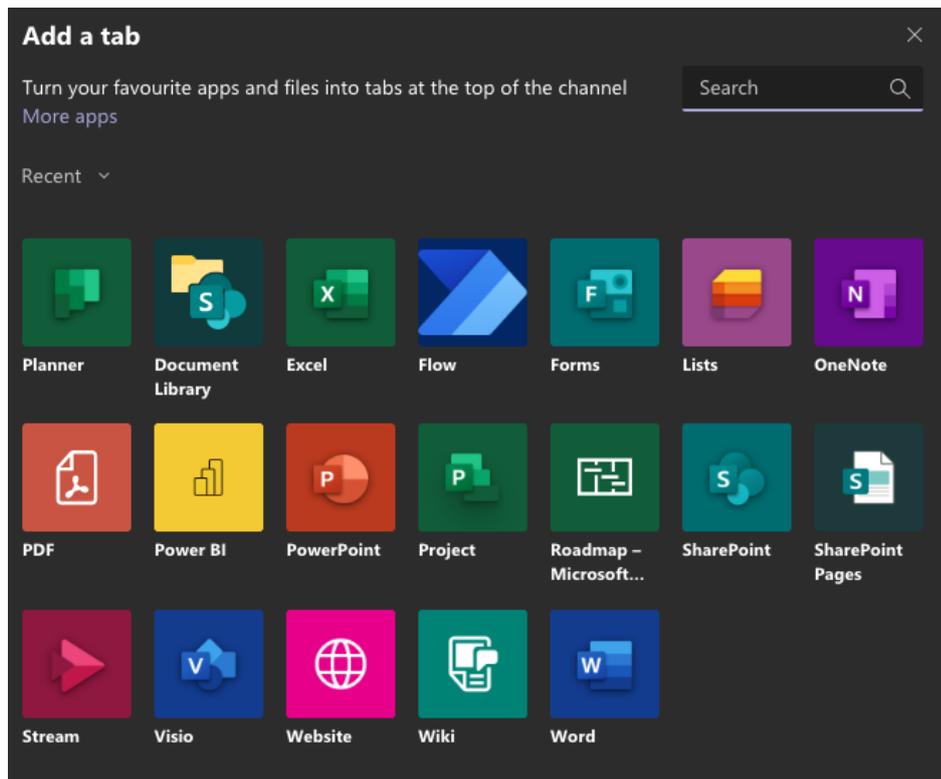
Before we begin, a word of caution. The SharePoint Online site that ‘lives’ behind Microsoft Teams (usually accessed by clicking ‘Open in SharePoint’ in any of your MS Teams’ Files areas) should NOT be considered nor used as a ‘standard’ SharePoint Online site. It is geared up for use as a data container by Teams, should really only be used or interacted with through either a Teams client or Teams for the Web session, and should not be customised, changed or have any permission changes applied to it as this **will** have an adverse effect on Teams operability thereafter.

[Connecting Teams and SharePoint Online – a Microsoft overview](#)

