



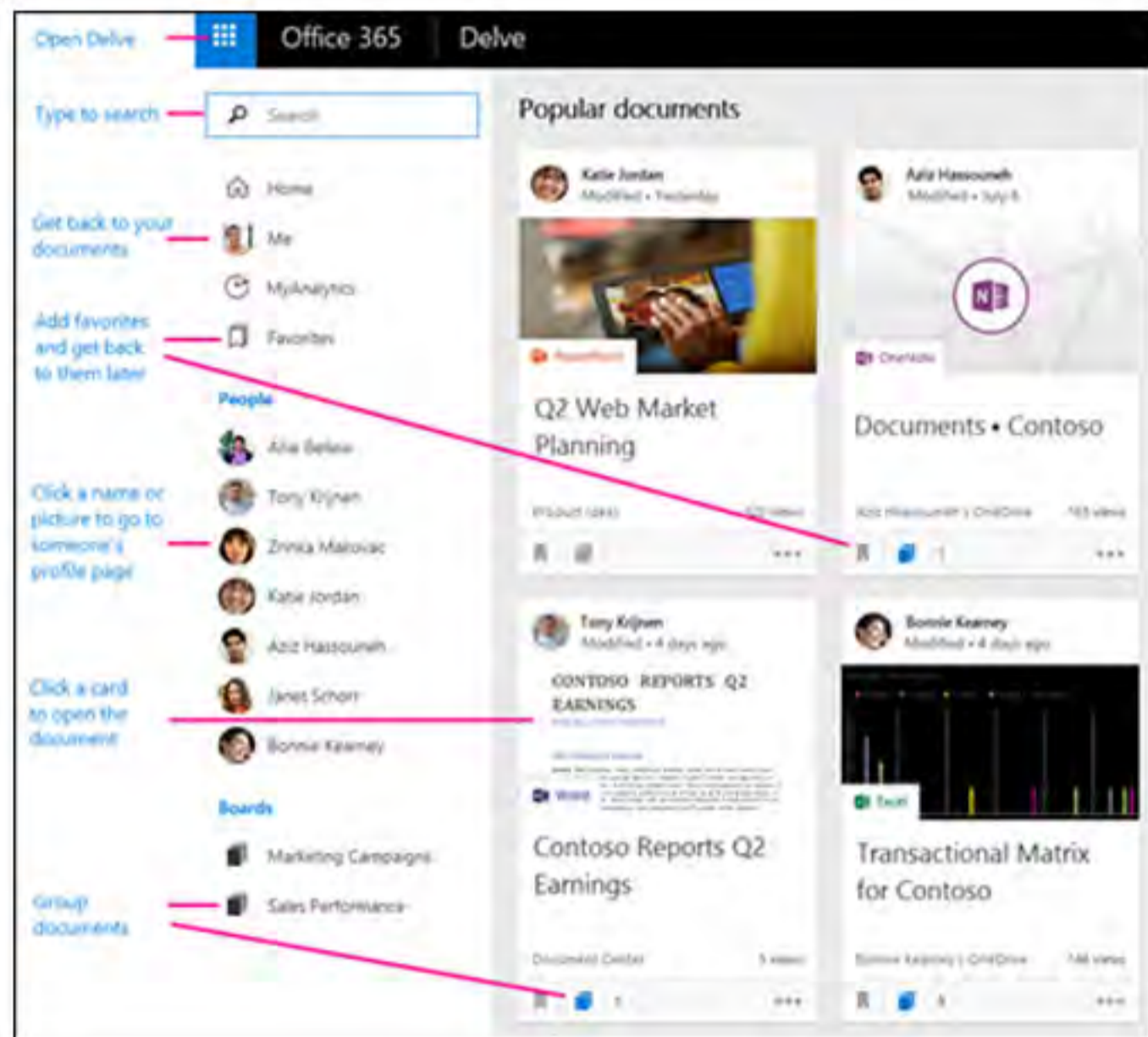
Microsoft
Office
DELVE

 **Office 365**

Delve helps you discover the information that's likely to be most interesting to you right now - across Office 365. Find information about people - and through people - and help others find you.

