



VIVA GUIDE ON EMPLOYEE EXPERIENCE

Abstract

Microsoft Viva is an Employee Experience Platforms (EXPs) which brings together communication, knowledge, learning, resources, and insights.

Soni Arora
soni.a@hcl.com

Contents

| | |
|---|----|
| Introduction | 1 |
| Viva Connections..... | 1 |
| Licensing..... | 1 |
| Pre-requisites..... | 1 |
| Permissions | 1 |
| Setup | 1 |
| Custom Card in Viva Connection | 9 |
| Viva Learning..... | 11 |
| Licensing..... | 11 |
| Pre-requisites..... | 12 |
| Roles and Permissions | 12 |
| Setup | 12 |
| Features | 19 |
| Terms and Condition Accessing Content third party | 20 |
| Accessing Content..... | 20 |
| Viva Topics | 21 |
| Licensing..... | 22 |
| Setup | 22 |
| Best Practice..... | 27 |
| Topic Center..... | 27 |
| Topics Displayed..... | 29 |
| Viva Insights | 30 |
| Licensing..... | 30 |
| Features | 30 |
| Viva Insights in Teams..... | 31 |
| Outlook Add-In..... | 33 |
| Viva Plan and Pricing..... | 35 |
| References | 37 |



Microsoft Viva

Introduction

Microsoft Viva is an Employee Experience Platforms (EXPs) which brings together communication, knowledge, learning, resources, and insights. It empowers people and team to do their best from anywhere

It has got 4 modules

- Viva Connections
- Viva Insights
- Viva Learning
- Viva Topics

Viva Connections

It is a desktop and mobile experience that brings together relevant news, conversations, and resources in one place for your organization. Built on M365 and powered by SharePoint. Viva connections experience is deployed and accessed in Microsoft Teams.

Licensing

Viva Connections is available as part of existing Microsoft 365 and SharePoint license. No separate license required.

Pre-requisites

- SharePoint Communication Site: SharePoint home site is required to set up Viva Connection.
- Global Navigation is setup and enabled.
- Only modern sites and pages can be viewed in Teams App.

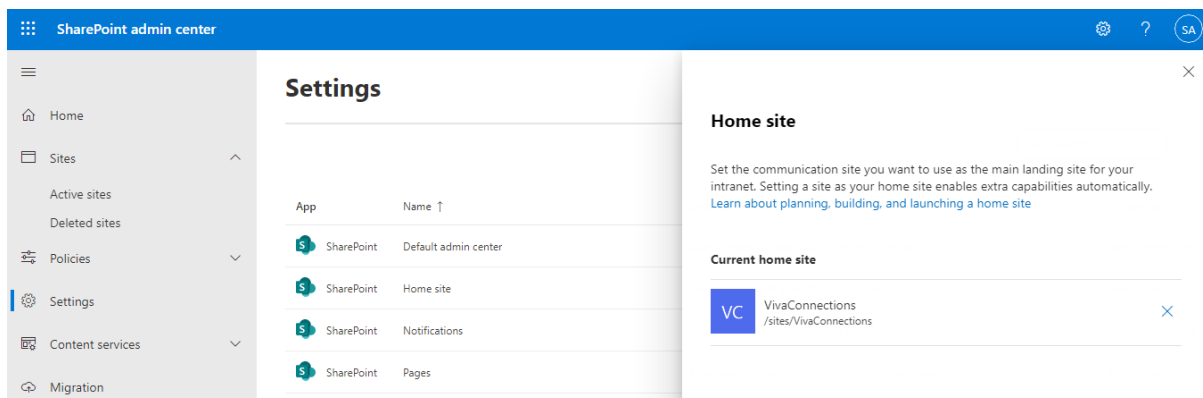
Permissions

- SharePoint or Global Administrator can create home sites and hub sites.
- Site owners of home site can enable and customize global navigation.
- Site owners and site member permissions are required to customize site level navigation.

Setup

- **Set Site as home site**

Create SharePoint Communication site and set it as home site. Go to SharePoint Admin Center, under settings go to SharePoint Home site and enter the site URL.

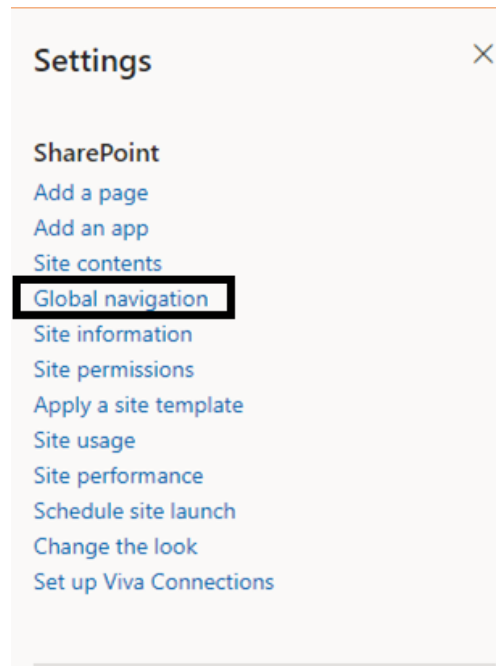




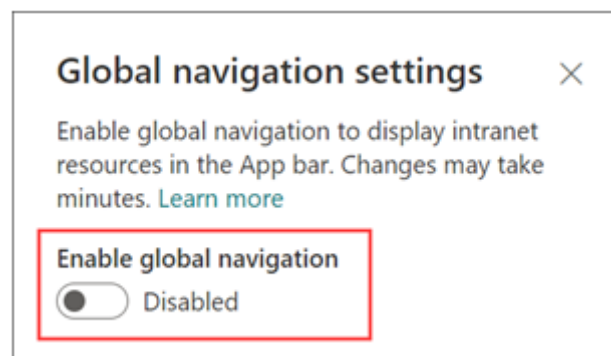
Microsoft Viva

- **Enable Global Navigation in home site**

Viva Connections uses elements from the SharePoint app bar and global navigation for the desktop and mobile experiences. SharePoint app bar elements will display in Microsoft Teams and includes global navigation, followed sites, and recommended news. On mobile devices, Viva Connections uses global navigation for the Resources tab.



Note: If app bar is not set up, we won't see a navigation panel in the desktop experience, and global navigation resources in the Resources tab of the Viva Connections app will not display



- Switch Enable global navigation toggle to ON.
- Add logo for global navigation
 - The logo sizes should be 20x20 pixels
 - PNG file type
 - Transparent background recommended.
- Enter title that will be displayed at top of Global navigation pane.



Microsoft Viva


Global navigation settings

Changes may take a few minutes to reflect.
[Learn more](#)

Enable global navigation

☒ On

Logo [i](#)



[Change](#) [Remove](#)

Title *

Navigation source

Select a navigation source that will appear in the global navigation panel. After selecting the source, edit global navigation if needed. [Edit global navigation](#)

☒ Home site navigation

☐ Hub or global navigation [i](#)

[Save](#) [Cancel](#)

Note: Implementing global navigation may take up to 24 hours for the changes to take effect.

- **Set up Viva Connections:** if not setup, in teams if we click on Viva Connection it will open in new window in browser in-place of Teams.

Set up Viva Connections

Viva Connections integrates tailored news, resources, and conversations from across your organization into a branded app in Microsoft Teams on desktop, web, and mobile.

The mobile experience includes tabs for Dashboard, Feed, and Resources.

[Learn more](#)

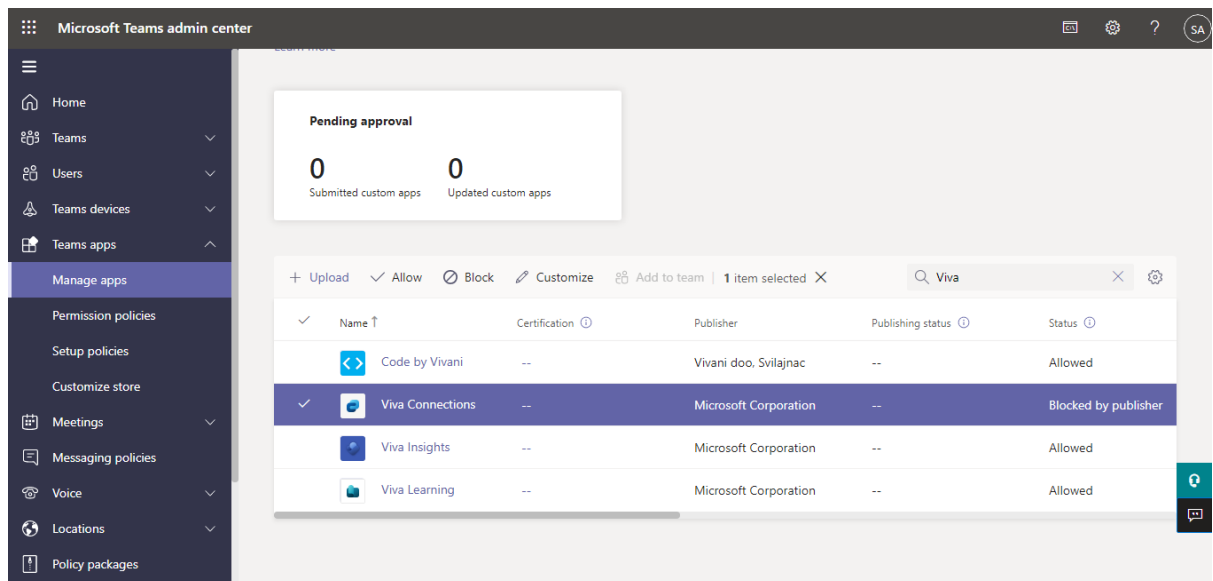
Dashboard

The Dashboard is an interactive experience for your organization's mobile app. You can view the Dashboard and then add or edit cards for easy access to SharePoint pages, web content, and apps.

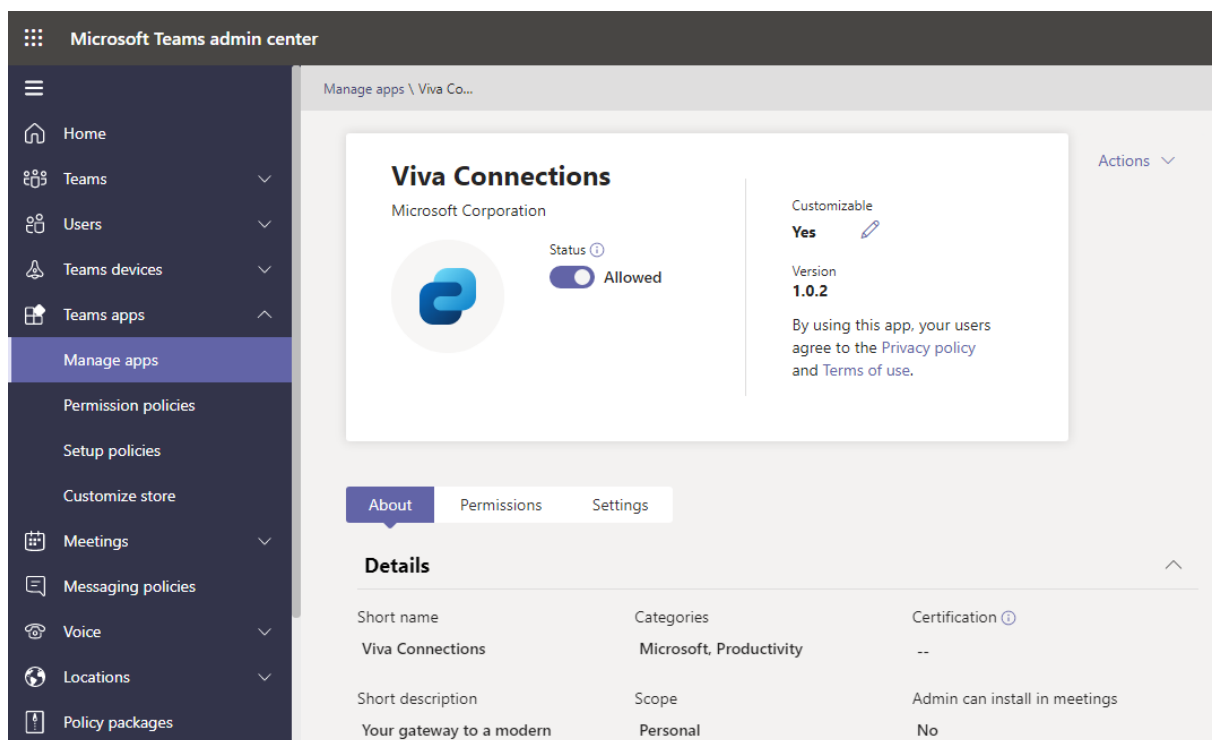


Microsoft Viva

- **Enable the Viva Connections app in the Microsoft Teams admin center**
By default, Viva Connection app is blocked by publisher in Teams admin center.
Go to Manage Apps in Teams admin center and allow Viva Connections