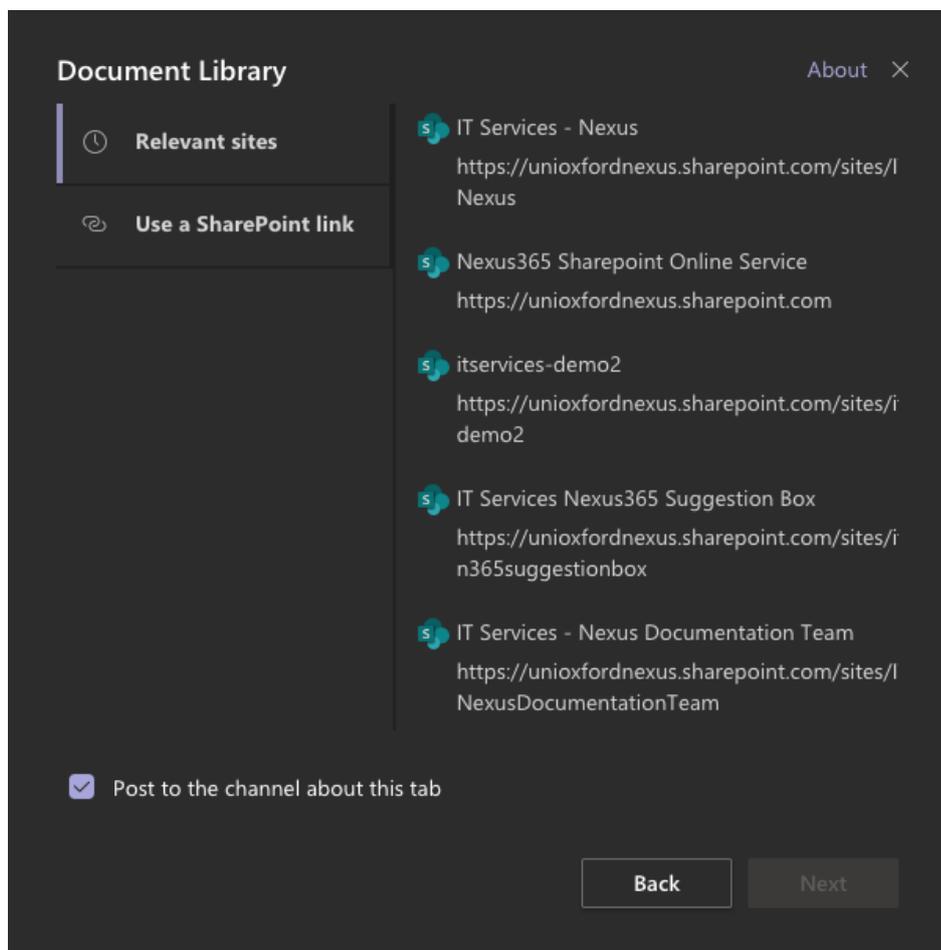
### Adding a SharePoint Online Document Library to Microsoft Teams

Let’s start with the basics. You have a document library in your SharePoint Online site and you’d like to show that library as a “Tab” in Teams. Here’s how:

- 1) Open Microsoft Teams using your Client or a Browser and navigate to a channel. Click the “Plus” button to add a new app tab and you’ll see this:

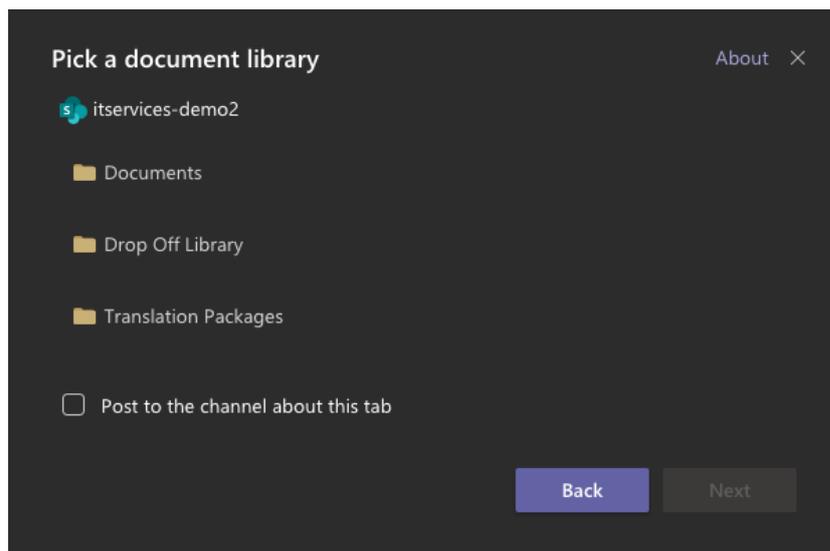


- 2) As you can see, the second icon in the top row from the left has the SharePoint Logo on it, and “Document Library” so click on that and you’ll see the following:



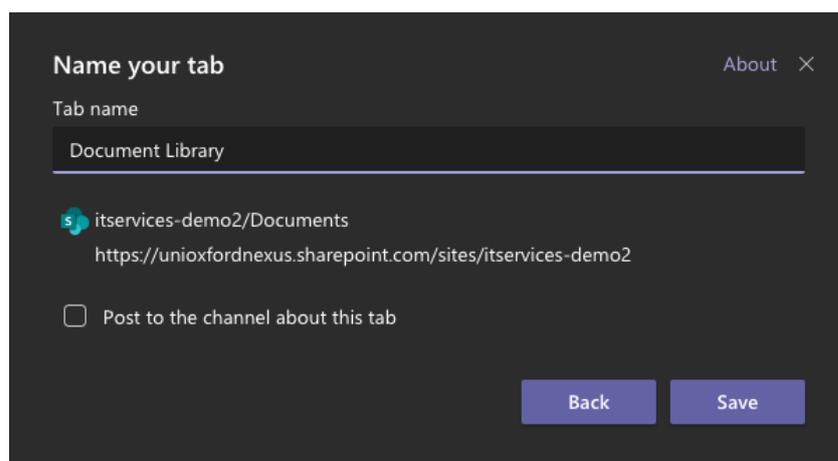
Teams suggests some of the sites it knows you have access to, so you can go ahead and pick one of the 'relevant sites' links shown on the right-hand side. However, if you have the URL of your SharePoint Document Library you can select the second option to 'use a SharePoint link' and just paste that document library URL in instead. Note that Teams will take into account the permissions of the library in SharePoint Online so if that library is access controlled in any way, only users who have access to it will be able to interact with it.

