

## Introduction to Microsoft Delve in Office 365 ½ Day Course

### Overview

Microsoft Office 365 Delve is a data visualization/discovery app (powered by Office Graph) incorporating elements of social networking and machine learning with a search capability in Office 365. 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 Office 365 profile, and to discover and organize 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 Office 365 apps.

### Course Objectives

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

- Customise their Home Page
- Search for people, documents, or boards
- Find and Share content
- Discover and organize information across Office 365
- Add documents as a favorite or to a board



### Prerequisites

Delegates should be familiar with Microsoft Office 365.

### Course Contents (½ day)

- What is Delve?
- Basics
  - Navigating the Delve homepage
  - Privacy settings
  - Updating your profile
- 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
- Connecting with Delve through the Office 365 web application

### 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 Office 365 courses on a private in-house basis.