Customize the app if required



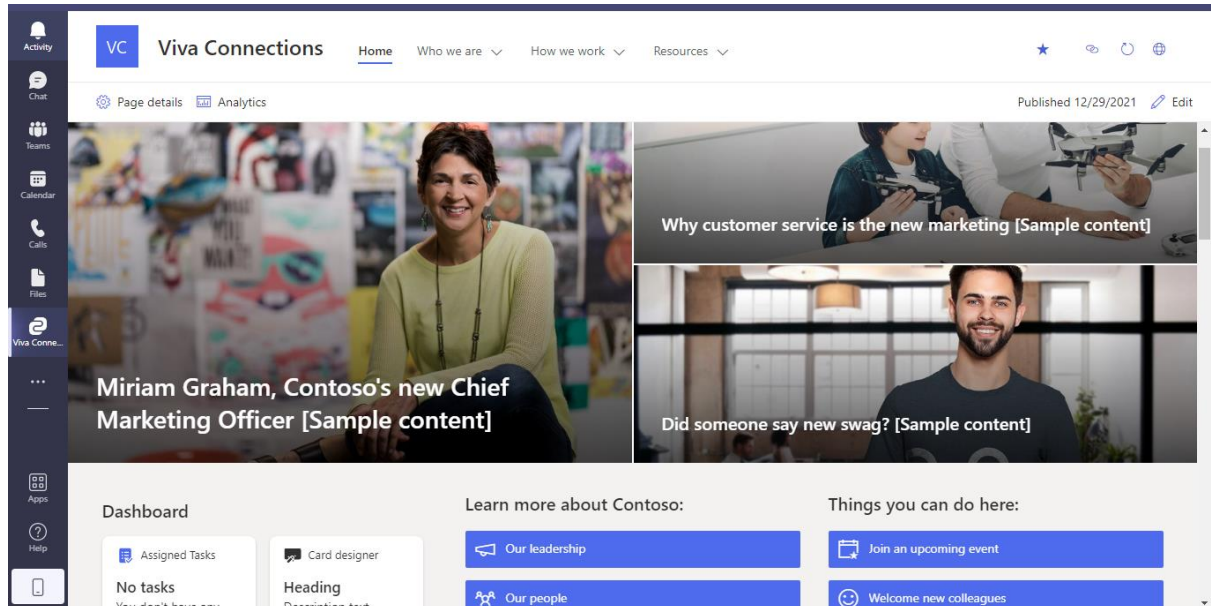
- **Pin the Personal App**
 - Open Microsoft Teams admin center (<https://admin.teams.microsoft.com>).
 - From the left navigation, click Teams apps > Setup policies.
 - Click an existing policy Global (Org-wide default).
 - Under Pinned apps, click Add apps.



Microsoft Viva

- Search by name as Viva Connections.
- Click Add.

Go to Teams and add Viva Connections from the Manage Apps



Note: Viva Connection is not supported on Linux Operating system.

- **Create Dashboard**

The dashboard provides a personalized landing experience where everyone can discover organization's resources and complete daily tasks. Apply audience targeting to dashboard cards. Once dashboard is setup, it can be used in the home site.

Note: Ability to create dashboard is only available from home site

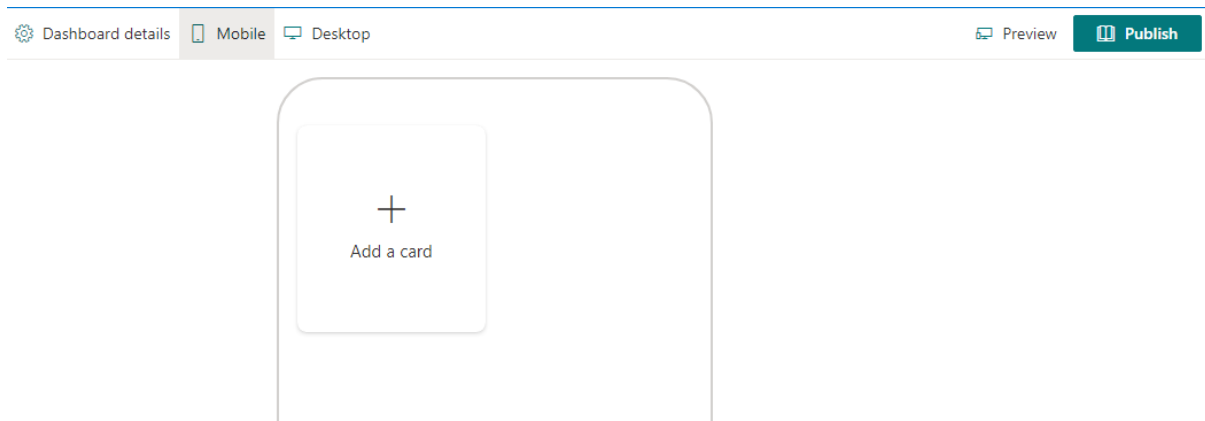
Dashboard can be built with no code, or a developer can create custom cards to meet the specific needs of an organization.

Below are the steps to create dashboard

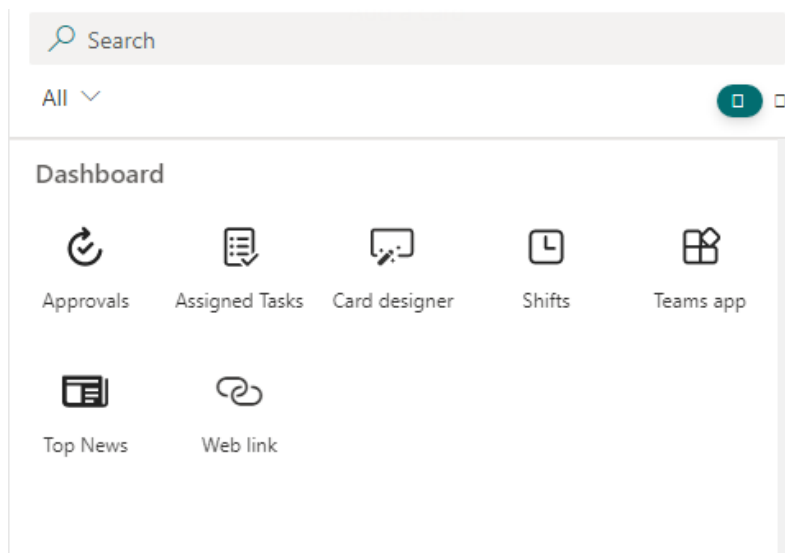
- Select settings gear at top-right corner of the home site page
- Select set up Viva Connections
- Select Create Dashboard button
- Add different cards as per organization requirement.



Microsoft Viva



- Select the card from card toolbox as shown below



Available Cards

| Card Name | Description |
|-------------------|---|
| Approval | Use Approvals for vacation requests, sign-off on documents, and approve expense reports |
| Assigned Tasks | Use Tasks to manage your team's work, assign tasks, and track tasks |
| Card Designer | Create your own cards and quick views using the adaptive cards framework |
| Shifts | Display information about the next or current shift from the Shifts app in Teams |
| Teams app card | Use to open a Teams personal app or bot specified by the Dashboard author |
| Third-party cards | Use cards that integrate third-party services |
| Top News card | Set up the Top news card to surface boosted news from SharePoint |
| Web link | Access a site without leaving the Viva Connections app |

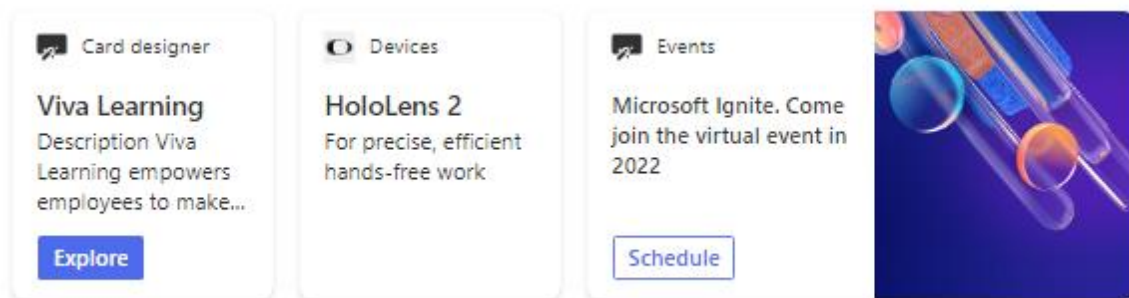


Microsoft Viva

Dashboard elements in Mobile and Desktop

| Element | Mobile | Desktop |
|-------------------|---|--|
| Dashboard | Displays as the default tab in the Viva Connections app in Teams. | Can be added to your home site as a web part. |
| Dashboard layout | Fixed in portrait mode. Card sizes can be medium (which shows two cards on one row) or large (which shows one card on a row). | Can be portrait or landscape with varying numbers of cards on each row depending on whether the web part is used in a 1-, 2-, or 3-column page section layout. |
| Card UI | Native | HTML based |
| Card Order | Same as in Desktop | Same as in Mobile |
| Card Reflow | Same as in Desktop | Same as in Mobile |
| No of cards shown | All cards without audience targeting plus audience-targeted cards where the viewer is part of the targeted audience. | The number of cards to show can be specified in the Dashboard web part settings, but which cards are shown may vary depending on audience targeting. |

