Can't see the Viva web parts in your page web part catalogue?

The issue is likely because the site or page you're trying to add the web part onto has not been set as a Home site by the SharePoint administrator. VIVA extensions are limited to only being available on Home sites.

See below instructions on how to make a site a Home site to allow for VIVA extension web parts.

1. Open SP admin center. Click settings > click Home site and add URL.

≡		Settings				×
G Sites Active sites	^	Арр	Name 1	Description	Current value	Home site Set the communication site you want to use as the main landing site for your intranet. Setting a site as your home site enables extra capabilities automatically. Learn about planning, building, and launching a home site
Deleted sites	~	SharePoint	Default admin center	Open the new or classic admin center by de	fault New SharePoint a	Current home site
Settings		SharePoint	Home site	Set the main landing site for your intranet	/sites/hughesintra	1 /des/intranet ×
Content services	~	S SharePoint	Notifications Pages	Allow notifications about site activity Allow users to create and comment on mod	Allow notification	Constanting
Migration Reports	~	SharePoint	Site creation	Set default settings for new sites	Multiple values	
^o o Advanced	~	SharePoint	Site storage limits	Use automatic or manual site storage limits	Manual storage lin	
More features		 OneDrive OneDrive 	Notifications	Allow notifications about file activity	Allow notification	
Customize navigation		 OneDrive 	Storage limit	Set the default storage limit for users	1024 GB	
··· Show all		OneDrive	Sync	Manage sync settings for OneDrive and Sha	rePoint Multiple values	
		Can't find the setti	ng you're looking for? Go to	the classic settings page.		
						Save Cancel

2. Once step one is complete, in the site, you should see 'Set up Viva Connections'.



3. Now click on 'Add a card' > Choose webpart / card > For configuration, click edit icon. Then click Republish.

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 Dashboard details Mobile Mobile Mobile 	 Desktop Must read documents 5 mandatory documents First document must be read in 19 days Documents View on Xoralia Documents due for review 2 due for review documents First document expires in 15 days Documents View on Xoralia Expired documents 0 expired documents 	☐ Preview 🔲 R	apublish x ^e	Documents due for review × Configuration Card size Large ✓ Content Card title Documents due for review Description field Display documents that are due for review Region Default ✓ Audience targeting Audience target ① Start typing to select groups to target. 50 audience limit - 50 audiences left
	+ Add a card			

4. In the main site, you can now edit the page and add webpart 'Dashboard for Viva Connection'