You don't have to remember the title of a document or where it's stored. Delve shows you documents no matter where they're stored in OneDrive for Business or SharePoint in Office 365.


Microsoft 0365 Delve



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With Delve, you don't have to remember the title of a document or where it's stored. Delve shows you documents whether they are stored in OneDrive for Business or SharePoint in Office 365. Delve never changes any permissions, so only those documents will be visible to you that you already have access to.

1 Getting started with Delve

You can access Delve by login to your email at outlook.office365.com and select Delve from the given applications. You can access all applications by selecting the app launcher. 



2 Connect and Collaborate with Delve

You and everyone else in your organization have your own profile page in Delve. Use the profile pages to find information about people and to help others find you. You can also connect with others directly from their profile page. To go to your profile page, click Me in the left pane. Your profile page is where you can update your contact information and add information that you'd like people to know about you. To give your profile page a personal touch, upload a picture of yourself and choose a background. Adding projects, skills, and education history to your profile is a great help to others who don't know you yet. Please note that you may not be able to change all information in your profile. Some information, such as your name or title, may be collected from other systems that your IT or HR department control. If you want to update those details, contact them or your admin.

When other people visit your page, they can see your contact information and connect with you directly. They can also see who you're working with, and what documents you and people around you are working on. However, they will only see documents that they already have access to, not your private documents or documents that haven't been shared with them.

3 Viewing your Documents

Delve shows documents that you have recently authored or modified, and that are stored in OneDrive for Business or SharePoint. Click a document to open it, or click See all to see more documents. You can also use the tabs and the filter in the upper right corner to limit what you want to see. Delve also allows you to view selection of popular documents from people around you. The selection of documents changes over time, and is based on what the people you work with have worked on or read. If you find something you want to keep for later, add the document to your favorites or to a board.

4 Documents Privacy

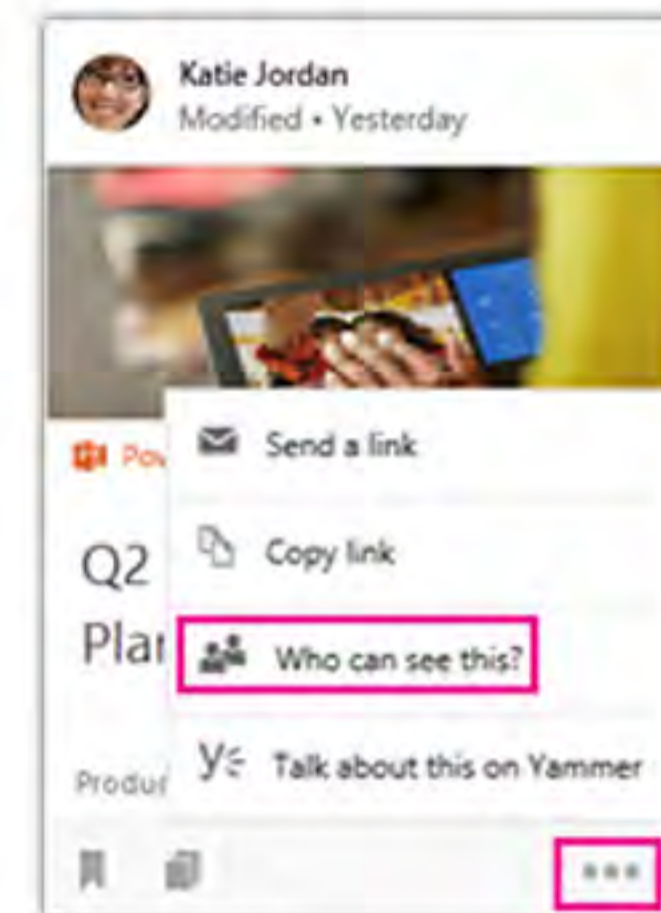
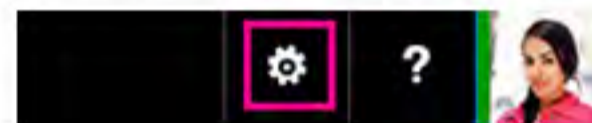
Delve never changes any permissions. Only you can see your private documents in Delve. Moreover other people can't see what documents you view. They can only see that you have modified a document, but only if they have access to that specific document. It is important to note that what you see in Delve is different from what other people see as there is always a different permission level for every user. If you want to keep a document private, store it in OneDrive for Business and choose not to share it. These documents will not show up in Delve for other users. Your private documents are marked with a padlock and the text Private document.