- 3) You also get a tick box to "Post to the channel about this tab" so tick or untick to suit
- 4) Once you've got a library picked, click "Next" to continue
- 5) If you just picked a relevant site, you will next be prompted to nominate the library you want to add in like this:



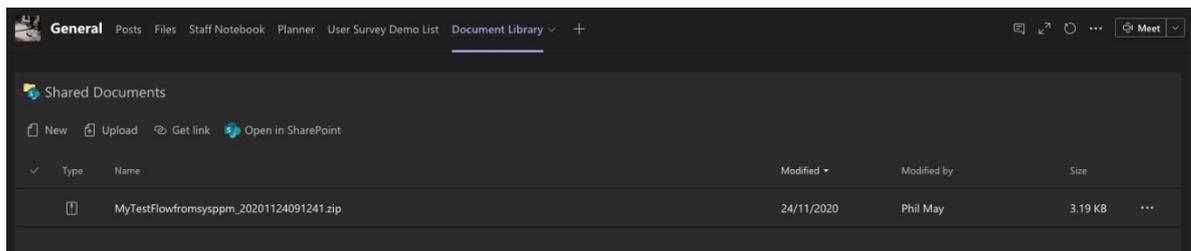
Pick the correct library and click "next" (again tick the "Post to the channel about this Tab" to suit)

- 6) Finally, give your new tab a relevant name:



Once you're ready, click "Save" to finish

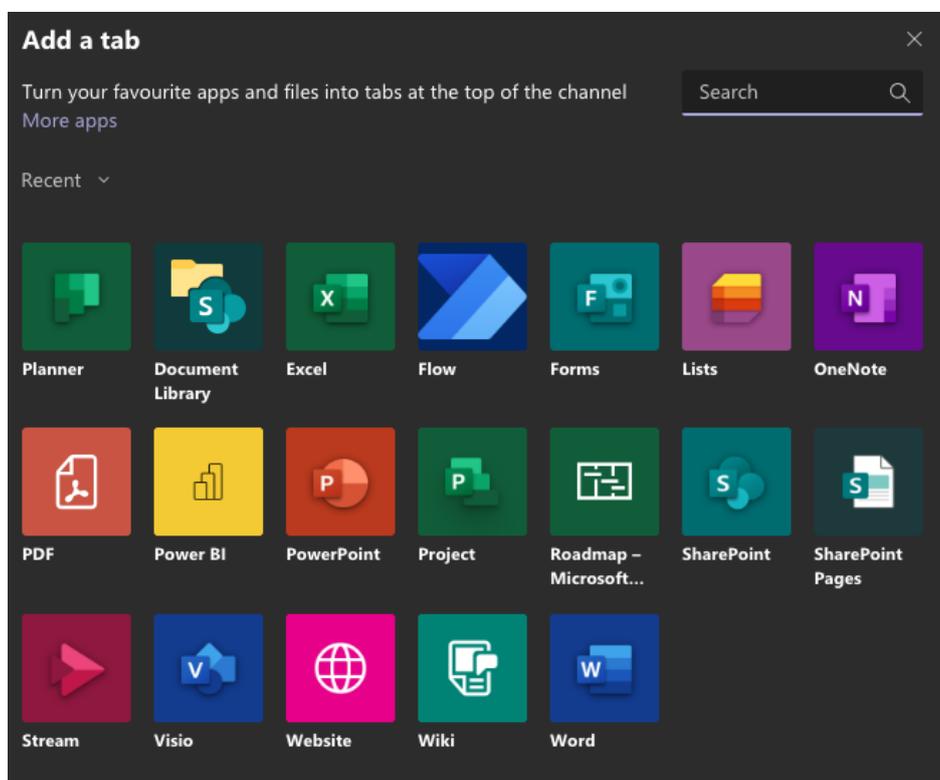
- 7) Your new SharePoint Document Library is now ready to use directly from Teams:



All changes made at either end (either in Teams or in the original SPO site itself) will automatically sync. Documents can be dragged and dropped into the window just like any other files area in Teams and you can click on the “...” menu to move or copy documents between Teams and SharePoint too.