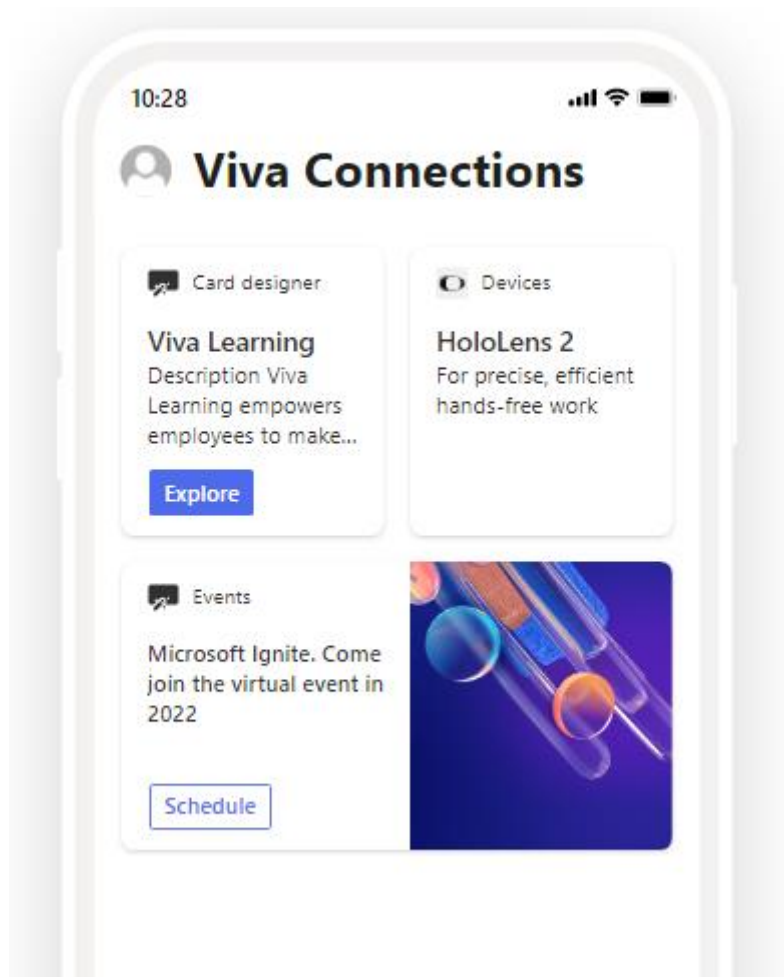
Once cards are added it will look like this in desktop view



In Mobile View

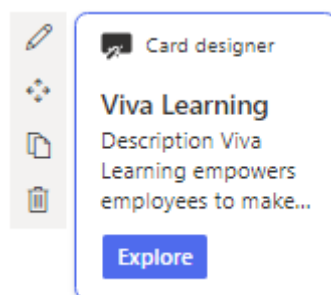


Microsoft Viva

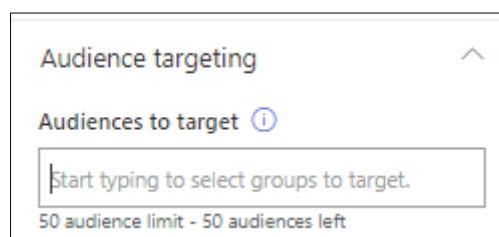


Audience Targeting in Cards

- Edit the card to apply audience targeting



- Under Card designer scroll down to Audience targeting. Apply groups to the **Audience to target** field.





Microsoft Viva

Note: Azure Active Directory groups (including security groups, Microsoft 365 groups, and AAD dynamic groups) are supported.

Can't add users and SharePoint groups to target audience in Viva Connection Dashboard.

Custom Card in Viva Connection

The Viva Connections Dashboard and mobile experience can be extended and customized using cards, which are based on adaptive cards and the SharePoint Framework (SPFx).

Adaptive Card Extensions (ACEs) are a new SharePoint Framework component type, which enables developers to build rich, native extensions to Viva Connections' Dashboards and SharePoint Pages.

Requirement

1. Node.js (version 14.15.0 <15.0.0)
2. Gulp
3. Yeoman

Steps to create ACEs

- Scaffold an Adaptive Card Extension Project

Create Project in VS code. Open Terminal and browse to folder location and run command `npm install @microsoft/generator-sharepoint` and then `yo @microsoft/sharepoint`

When prompted, enter the following values

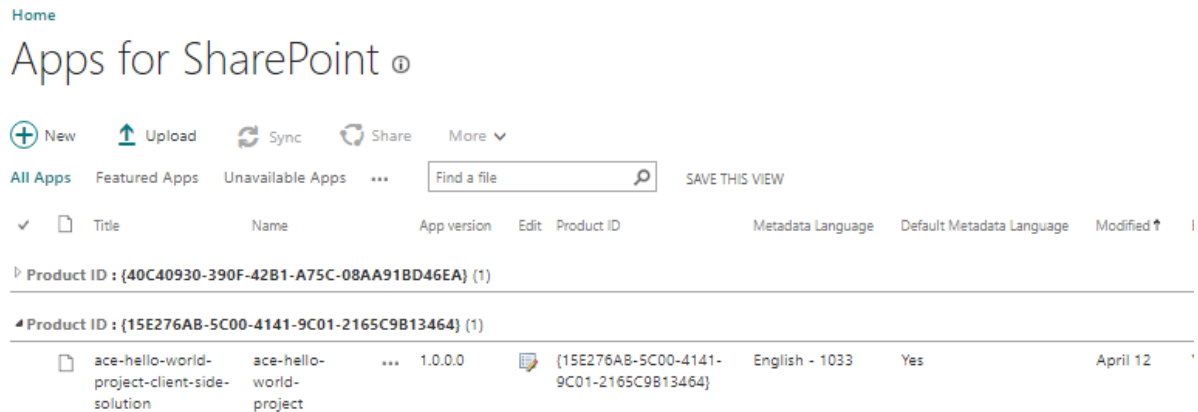
- Which type of client-side component to create? Adaptive Card Extension
- Which template do you want to use? Primary Text Template
- What is your Adaptive Card Extension name? HelloWorld
- What is your Adaptive Card Extension description? Hello World description

Yeoman installs the required dependencies and scaffolds the solution files. This process might take few minutes.

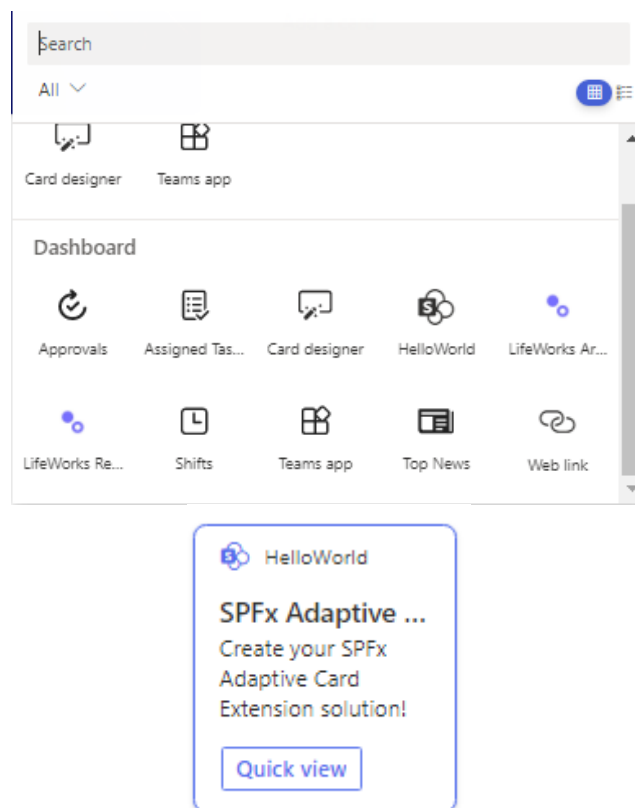
- Update project's hosted workbench URL
Locate and open the file `./config/serve.json` in your project. Look for property "initialPage" and change the 'enter-your-SharePoint-site' domain to the URL of SharePoint tenant or site.
- Run the below command to trust the self-signed certificate otherwise will face certificate error.
`gulp trust-dev-cert`
- Run the solution
`gulp serve`
- Package/Publish the solution
`Gulp bundle --ship`
`Gulp package-solution --ship`
- Upload Solution in App Catalog site
Upload the generated ".sppkg" file in SharePoint App Catalog site.



Microsoft Viva



- Add the “Hello World” web part to dashboard



Third-party apps can also be added from SharePoint Store



Microsoft Viva

Apps that complement Viva Connections

Search by app name or publisher

Categories

All

Best Apps of the Year

Business

Clocks & Calendars

Communication

Content Management

CRM

Editor's Picks

Education

Employee Interaction

File Converters & Viewers

Financial Management

Sort by: Newest



Adaptive Card Extension Design...
Sympraxis Consulting, LLC

A gallery of 12 Adaptive Card Extensions showing a variety of design options f...



UKG for Viva Connections
UKG, Inc.

The UKG Microsoft Viva Connections integration allows people to stay...



LifeWorks Viva Connections
LifeWorks Inc.

Access wellbeing content and recognize your colleagues directly from...



Qualtrics Feedback

Qualtrics International Inc.

Easily collect feedback from your employees from within Viva Connections.



StandOut by ADP

StandOut by ADP

This is a App to allow your users to receive StandOut specific notifications in Viv...



Moveworks on Viva

Moveworks

Moveworks is the AI platform that powers the



Limeade for Viva Connections

Limeade

Limeade surfaces in-the-moment well-being content



TributeForViva

Tribute Co.

Modern mentorship app empowering employee



ListBurst Charts and Dashboards BI

365 Automate

Display modern charts & build dashboards in



Social Squared Discussion Forums

Lightning Tools

Lightning Tools Social Squared is a Discussion

LifeWorks Articles



Plan for Healthy Meals

Planning healthy meals in advance, rather than hunting in the fridge when you're hungry,...



How to Create a Budget and Manage your...

Money management is rarely taught in school, so "trial and error" has become our teacher....

Dealing with a Difficult Breakup

Whether you wanted to break up or not, the end of a relationship can be devastating...

LifeWorks Articles

Quick reads

Our curated article archive is packed full of timeless...

[View articles](#)

Viva Learning

Viva Learning empowers employees to make learning a natural part of the day by bringing learning into the flow of work within the tools and platforms they already use. Discover, share, and track learning across a variety of sources from a center of learning in Microsoft Teams.

It is a centralized learning hub in Microsoft Teams that seamlessly integrate learning and building skills. Team can discover, share, recommend, and learn from content libraries provided by both the organization and partners

Licensing

Microsoft 365 or Office 365 Enterprise subscription includes Viva Learning with basic features. However, need a Viva Learning or Viva Suite license to access premium features.



Microsoft Viva

A license is required for anyone who wants to access partner content and learning management systems or recommend content and track completion progress.

\$4.00 license/month Pay monthly, annual commitment

\$48.00 license/year Pay yearly, annual commitment

Pre-requisites

Microsoft Teams deployed for the organization to use Viva Learning.

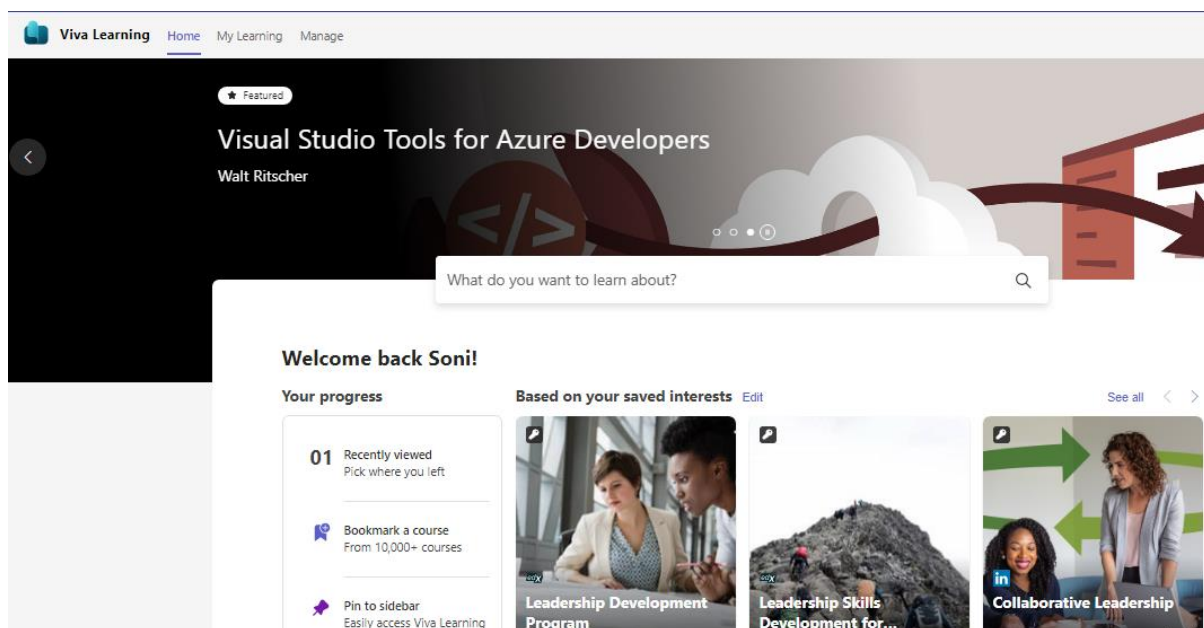
Roles and Permissions

Need following roles and permissions to set up learning content in Viva Learning

- Microsoft Team Admin
- Microsoft 365 global admin or SharePoint admin
- Knowledge admin (It's an Azure AD role in M365admin center that can be assigned to anyone in the organization)

Setup

Viva Learning is enabled by default for all Microsoft Teams users in the organization.