5 Documents Sharing with Delve

With Delve you can also share the document with others. Click the three dots in the lower right corner, and then click who can see this? You can also stop sharing a document to prevent people from seeing it.

6 Turning off Documents View in Delve

If your organization uses Delve, you can't turn off Delve completely, but you can choose to not show documents in Delve. If you choose to not show documents, other people will not see any documents when they go to your profile page in Delve and you will not see documents on other people's profile pages. To turn off documents in Delve go to: **Settings > Feature setting > Select Off for Documents > Save**



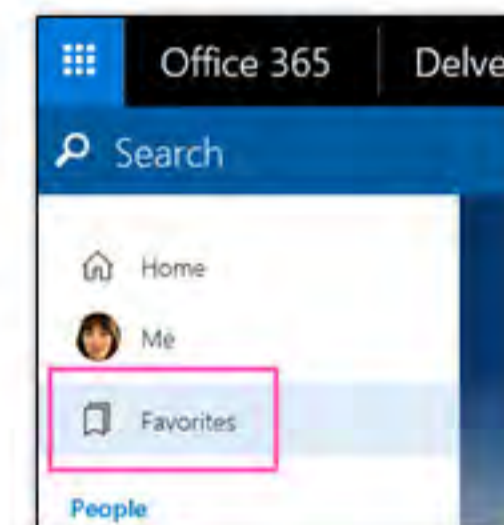
7 Viewing Others Profile

Click a person's name or picture anywhere in Delve to go to their profile page. You can also use search in the upper left corner to find someone. When you visit someone's profile page, you see information about them and what documents they are working on. You can also see people they are connected to and a selection of popular documents from people around them but you will only see documents that you already have access to. You can also contact someone directly from their profile in Delve through email/phone or any other contact details mentioned.

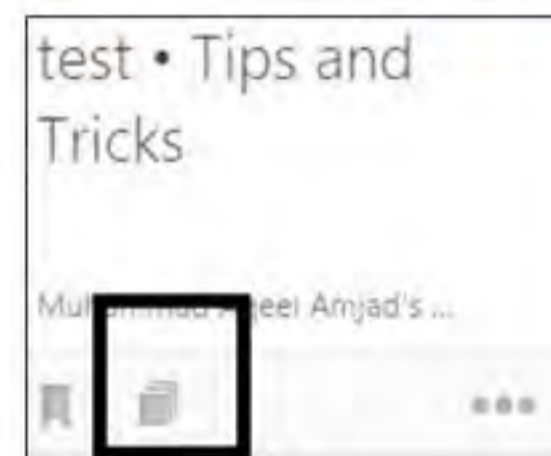


8 Managing Favorite Documents and Boards

You can save a document in Delve by clicking the star to add it to your Favorites. You can also collect related documents by adding them to a board. Once you have saved your documents as your favorites, you can access them by clicking Favorites in the left pane.



Click the board icon in the bottom left corner on a document card. In the dialog box that opens, click the board name. Here you can manage your boards.



9 Managing Favorite Documents and Boards

Some useful shortcuts for Delve are mentioned:

ACTION	SHORTCUT
Move to the next area or item	Tab
Move to the previous area or item	Shift + Tab
Select the highlighted area or item. For example, when you have highlighted a page or a person in the left navigation pane, press Enter to open that page	Enter and Spacebar
Undo an action	Esc
Move down in a list, or scroll down in a window.	Down Arrow
Move up in a list, or scroll up in a window.	Up Arrow
Go back on page	Alt + Left Arrow
Go forward one page	Alt + Right Arrow



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