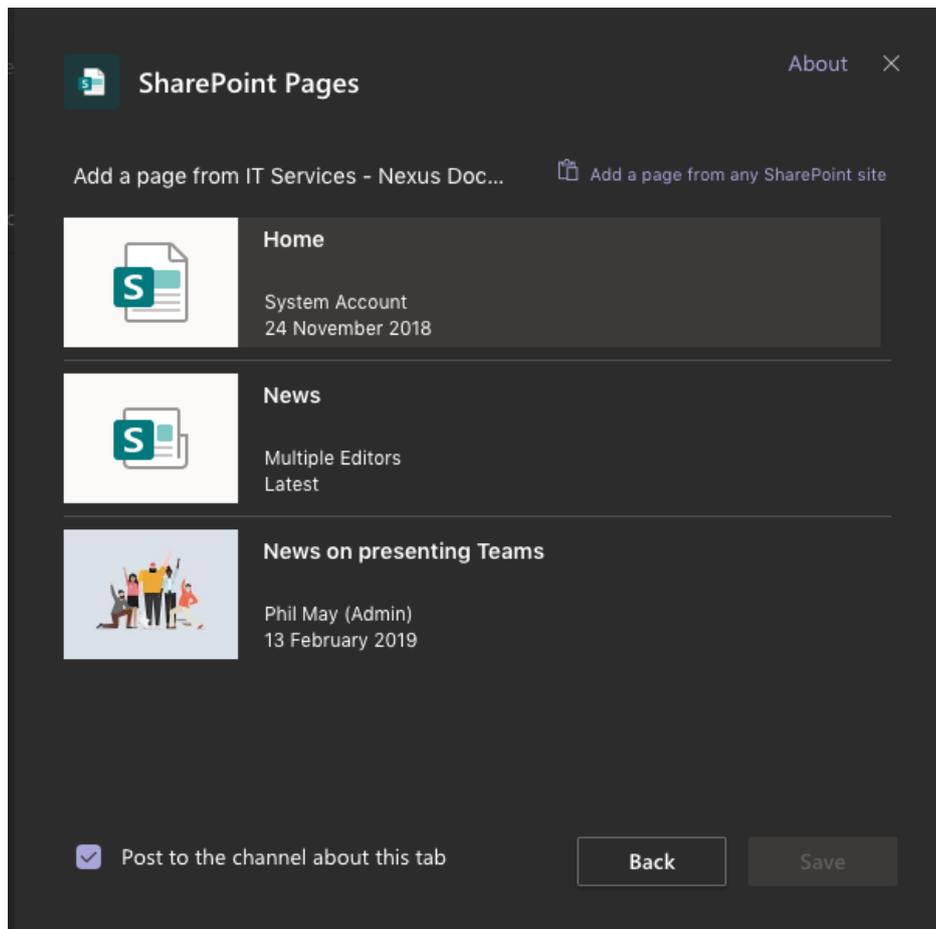
## Adding a SharePoint Page to Microsoft Teams

Following the steps above, you can also add a single SharePoint Page to Microsoft Teams in the same way, this time when you look at the app picker after clicking the “+” button in your channel’s “add a tab” menu, you’ll see the same apps list:

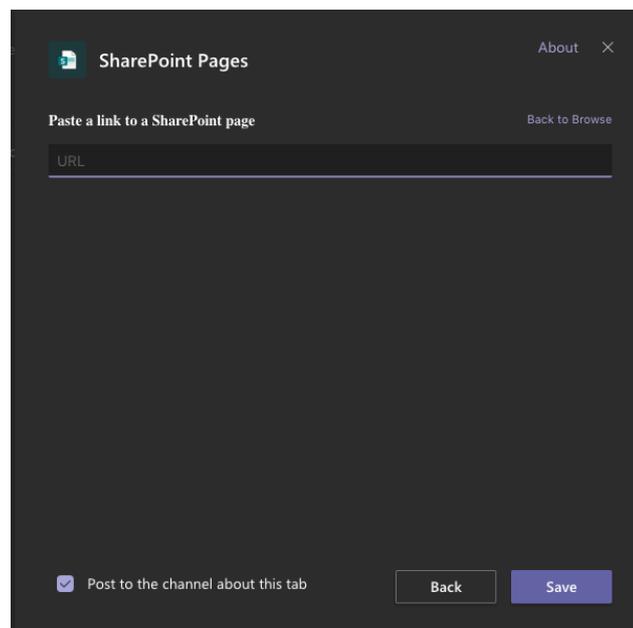


...and the one you want is on the second row, far right – “SharePoint Pages”

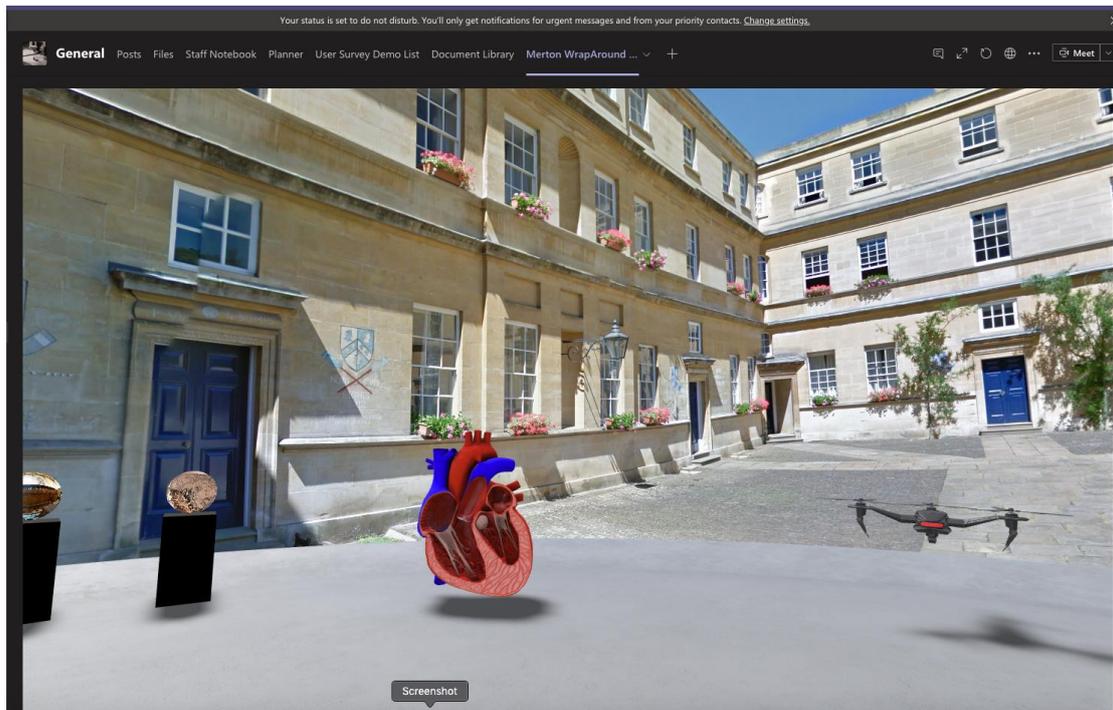
- 1) Click on the “SharePoint pages” app and this time you’ll see the following:



- 2) This time, Teams will try to add pages from the SharePoint “Data Container” site behind Teams – but as you can see, you also get the secondary option to “Add a page from Any SharePoint Site” so let’s do that instead. Click on the link and you’ll see this:



Paste in the URL of a relevant page from your SPO site and click “Save” (once again you have the option to post about it in your Teams Channel). You will see the page surfaced in Teams like this:

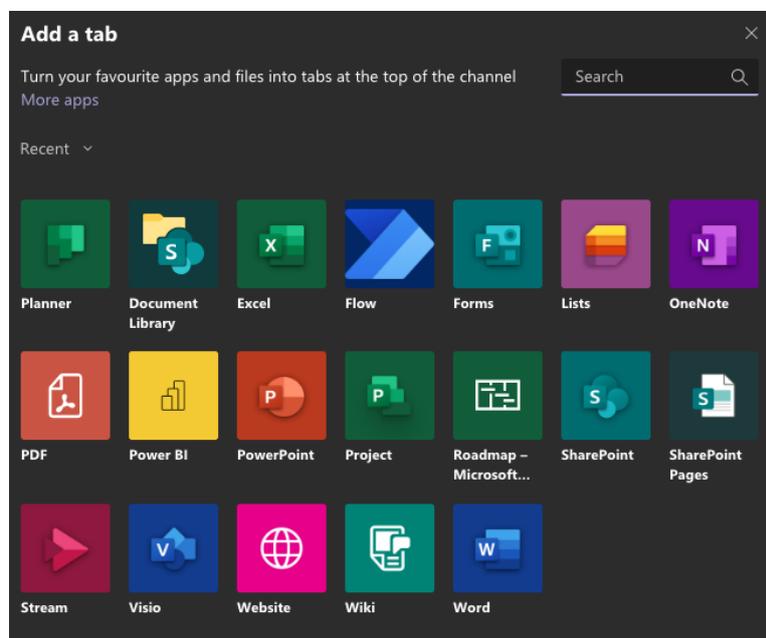


(Yes, you can even show SharePoint Spaces pages in your Team!)

## Adding a SharePoint List to Microsoft Teams

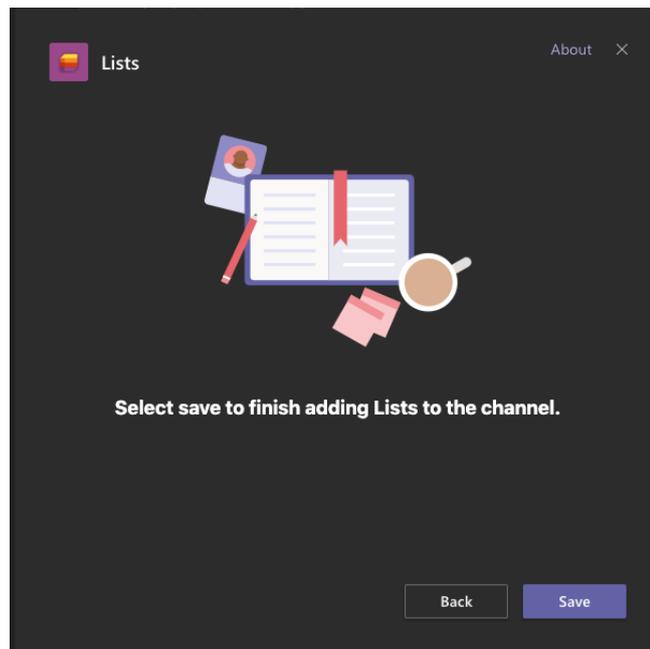
Finally, you can also add in SharePoint Lists to Microsoft Teams. These use the new Microsoft Lists API – and in fact if you build any lists in your Microsoft Lists Hub, you can add those to Teams too.

Back to the Plus button and the App Picker again:

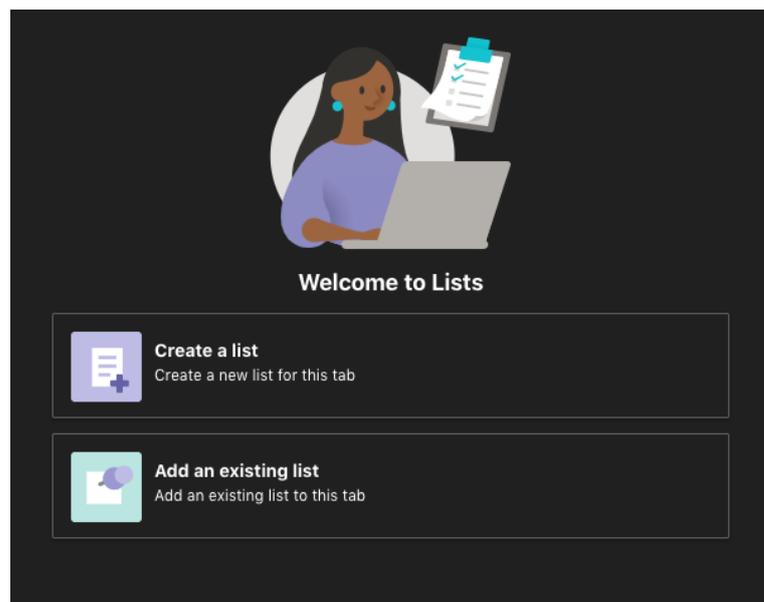


This time you're looking for the rainbow-coloured icon, second from the right in the top row. Click on this to begin.