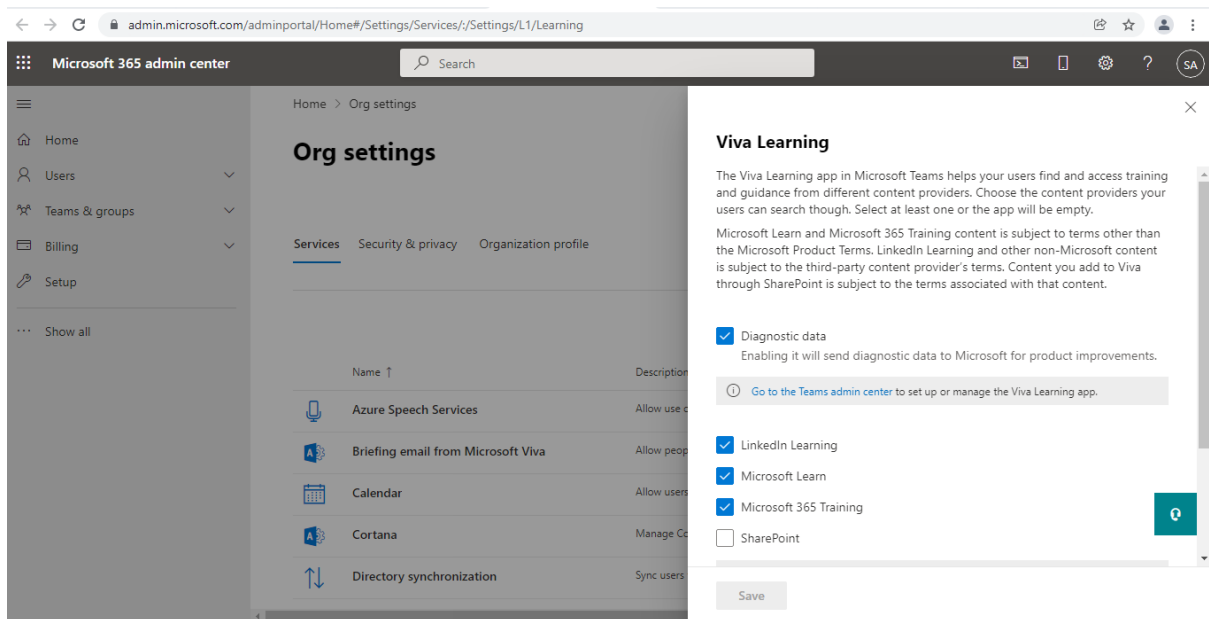
By default, courses from following content providers are available:

- Microsoft Learn
- Microsoft 365 Training
- LinkedIn Learning (125 LinkedIn courses)

Go to Microsoft Admin center, in organization settings click on Viva Learning



Microsoft Viva



Without Premium version, there will be default providers only.

Setup SharePoint as content provider

If we enable SharePoint, we need to provide URL of SharePoint site for organization learning content catalog



Microsoft Viva

×

Viva Learning

☒ SharePoint

Enter the URL of the SharePoint site for your organization's learning content catalog. *

[Learn how to set up Viva Learning App Content Repository in SharePoint](#)

https://www.example.com

SharePoint Url is required.

ⓘ

If you replace your current SharePoint site URL with a new one, everyone will lose access to the current SharePoint Learning app repository. Users will see errors when trying to access content stored there. Make sure to add all your training content to the new repository.

ⓘ

Viva Learning Premium [Learn more](#)

With Viva Learning Premium, you can configure content from additional providers including Coursera, edX, Pluralsight, Udemy, Go1, Cornerstone OnDemand, Saba Cloud, SAP SuccessFactors, Infosec and Josh Bersin Academy etc.

🔒

Save









The knowledge admin (or global administrator) provides a site URL to where the Learning Service can create an empty centralized location in the form of a structured SharePoint list. This list is called the Learning App Content Repository.

Page | 14







Microsoft Viva

Contents Subsites

|  | Name | Type | Items | Modified |
|---|------------------------------|------------------|-------|-------------------|
|  | Documents | Document library | 8 | 4/19/2022 6:16 AM |
|  | Form Templates | Document library | 0 | 4/19/2022 1:05 AM |
|  | Style Library | Document library | 0 | 3/5/2022 10:26 PM |
|  | Learning App Content Reposit | List | 2 | 4/21/2022 6:08 AM |
|  | testlist | List | 2 | 5/1/2022 10:43 PM |
|  | Events | Events list | 0 | 3/5/2022 10:26 PM |
|  | Site Pages | Page library | 2 | 5/4/2022 5:11 AM |

Admins are responsible for collecting and curating a list of URLs for folders. These folders should only include content that can be made available in Viva Learning.

Learning App Content Repository ☆

| Title ▾ | Folder URL ▾ | + Add column ▾ |
|--|--|----------------|
|  Azure Training |    https://dnaviva.sharepoint.com/:f:/s/VivaConnections/EkQc4SLUtEtJgg_kguBqc7kBOMVaNSN4x2RDdFwjmgv1Q?e=Y2MvgQ | |
| EP Prospects - Azure CloudOps POV | https://dnaviva.sharepoint.com/:f:/s/Knowledge/EliRGnxX3dKuiA6w5nD9OwBKvN1DAIY6uGOtWT-tz29oA?e=zB2HE9 | |

The document library should have appropriate permissions and should have **Title** column and multiline **Description** column before uploading of documents.



Microsoft Viva

Documents > Training

| | Name ▾ | | Modified ▾ | Modified By ▾ | Description ▾ |
|--|----------------------------|--|------------|---------------|---|
| | Azure AD App Access.docx | | April 19 | Soni Arora | Azure AD access document |
| | Azure Security Center.docx | | April 19 | Soni Arora | Secure Azure apps and other from external sources. Give a secure score |
| | Azure Security Center.xlsx | | April 19 | Soni Arora | Excel containing security features |
| | Azure Sentinel.docx | | April 19 | Soni Arora | Make your threat detection and response smarter and faster with artificial intelligence |

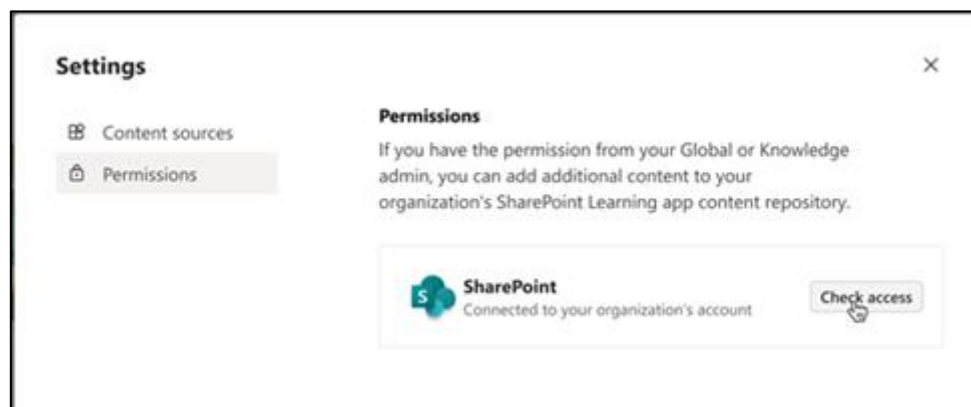
Viva Learning supports the following document types:

- Word, PowerPoint, Excel, PDF
- Audio (.m4a)
- Video (.mov, .mp4, .avi)

Note: It takes 24 hours for the content to be available within Viva Learning.

To check access to organizations central library, go to Viva Learning in Teams app, click on ellipses and then settings.

Under settings, select Permission.



Setup Other Content Providers

With Viva Learning Premium, we can configure content from additional providers, including Coursera, edX, Pluralsight, Udemy, Go1, Cornerstone OnDemand, Saba Cloud, SAP SuccessFactors, Infosec and Josh Bersin Academy etc.

Below are the steps:

- Go to Admin Center
- Go to billing and purchase services



Microsoft Viva

- Search for VIVA Learning
- Click on Details and hit the trial button

Microsoft Viva Learning

Viva Learning creates a central hub for learning in Teams where people can discover, share, assign, and learn from content libraries across an organization. It includes access to select Microsoft and LinkedIn...

From \$4.00 licenses/month

Details



Compare

- Once trial is activated it will be available for 60 days

order receipt

Your confirmation number is: 88e028bb-fbee-4737-bcd8-5b68e6d3e3e5

Important: To use your new licenses, make sure to assign them by editing users on the [Users](#) page.

Continue

Order details

Microsoft Viva Learning Trial | 60 day subscription
50 users

- Go to Active users and assign Viva Learning license to specific users



Microsoft Viva



Soni Arora

 Reset password

[Change photo](#)

Licenses (3)



Microsoft Viva Learning

49 of 50 licenses available



Microsoft Viva Topics

49 of 50 licenses available



Office 365 E5

24 of 25 licenses available

- Now got to settings in admin center and in org settings click on Viva Learning. Select the required content providers

Viva Learning

☐ Cornerstone OnDemand

☒ Coursera

☐ EdCast

☒ edX

☐ Go1

☒ Infosec

☒ Josh Bersin Academy

☒ LinkedIn Learning

☒ Microsoft Learn

☒ Microsoft 365 Training

☐ OpenSesame

☒ Pluralsight

☐ Saba Cloud

☒ SharePoint

Enter the URL of the SharePoint site for your organization's learning content catalog. *

[Learn how to set up Viva Learning App Content Repository in SharePoint](#)

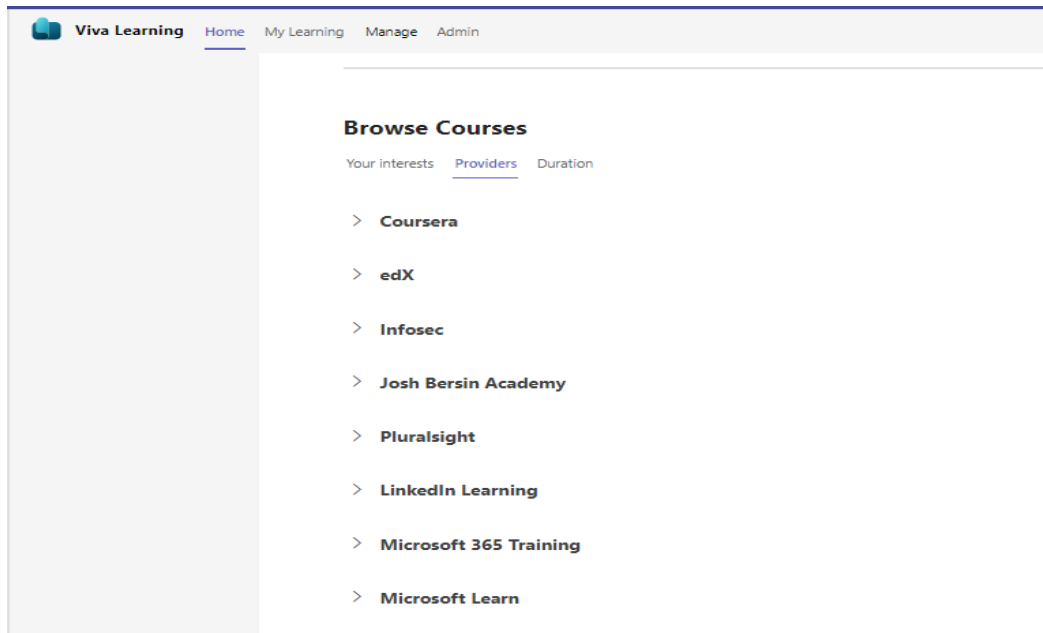




Microsoft Viva

Note: Some providers marked above don't need extra details to be provided. But the unmarked ones need extra information for setup.

