

# CREATING AN ORGANISATIONAL ASSET LIBRARY



A SIMPLE GUIDE BY



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# OVERVIEW



An Organisational Asset Library allows for all Microsoft Office document templates to show in the desktop versions of the app.

To get them added into the (New+) menu in Teams and SharePoint they need to be added as a content type – guide to follow.



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# PROCEDURE

The procedure is fairly easy, with just a few steps to complete.

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- 1** Choose a location for the asset library document library.  
This needs to be in team that all the people that need to access the template have access to. It is easiest to do this a separate public SharePoint site, or in an all Team site.
- 2** Decide which users you want to be able to add templates and add them as members.
- 3** Add the 'Everyone except external users' as Visitors.
- 4** Upload the templates to the SharePoint site.
- 5** Connect to the SharePoint Online Management Shell as an admin.
- 6** Run the following command replacing the contoso site with the URL of the library you want to use:  
  

```
Add-SPOOrgAssetsLibrary -LibraryURL  
https://contoso.sharepoint.com/sites/branding/Assets -  
OrgAssetType OfficeTemplateLibrary
```
- 7** This will ask you to enable a CDN – which you will need to do.
- 8** Allow about an hour before the templates show up on the screen when clicking on 'New' in the Office apps. They will show under your organisation's name.

We hope you found our guide helpful.

If you need any further help,  
get in touch!

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