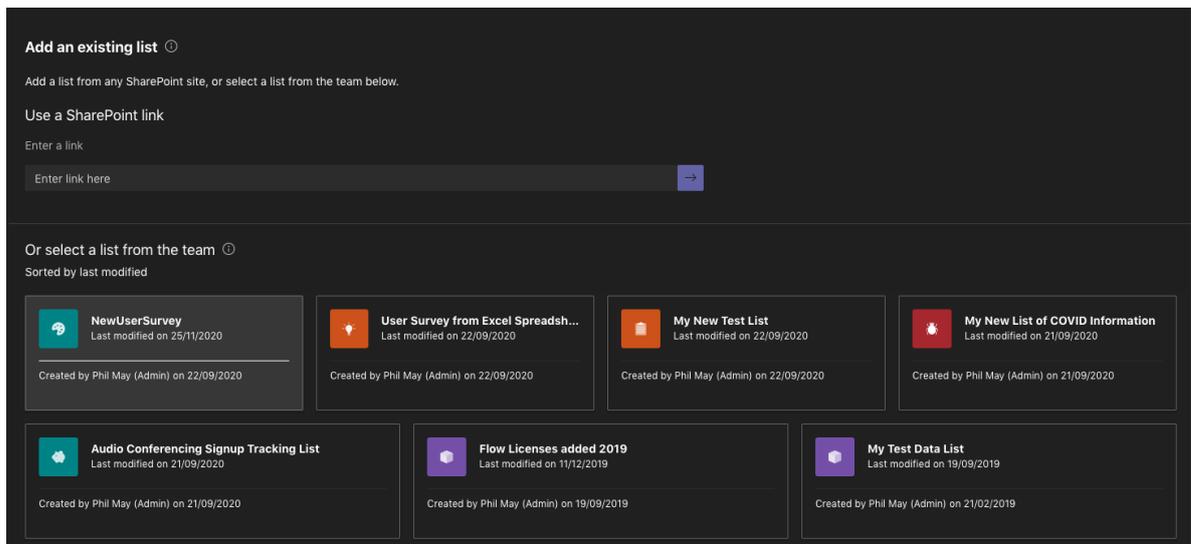
- 1) You will see the following:



2) Click "Save" and you're ready to start adding Lists:



3) You have two choices here. You can create a list entirely in Teams (which is pretty self-explanatory), or more interestingly "Add an Existing List". This is what we want to do, from a SharePoint Site, so click the second option and you'll see this:



Teams will suggest Lists it already knows you own or have access to, but you can also opt to paste in the URL of a list you already have in SharePoint Online. To do that, paste in the URL of your SPO list and click the purple arrow next to the URL Window to continue. You will instantly see your SPO List in Teams:

Your Name	Your Email Address	College or Depart...	Do you use Share...	Please select your...	Sign-off status	+ Add column
Phil May	phil.may@it.ox.ac.uk	IT Services	Yes	[Document Sharing, Data Gathering, Website or Intranet, Collaboration]	Approved	
Phil May	phil.may@it.ox.ac.uk	IT Services	Yes	Document Sharing, Data Gathering, Website or Intranet, Collaboration		
Phil May	phil.may@it.ox.ac.uk	IT Services	Yes	Document Sharing, Data Gathering, Website or Intranet, Collaboration		
Phil May	phil.may@it.ox.ac.uk	IT Services	Yes	Document Sharing, Data Gathering, Website or Intranet, Collaboration		
Phil May (Admin)	phil.may@UniOxford	IT Services	Yes	Document Sharing, Collaboration		
Phil May	phil.may@it.ox.ac.uk	Hogwarts	Yes	Document Sharing, Data Gathering, Website or Intranet,		