- Once activated it takes 24hrs to 48hrs for the providers to be available in Viva Learning in Teams app.



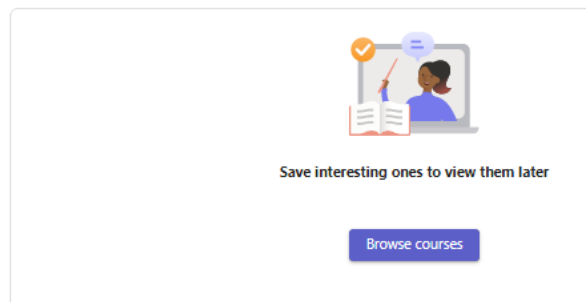
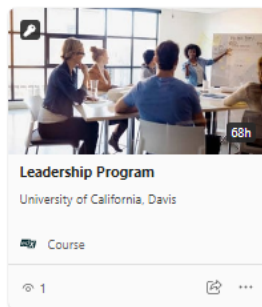
Features

Below are some features available for users

- **Recommended to you:** Recommendations from peers will show up here.
- **Bookmarked:** Content bookmarked by the user will be shown here.
- **Recently viewed:** The user's 20 most recently viewed items will be shown under this tab. The most recently viewed item is shown first.
- **Completed:** Courses completed by the user will show under this tab.

Welcome Soni!

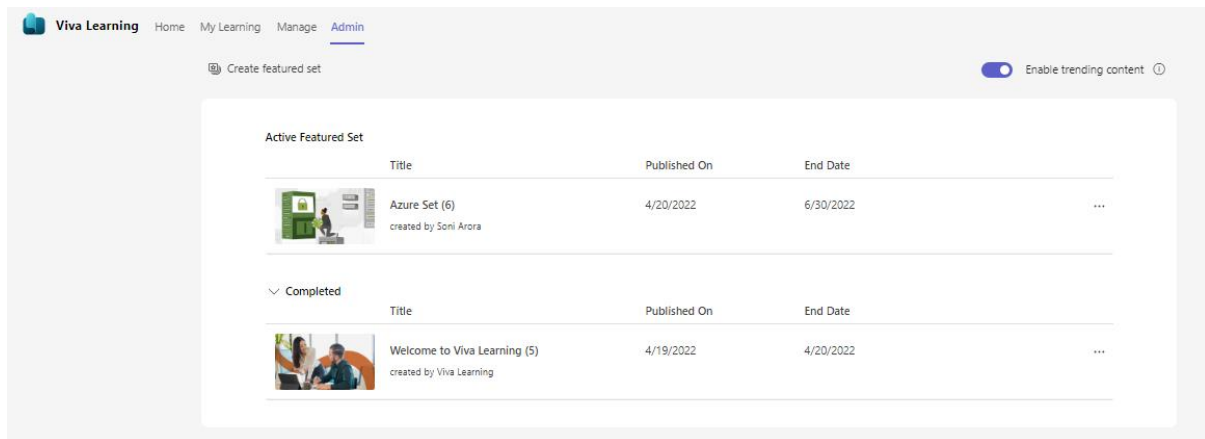
[Bookmarked \(1\)](#) [Recommended to you \(1\)](#) [Recently viewed \(2\)](#) [Completed](#)



- Under Admin tab (only visible to Admin, Knowledge admin or Knowledge Manager) can create a set of featured content that will show up for users on the home page.



Microsoft Viva



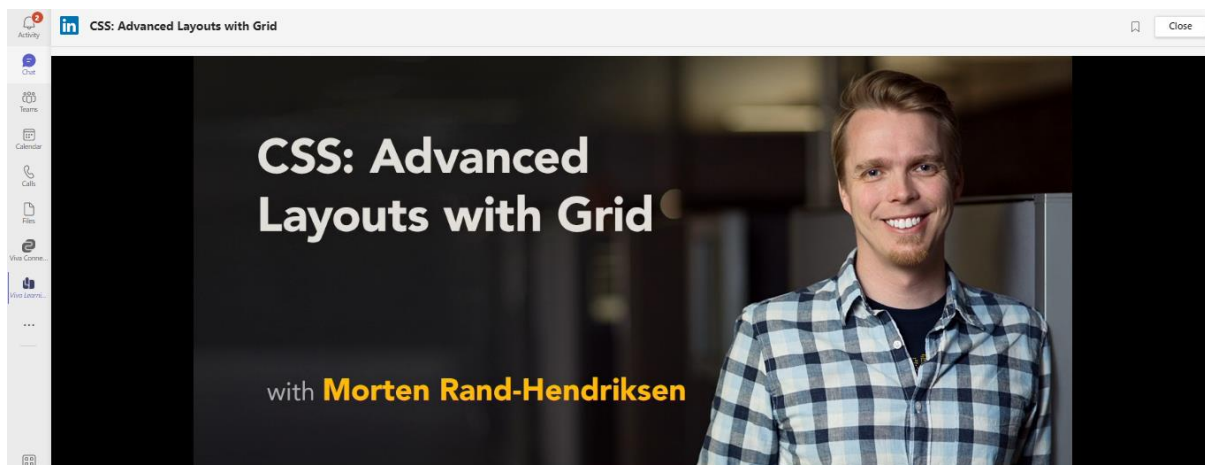
Terms and Condition Accessing Content third party

Content accessible through Viva Learning is subject to terms other than the Microsoft Product Terms

- Microsoft Learn content is subject to terms available [here](#) or at a successor location.
- Microsoft 365 Trainings content is subject to terms available [here](#) or at a successor location.
- LinkedIn Learning content is subject to LinkedIn's User Agreement (available [here](#) or at a successor location) and Privacy Policy (available [here](#) or at a successor location).
- Non-Microsoft third-party content and any associated services are subject to the content provider's privacy and service terms.
- Any content added to Viva Learning, such as SharePoint-hosted content, is subject to the privacy and service terms associated with that content.

Accessing Content

The LinkedIn (free courses), Microsoft Learn, Microsoft 365 Training content will open inside Teams app without any login required.



For other providers like Pluralsight, Infosec, edX etc. requires subscription and will open in browser

Microsoft Viva

[Back](#) |
 [Open in browser](#) |
 [Share](#) |
 [Recommend](#) |
 [Bookmark](#) |
 [Add to calendar](#)

C Programming: Pointers and Memory Management - 4



coursera


Rémi SHARROCK | Course | 7h 5m

Uploaded: 5/3/22

In this course, we will examine a key concept, foundational to any programming language: the usage of memory. This course builds upon the basic concept of pointers, discussed in C Programming: Modular Programming and Memory Management, and introduces the more advanced usage of pointers and pointer arithmetic. Arrays of pointers and multidimensional arrays are addressed, and you will learn how to allocate memory for your own data during program execution. This is called dynamic memory allocation at runtime...

[Read More](#)

ⓘ This content is subject to the content provider's privacy and service terms.


[Explore](#)

[Online Degrees](#)
[Find your New Career](#)
[For Enterprise](#)
[For Universities](#)
[Log In](#)
[Join for Free](#)

Browse > Computer Science > Software Development

This course is part of the **C Programming with Linux Specialization**

C Programming: Pointers and Memory Management - 4


 Rémi SHARROCK [+1 more instructor](#)

Enroll for Free

Starts May 6

or continue with

Financial aid available

Google

or

facebook

Viva Topics

Viva Topics is a Microsoft 365 service that helps organizations to transform information to knowledge.

Viva Topics uses Microsoft AI technology, Microsoft 365, Microsoft Graph, Search, and other components and services to bring knowledge to users in the Microsoft 365 apps they use every day, starting with SharePoint modern pages, Microsoft Search, and Search in Word, PowerPoint, Outlook, and Excel.

Topic Management

The topic center is created during setup and serves as the center of knowledge for the organization. While all licensed users can see topics, they're connected with in the topic center, only users with Manage topics permissions (knowledge managers) can view and use the Manage topics page.

Knowledge managers can:

- Confirm or remove topics that were discovered in the tenant.
- Create new topics manually as needed (for example, if not enough information was provided for it to be discovered through AI).
- Edit existing topic pages.



Microsoft Viva

Admin Control

Admin controls in the Microsoft 365 admin center allows to manage Viva Topics. They allow a Microsoft 365 global or SharePoint administrator to:

- Control which users in your organization are allowed to see topics in SharePoint modern pages or in SharePoint search results.
- Control which SharePoint sites will be crawled to identify topics.
- Exclude specific topics from being found.
- Control which users can manage topics in the topic center.
- Control which users can create and edit topics.
- Control which user can view topics.

Licensing

A license is required for anyone viewing, accessing, or curating topic cards, topic pages, or topic centers or otherwise benefiting from Viva Topics capabilities.

Setup

To enable Topics.

- Go to Admin Center
- Go to billing and purchase services
- Search for VIVA Topics
- Click on Details and hit the trial button

Microsoft Viva Topics

This per-user offer enables customers to get access to topic cards/pages/knowledge centers and advanced search features including Microsoft Graph Connectors.

From \$4.00 licenses/month

[Details](#)



[Compare](#)

- Once trial is activated it will be available for 60 days



Microsoft Viva

order receipt

Your confirmation number is: 05661551-4393-4ce1-8ddb-6d51b4527e59

Important: To use your new licenses, make sure to assign them by editing users on the [Users](#) page.

[Continue](#)

Order details

Microsoft Viva Topics Trial | 60 day subscription

50 users

- Go to Active users and assign Viva Topics license to specific users.

