Introduction to Microsoft Delve
1 Hour Session

Overview

Microsoft 365 Delve is a data visualization/discovery app (powered by Office Graph) incorporating elements of social networking and machine learning with a search capability that lets you manage your Microsoft 365 profile. It displays useful information (documents, images, and videos) to a user in the form of content cards which can be sorted into different views

On this course delegates will use Delve to manage their Microsoft 365 profile, and discover and organise the information that's likely to be most interesting to them. They will learn the features, functionality, and navigation options using Content Cards and Boards and will manage views, search for content, and collaborate with users using shared documents.

Audience

Organisations requiring users to use Delve to find and discover pertinent information across Microsoft 365 apps.

Course Objectives

By the end of the course, delegates will be able to:

- Search for people, documents, or boards
- Find and share content
- Discover and organise information across Microsoft 365

Prerequisites

Delegates should be familiar with Microsoft 365.

Course Contents (1 hour)

- What is Delve?
- Basics
    - Navigating the Delve homepage
    - Privacy settings
    - Updating your profile
- Exploring views
- Using Content Cards
    - Organising content - favorites and people

- Delve Boards
    - Create a board and add documents
    - Add a board to your Favourites
    - Go to a board
    - Share content via email
    - Remove a document/board
- Collaboration
    - Give others access to your documents
- Finding relevant experts/information

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

Note: We only offer Microsoft Delve and Microsoft 365 courses on a private in-house basis.