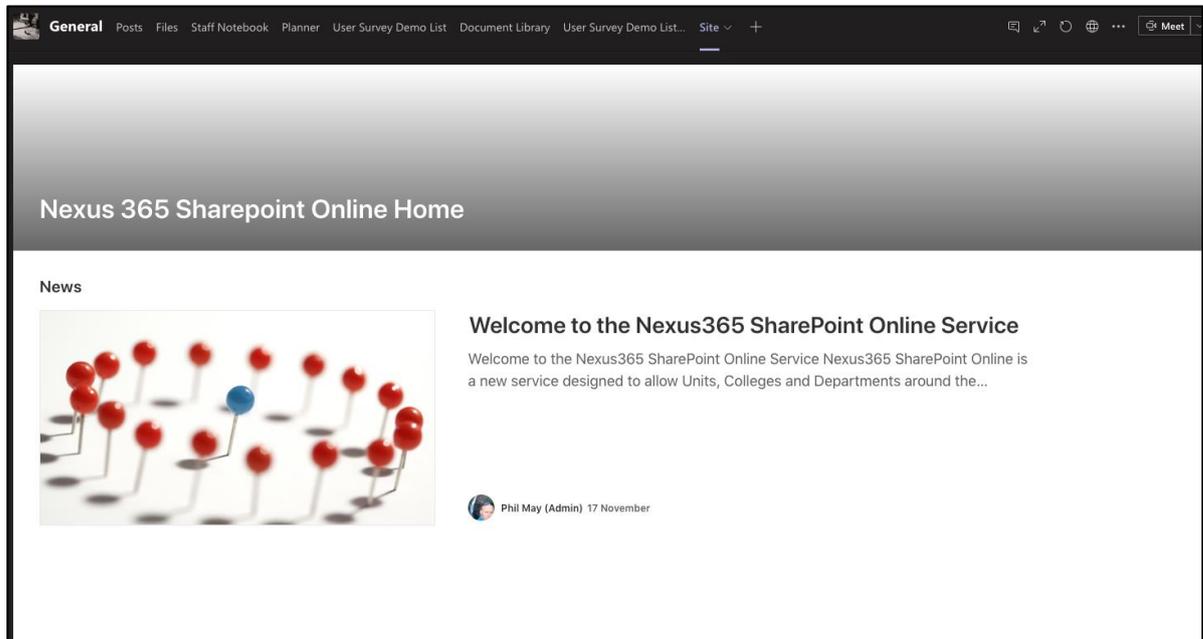
...identical to the one in SharePoint Online:

Your Name	Your Email Ad...	College or Dep...	Do you use Sh...	Please select ...	Sign-off status	+ Add column
Phil May	phil.may@it.ox.ac.uk	IT Services	Yes	[Document Sharing, Data Gathering, Website or Intranet, Collaboration]	Approved	
Phil May	phil.may@it.ox.ac.uk	IT Services	Yes	Document Sharing, Data Gathering, Website or Intranet, Collaboration		
Phil May	phil.may@it.ox.ac.uk	IT Services	Yes	Document Sharing, Data Gathering, Website or Intranet, Collaboration		
Phil May	phil.may@it.ox.ac.uk	IT Services	Yes	Document Sharing, Data Gathering, Website or Intranet, Collaboration		
Phil May (Admin)	phil.may@UniOxfordNex	IT Services	Yes	Document Sharing, Collaboration		

Add, edit or delete any entries in either place and those changes will happen simultaneously in both places

**Caution** - do make your users aware that you're doing this type of interlinking to avoid any confusion! Again Lists, like Libraries will honour the access controls and permissions you set in the original SharePoint Online site – so if users in your Team do not have access to that list in SPO, they won't have access to it in Teams either!

There is a fourth option in Teams to add a whole SharePoint Site into your Team, via the "SharePoint" icon in "Add an app". Just paste in a link to an existing SharePoint Online site and up it pops:



## Additional notes and points of interest

- Permissions are honoured throughout this type of interlinking at all times. If you control permissions in your SharePoint Online site, your Team Members will need to be added to the site at the level of permission you want to grant them. But bear in mind you can add the whole team (via the team's name) to SharePoint Groups and those permissions will be picked up by everyone who is a Member of the team (but not Team Owners strangely – they are dealt with entirely separately so must be added separately)
- Lists in SharePoint can also be surfaced and used from the new Microsoft Lists app directly. Go to <https://www.office.com> logging in with your SSO credentials. Click on the “Waffle” in the top left-hand corner and select “Lists” from there to see your SharePoint, Teams and Microsoft Lists all in one handy place (access controlled as mentioned above)
- Searches from Teams will also crawl any surfaced content from SPO that you've added using the steps above (again, access controlled as mentioned above)
- You may get differing results when adding entire sites as a Teams Tab. Sometimes page layouts successfully squeeze into the Teams 'stage' layout fine, other times they get squeezed up or miss navigation so test and fine tune before sharing your amazing creation with the rest of your Team