Soni Arora

[Reset password](#)

[Change photo](#)

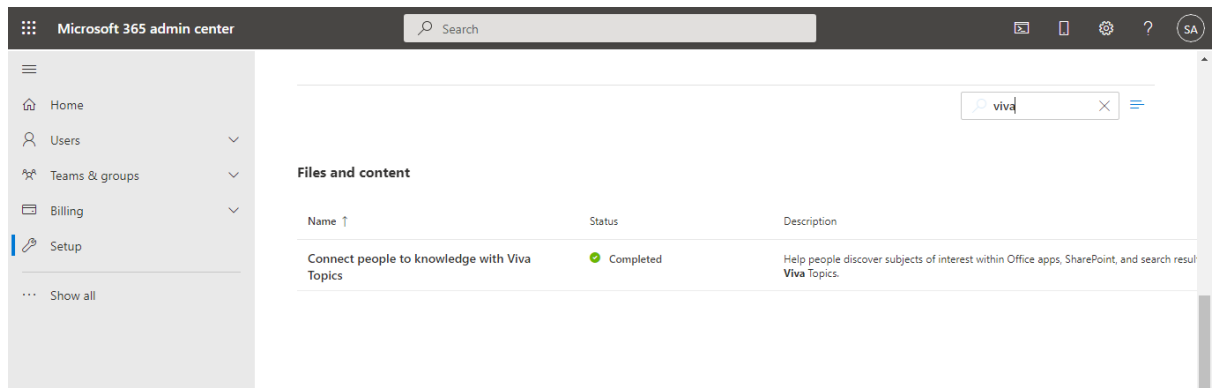
Licenses (2)

- ☒ **Microsoft Viva Topics**
49 of 50 licenses available
- ☒ **Office 365 E5**
24 of 25 licenses available

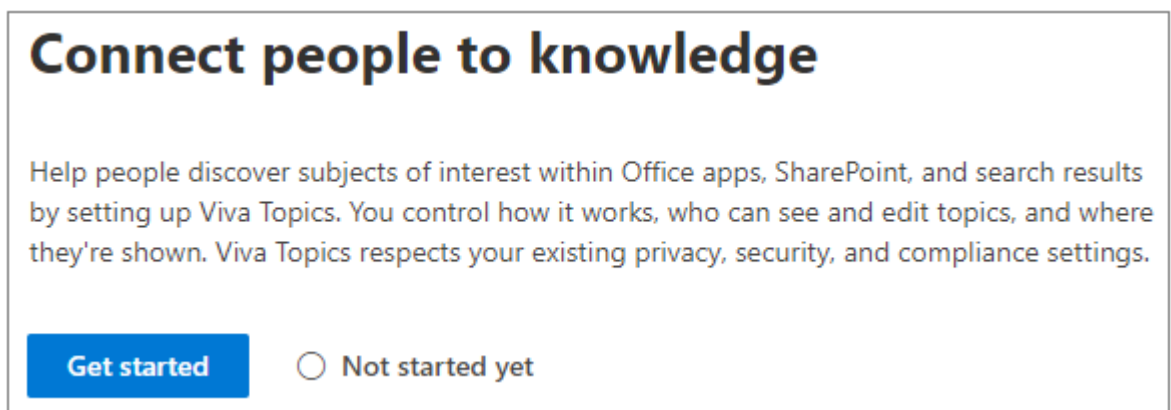
- Now go to setup in admin center. Search for Viva and under Files and content click on "Connect People to knowledge with Viva Topics"



Microsoft Viva



- Click on “Get Started” to setup Viva Topics



- Configure topic discovery in Choose how Viva Topics can find Topics. In Select SharePoint topic sources section, select the SharePoint sites as sources for Topic discovery.
 - All Sites: All SharePoint sites, including current and future sites.
 - All, except selected sites: Type name of SharePoint sites to exclude. Can also upload list of sites to be excluded from discovery. Sites created in future will be included as source for topic discovery.
 - Only selected Sites: Type name of the sites to be included or upload list of sites. Sites created in future will not be included in topic discovery
 - No Sites: Do not include any SharePoint sites.

In Exclude Topics by name: add names of the topics to exclude from topics discovery. Knowledge Managers can also exclude topic in topic center after discovery.



Microsoft Viva

Viva Topics > **Setup**

- ☒ **Topic discovery**
- ☐ Topic visibility
- ☐ Topic permissions
- ☐ Topic center
- ☐ Review

Choose how Viva Topics can find topics

Choose how topics will be sourced. Existing security, compliance, privacy, and search crawl settings are enforced. [Learn more](#)

Select SharePoint topic sources

To improve the quality of results, select sites with more files and pages. All sites are crawled, but only topics and associated content from selected sites displayed by Viva Topics. It may take up to 2 weeks for topics to appear in your organization after configuration. Topic discovery continues as new content or updates to content are made.

☒ All sites (recommended)

☐ All, except selected sites

☐ Only selected sites

☐ No sites

Exclude topics

Topics which contain the names specified will be excluded from discovery. This setting prevents sensitive topics from being displayed by Viva Topics. [Learn more about excluding topics in your organization.](#)

☒ Don't exclude any topics

☐ Exclude topics by name

Next

- Configure topic visibility. In who can see topics settings, choose who will have access to topic details like highlighted topics, topic cards etc.

Viva Topics > **Setup**

- ☒ Topic discovery
- ☒ **Topic visibility**
- ☐ Topic permissions
- ☐ Topic center
- ☐ Review

Who can see topics and where they can see them

Who can see topics

Topic details show on topic pages, in search results and when topics are highlighted in content like SharePoint pages. Users can only see discovered topics when they have access to the files and pages the topic was discovered in.

☒ Everyone in my organization

☐ Only selected people or security groups

☐ No one

Back **Next**

- Permission for Topic Management, choose who will be able to create, edit or manage topics.



Microsoft Viva

Viva Topics > **Setup**

✓ Topic discovery

✓ Topic visibility

Topic permissions

✗ Topic center

○ Review

Permissions for topic management

Who can create and edit topics

Choose who can create new topics or update topic details such as the description, documents and connected people.

☐ Everyone in my organization

☒ Only selected people or security groups

SA Soni Arora × AP arup pal ×

☐ No one

Who can manage topics

Choose who has access to the Topic management dashboard to review topics across the organization. These knowledge managers can perform actions such as confirm, reject and view feedback on topics. They can also view, create and edit topics.

☐ Everyone in my organization

☒ Only selected people or security groups

SA Soni Arora × AP arup pal ×

Back

Next

- On Create topic center page, provide Topic Center site name and address

Viva Topics > **Setup**

✓ Topic discovery

✓ Topic visibility

✓ Topic permissions

Topic center

○ Review

Create topic center

The topic center is a SharePoint site where users have a personalized view of relevant knowledge across your organization and knowledge managers can manage topics. Topic pages are hosted here.

Site name*

Viva Topics

Site address

../sites/ VivaTopics

<https://dnaviva.sharepoint.com/sites/VivaTopics>

Available

Description

Destination to learn more about topics in the organization and see a personalized view of topics associated to you

Back

Next

- Review the selected settings or choose to make any changes. Once finalized select Activate



Microsoft Viva

Viva Topics > **Setup**

✓ Topic discovery

✓ Topic visibility

✓ Topic permissions

✓ Topic center

● Review

Review the settings for Viva Topics. Topic discovery and topic center creation will begin immediately after applying the settings.

Select SharePoint topic sources
All sites (recommended)
[Edit](#)

Exclude topics
Don't exclude any topics
[Edit](#)

Who can see topics
Everyone in my organization
[Edit](#)

Who can create and edit topics
Only selected people or security groups
[Edit](#)

Who can manage topics
Only selected people or security groups
[Edit](#)

Topic center name
Viva Topics
[Edit](#)

Topic center address
VivaTopics
[Edit](#)

[Back](#) [Activate](#)

Best Practice

- Exclude sensitive SharePoint Sites from Topic discovery.
- Have Knowledge Managers remove topics in topic center
- Get Knowledge Managers from different areas of organization. Knowledge Managers with variety of expertise and access to the content used by AI can help curate useful knowledge for users and remove sensitive information if found.
- Set workflow for any change in Topics.

Topic Center

Topic center is created during Viva Topic setup. The Topic center home page displays the suggested and confirmed topics which has connection to the user.

Suggested Connections: These are topics in which your connection to the topic has been suggested through AI.

Confirmed Connections: These are topics in which you are pinned on the topic page, or you've confirmed a suggested connection to the topic. Topics will move from the suggested to confirmed section when you confirm a suggested connection.

Microsoft Viva

We've listed you on these topics. Did we get it right?

Find the reasons you're listed in the topic summaries. Stay listed so you can share your knowledge on the topic. [Learn more about topics.](#)

SUGGESTED TOPIC

Titan

You contributed to resources

Alternate name: Project Titan

Project Titan is an initiative to develop packaging design and content for product launch that reaches customers effectively in both physical and virtual...

From: Timelines Collateral Titan Marketing.docx

Do you want to be listed on this topic?

Yes No. Remove me.

Felix

You contributed to resources

We'll show a description here once it is available.

Do you want to be listed on this topic?

Yes No. Remove me.

Saturn

You contributed to resources

Natural gas-powered aerial vehicle with onboard sensor packages and flight characteristics optimized for commercial use: has 4K video capabilities with built-i...

Do you want to be listed on this topic?

Yes No. Remove me.

VT Viva Topics

Home Documents Pages Site contents Get started Manage topics Edit

★ Follow

+ New

Page details

We list you on topics based on your contribution to related content

There aren't any topics where you're listed, yet. As soon as we find some we'll show them here.

Confirmed connections

You or someone else confirmed you should be listed on these topics. See everyone who's listed and more on each topic page. The most recently modified topics you're connected to are shown first.

SharePoint

You confirmed you're connected

View details

Alternate names: SP2010, SP2013, O365,...

Listed connection

Contributed to SharePoint Spaces.docx

Activity

One person viewed this topic in the last 7 days

You confirmed you're connected

MVP

You pinned yourself to the list of people

View details

Alternate name: Valuable Professional

Listed connection

Add a description of your connection in the topic details

Activity

One person viewed this topic in the last 7 days

You confirmed you're connected

Microsoft Azure

You pinned yourself to the list of people

View details

Alternate names: Azure, Windows Azure

Listed connection

Add a description of your connection in the topic details

Activity

People viewed this topic 2 times in the last 7 days

You confirmed you're connected

SharePoint

You pinned yourself to the list of people

View details

Alternate names: O365, SP2010, SP2013,...

Listed connection

Add a description of your connection in the topic details

Activity

People viewed this topic 2 times in the last 7 days

You confirmed you're connected

On Manage Topic page, A user who was assigned Manage topics permissions can review the unconfirmed topics and choose to:

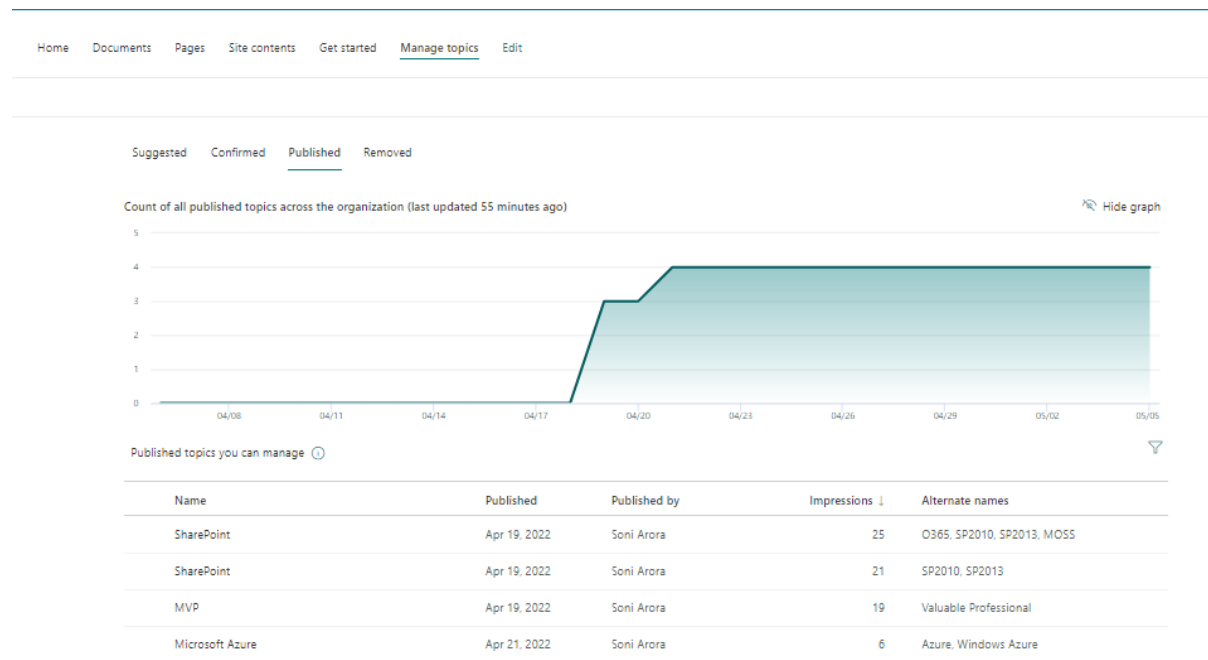
- **Confirm the topic:** Indicates to users that an AI-suggested topic has been validated by a human curator.
- **Publish the topic:** Edit the topic information to improve the quality of the topic that was initially identified and highlights the topic to all users who have view access to topics.
- **Remove the topic:** Makes the topic undiscoverable to end users. The topic is moved to the Removed tab and can be confirmed later if needed

Note: A topic, when removed, can take up to 24 hours to stop appearing to users in the organization.

