

# Delve™ for Office 365™ Quick Reference



## Exploring the Delve for Office 365 Interface

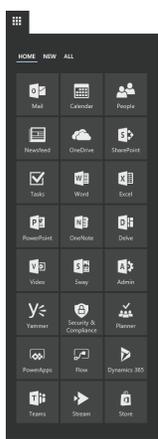
Delve for Office 365 is a subscription-based tool designed to automatically keep track of the documents that are being actively shared and worked on by the people in an organization. As a cloud-based app, Delve is designed to be used online by anyone with a browser compatible with Office 365, on Windows, Mac, iOS, and Android desktop or mobile devices. Delve works with files stored in OneDrive for Business or SharePoint Online to discover, organize, and collaborate on the information that is most relevant to you and the people you work with.

**Navigation bar** – Contains icons that allow you to launch apps, view notifications, view and change Office 365 settings, and obtain help. It also contains your user name button (to access the *My accounts* pane for more options).

**Browser tabs** – Indicates Office 365 apps that are currently running. The tabs allow you to switch to the web page of a running app or to the home page for Office 365 (Microsoft Office Home) by clicking their tabs, or to close an app by clicking its tab's close **X** button.

**Help icon** – Opens the *Help* pane for contextual help information specific to Delve, along with links to allow you to provide Microsoft with product feedback, to join the user community, and to read about Microsoft's terms of use and privacy policies.

### App launcher



### App launcher icon

Opens the app launcher where you can launch the Office 365 apps included with your subscription.

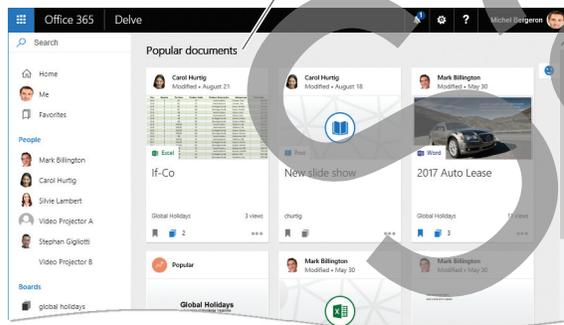
### Navigation pane

Contains the Search box and links to web page views that can help you discover the shared activity taking place as you view and work on documents within your organization.

**User photo links** – Switches to another person's profile page to view documents they have viewed and worked on, along with email attachments. This applies to photo links found anywhere in Delve. See "Searching for People, Boards, and Documents" on page 4 for more information.

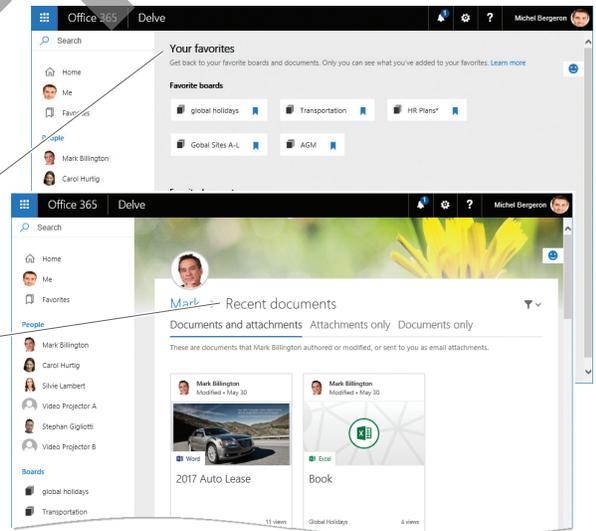
**Profile pages** – Allows others to view information about the user whose photo and name appear in the profile section on the left, including that user's storage drive location. If this is your own profile page, you can change your editable information. See "Viewing and Editing Your Profile Details" on page 2 for more information.

**Home page** – (Titled *Popular documents* below). Displays cards representing documents judged by Delve to be the most relevant/popular to you, not necessarily the most recently viewed or worked on. This is the default view when you launch Delve; or can be accessed by clicking *Home* in the navigation pane at any time.



**Favorites page** – Displays the boards and content cards of the documents that you have tagged as favorites.

**Recent documents page** – Lists the documents worked on recently by the user whose profile is displayed.



## Featured Objectives

### PAGE 1

#### Exploring the Delve for Office 365 Interface

- Learn about the Delve for Office 365 user interface, including its screen components and web page views.

### PAGE 2

#### Getting Started

- Learn how to sign in and out of Office 365, view and update your Account Settings and Delve profile, and learn about working in the Delve environment.
- Learn about uploading files you want to share.

### PAGE 2

#### Working with Documents in Delve

- Learn about content cards, explore some of the types of content cards you will find in Delve, learn about the card elements they contain, understand the kind of information the card elements provide, and learn how cards can be used to locate information about the documents and people who work on them.
- Learn how to group documents by adding them to your Favorites and to boards you create; and learn how to work with grouped documents, and remove them from groups.

### PAGE 3

#### Working with People in Delve

- Learn about Delve's tracking of how people in the organization work with shared documents, to determine how relevant/popular the documents are.
- Learn how to use your Home page to find documents that are relevant to an organization, and how to use your profile page to find your recent documents as well as documents that are particularly relevant to you.
- Learn how to search for documents, boards, and people.