Page | 28



Microsoft Viva



Edit existing topics: Can make changes to existing topic pages that were created through discovery.

Create new topics: Can create new topics for ones that were not found through discovery, or if AI tools did not find enough evidence to create a topic.

Topics Displayed

Topics are displayed to users through:

- Topics highlighted on SharePoint pages
- Topic answers in search results
- Search in office applications
- Topic center home page

The topic will be underlined if found in SharePoint page as shown below

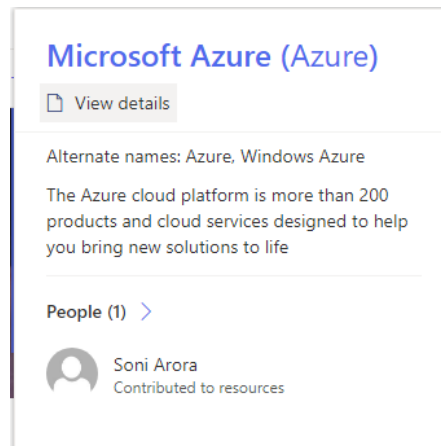
Hello!

Azure services are gaining much awareness. SP2010 is good as collaboration platform.

Hover on the Topic it will open Topic card with details



Microsoft Viva



Viva Insights

Formerly known as Workplace Analytics. Improve productivity and wellbeing with data-driven, privacy-protected insights and recommendations.

- Personal insights and recommendations in the flow of work to build better work habits.
- Manager and leader insights to understand the impact of work patterns on employee wellbeing and business outcomes.
- Advanced insights, including custom analysis tools and accelerators to address complex opportunities and challenges.

Licensing

Requires Microsoft 365 or Office 365 E1/A1/G1/E3/A3/G3/E5/A5/G5, Microsoft 365 Business Basic, Business Standard, Business Premium, or Exchange Online Plan 1 or Plan 2 license to be eligible for Microsoft Viva Insights.

Personal insights are available to Microsoft 365 users without requiring a separate Viva Insights license. Premium personal insights, manager insights, and leader insights, as well as advanced insights, are available to users with a Viva Insights license.

Cost

Rs 290.00 user/month (annual subscription – auto renews)

Features

Personal Insights:

Get personal insights that only you can see. Insights about how you work and what you might change to do your best work.

Get useful recommendations, such as protecting time in the day for regular breaks, focused work, and learning that help improve wellbeing and boost productivity.

Manager Insights:

Manager insights give much-needed visibility into work patterns that might lead to burnout and stress. These include regular after-hours work, meeting overload, or too little focus time. Managers and team leads can use these insights to help their teams strike a balance between productivity and wellbeing.

Leader Insights:



Microsoft Viva

Leader insights help business leaders see how their work culture is affecting their organizational resiliency and boosting employee engagement. Leaders can use the recommendations on the Outcomes page to see opportunities where a change could improve their business outcomes.

Advanced Insights:

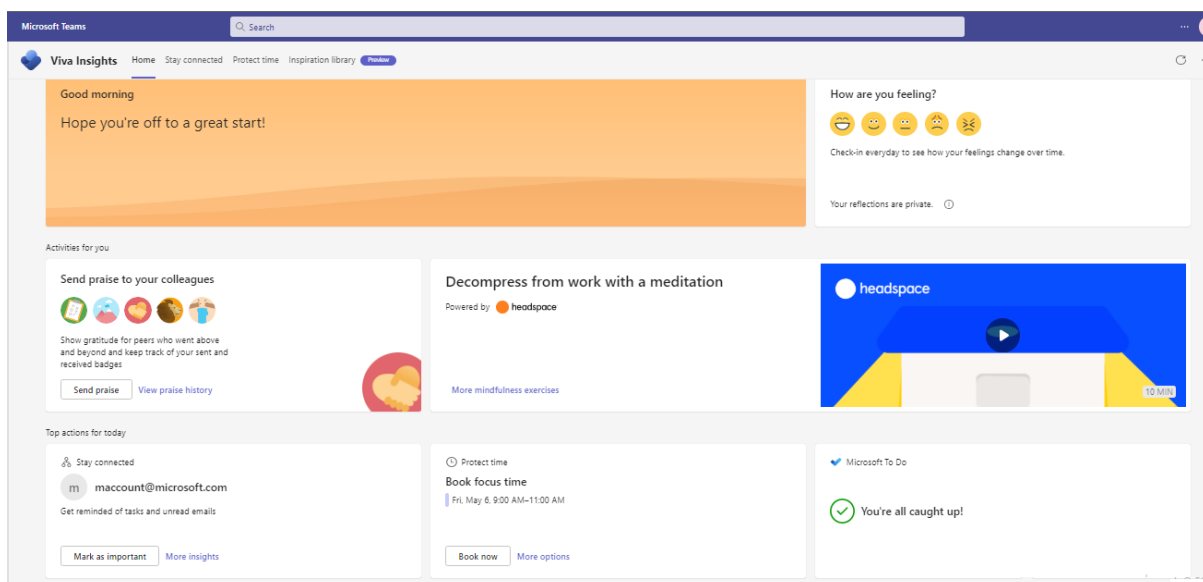
Advanced insights can also help business leaders address critical questions about organizational resiliency and work culture with insight into how work impacts their people and their business. Leaders can see opportunities where a change in process could improve business outcomes and take steps to protect employee wellbeing.

Data Privacy:

Viva Insights complies with applicable laws and regulations and how to protect and protect personal data private

Viva Insights in Teams

Shows personal insights within Microsoft Teams flow of work, including how to stay connected, protect time, use Headspace for guided meditation, and start a virtual commute.



By using the Viva Insights app, one can:

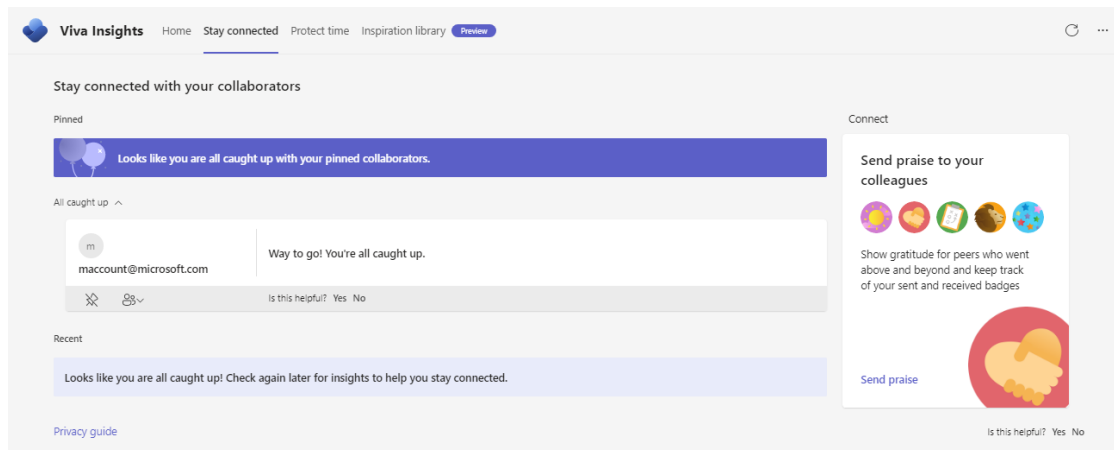
- Stay connected – Stay on top of collaboration with colleagues through features such as AI-based task suggestions and meeting assistance.
- Protect time – Find more time to eliminate distractions, stop multi-tasking, and focus on core priorities.
- Send praise – Send acclaim to employees and coworkers, either in a private chat or in a Teams channel conversation.
- Reflect – Take a moment to check in with yourself, to reflect on how you're feeling.
- Headspace – Experience a guided meditation from Headspace.
- Take a break – During workday, take an occasional one-minute "breathing break."
- Start a virtual commute – Mindfully close out workday.
- Use Microsoft To-Do – Take action on a task in your to-do list.



Microsoft Viva

Stay Connected

Identify and pin important collaborators. Based on your collaboration patterns, can pin some of the contacts as important. All insights from pinned important contacts are shown with higher priority at the top of the page.



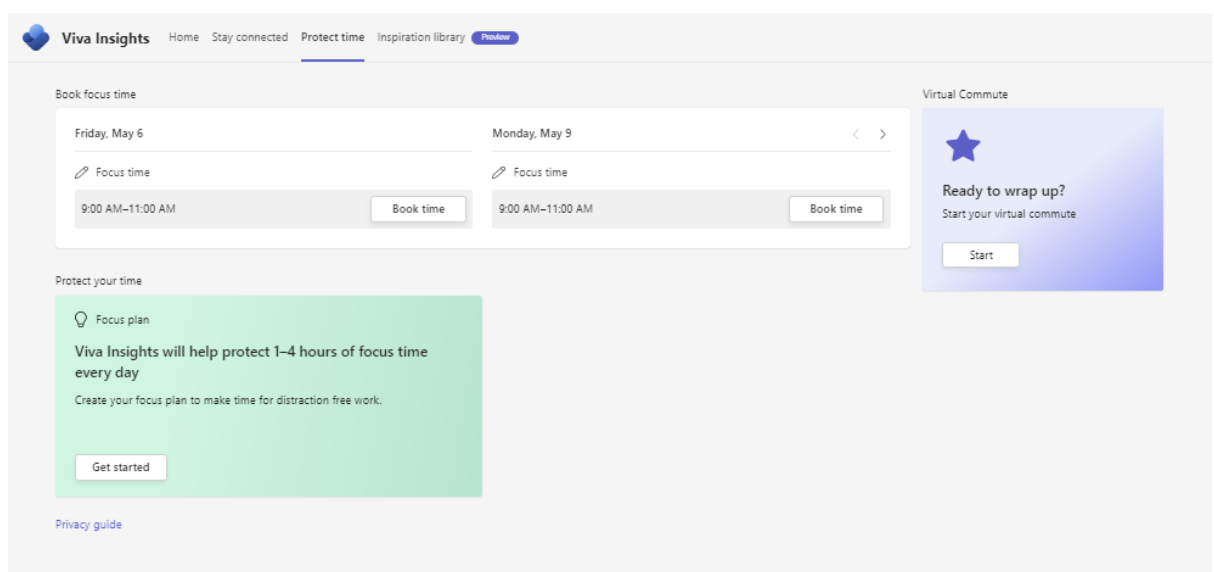
Set 1:1 Meeting reminder: Microsoft Viva Insights can help set a target 1:1 meeting frequency for each contact and provide with meeting recommendations if falling out of touch.

Protect Time

There are two ways to protect time

- Schedule focus time for future workdays.
- Start a virtual commute to end day.

Microsoft Viva Insights can help protect time for focused work and minimize notifications (and thus distraction) by Teams and Skype for business chats and calls during focus time.



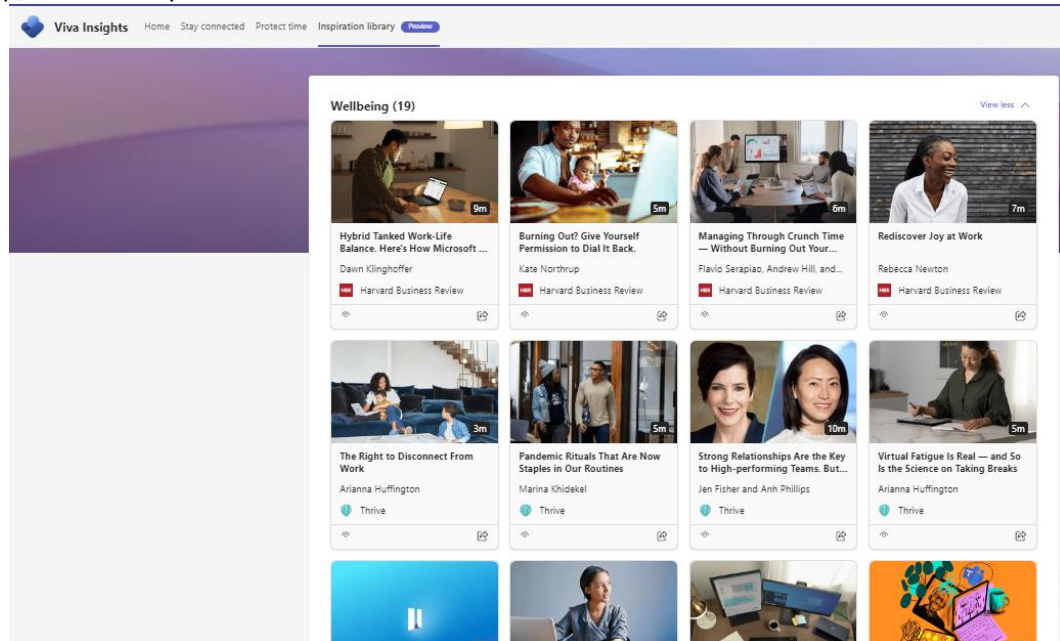
Inspiration Library



Microsoft Viva

This library brings together thought leadership from industry experts that's designed to inspire in life and at work to get the most out of both.

The library shows the articles that we haven't read yet first. We can view these articles within our Teams app, on our computer or mobile device.



Outlook Add-In

Microsoft Viva Insights Outlook add-in provides insights that can help stay on top of the tasks and get more done during workday.

This add-in is an extension of Microsoft Outlook experience and works within Outlook to help gain focus time, maintain work relationships, plan time away from work, and improve overall work-life balance.

Pre-requisites

- Microsoft Viva Insights user license
- Valid mailbox

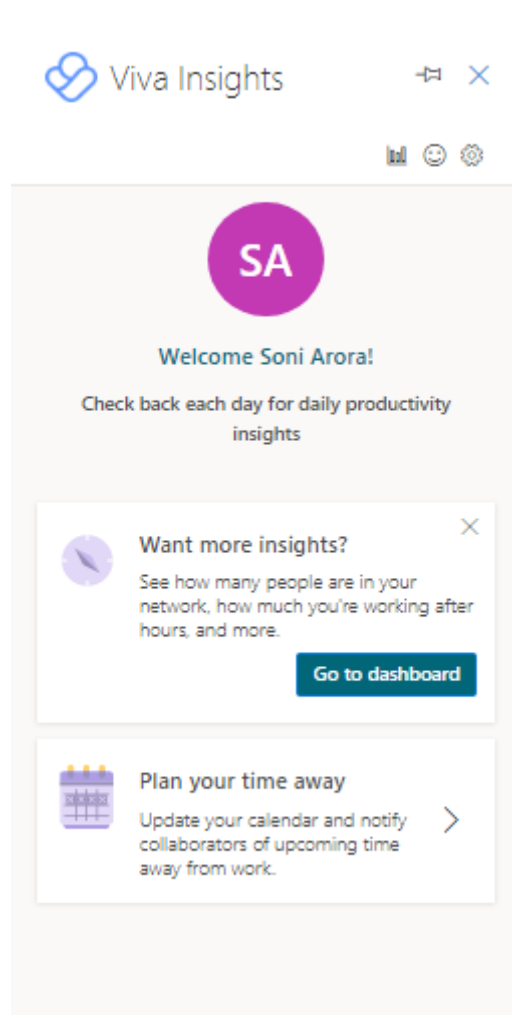
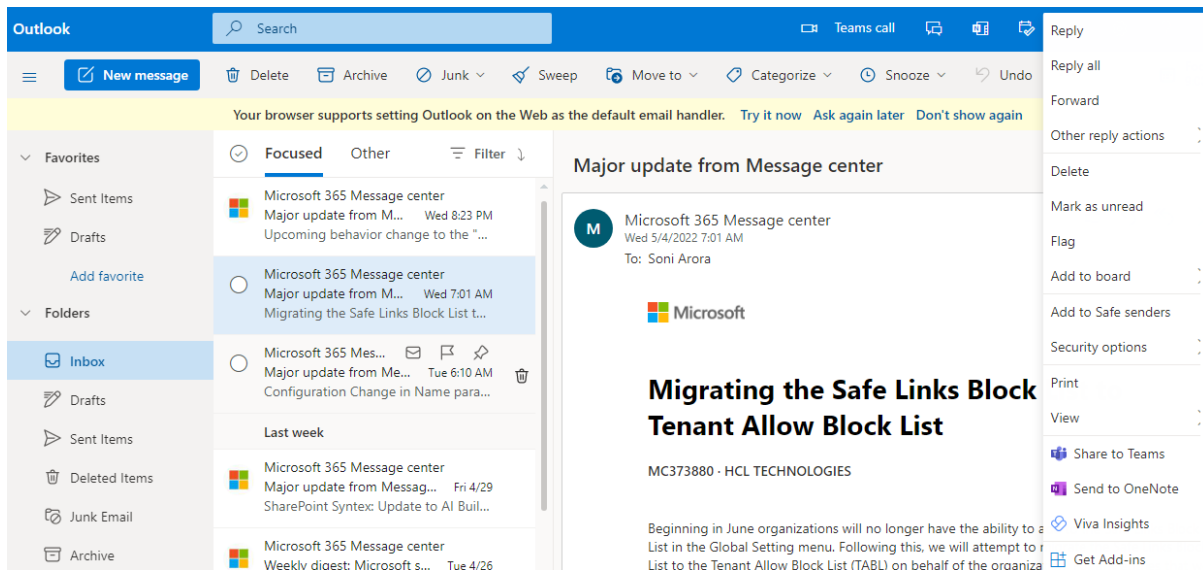
Note: The Viva Insights Outlook add-in is not available on mobile devices.

Open the add-in in outlook on the web

1. Open Outlook on the web.
2. Open an email message.
3. Select the **ellipsis (...)** in the top-right corner of your email message, and then select **Viva Insights**.



Microsoft Viva



This pane will show number of options, such as the following:

- Prepare for meetings - Prepare for meetings and then drive more effective meetings.



Microsoft Viva

- Track email and document open rates - Track readership of emails that you've sent by viewing the percentage open rate, the percentage attachment click rate, and so on.
- View outstanding tasks - Make sure nothing falls through the cracks by seeing reminders of tasks that you've agreed to do.
- Follow up on your requests - Receive reminders to follow up on commitments made by your colleagues or on requests that you have made.
- Book time to focus - Protect your calendar by reserving focus time before meetings take over.
- Catch up on email - Cut through the clutter with a summary of unread email from your more important contacts.
- Catch up on documents - See a list of shared OneDrive and SharePoint documents that you need to catch up on.
- Add important people - Manage your list of important contacts. You'll see reminders when you have tasks to complete for these people or unread emails from them.
- Set lunch hours - Use this card to protect your lunch hours and personalize your insights.
- Plan your time away - Use this card to plan your time away from work.
- Catch up with your team - Stay on top of your team's needs with insights for 1:1 meetings, outstanding tasks, and so on.
- Meeting suggestions - Grow and nurture your network by staying connected with important colleagues.

Viva Plan and Pricing

| Viva Components | Microsoft O365 | Microsoft Viva Suit (Rs 650 user/month) |
|---|----------------|---|
| Viva Connection | | |
| Customize Viva Connections with your company branding | Y | Y |
| Create a centralized destination that's personalized for employees | Y | |
| Provide a unified communications channel to aggregate and share essential information | Y | Y |
| Target communications and dashboard items to individuals or groups | Y | Y |
| Boost critical items to maximize exposure | Y | Y |
| Build a modern employee experience on your existing infrastructure | Y | Y |
| Integration with partner providers and human resources systems | Y | Y |
| Create custom adaptive cards to connect to your existing applications | Y | Y |
| Viva Learning | | |
| Viva Learning in Microsoft Teams | Y | Y |



Microsoft Viva

| | | |
|---|------------------------|----------------|
| Access full Microsoft Learn and Microsoft 365 Training libraries and the top 125 LinkedIn Learning course | Y | Y |
| Search, share, and chat about learning content | Y | Y |
| Create learning tabs in Teams channels | Y | Y |
| Organization-generated learning content with SharePoint and Viva Learning | Y | Y |
| Course recommendations and progress tracking | Available as an Add-On | Y |
| Integration with partner content providers | Available as an Add-On | Y |
| Integration with learning management systems | Available as an Add-On | Y |
| Surface learning content across the Microsoft 365 suite | | Coming in 2022 |
| Viva Learning and Viva Insights: block time for learning | | Coming in 2022 |
| Viva Learning and Viva Topics: topic-relevant learning | | Coming in 2022 |
| Viva Learning and Viva Connections: learning content in Viva Connections | | Coming in 2022 |
| Viva Insights | | |
| Personal insights in Teams | Y | Y |
| Viva Insights add-in and inline suggestions in Outlook | Y | Y |
| Your daily briefing email | Y | Y |
| Your monthly digest email and personal insights dashboard | Y | Y |
| Personal insights: effective meetings tab in Teams with insights and recommendations | Coming soon | Coming soon |
| Premium personal insights: initiate shared effective meetings plan | | Coming soon |
| Premium personal insights: meeting category insights | | Coming soon |
| Manager insights for leading strong teams | Available as an Add-On | Y |
| Leader insights for seeing trends across the enterprise | Available as an Add-On | Y |
| Custom analysis tools and accelerators | Available as an Add-On | Y |
| Viva Topics | | |
| Search connectors (index items) | Available as an Add-On | Y |
| Expertise finding | Available as an Add-On | Y |
| Topic cards, pages, and centers | Available as an Add-On | Y |



Microsoft Viva

| | | |
|--|------------------------|----------------|
| Topic highlights in SharePoint, Office, and Microsoft Search | Available as an Add-On | Y |
| Topic highlights in Teams, Outlook, and Yammer | | Coming in 2022 |
| Answer concierge and contextual search | | Coming in 2022 |

References

- <https://docs.microsoft.com/en-us/viva/connections/viva-connections-overview>
- [https://docs.microsoft.com/en-us/sharepoint/dev/spfx/viva/design/quick-view-samples`](https://docs.microsoft.com/en-us/sharepoint/dev/spfx/viva/design/quick-view-samples)
- [Adaptive Cards](#)
- docs.microsoft.com
- [Employee Learning and Training | Microsoft Viva](#)
- [Overview of Microsoft Viva Learning | Microsoft Docs](#)
- [Learning content \(microsoft.com\)](#)
- docs.microsoft.com
- [Viva Insights documentation | Microsoft Docs](#)