Office Delve™ for Office 365™
Quick Reference

DIGITAL CONTENT FACTORY

Exploring the Office Delve for Office 365 Interface

Office Delve for Office 365 is a cloud -based app that is included with an Office 365 subscription. It is designed to automatically keep track of the documents that are being actively shared and worked on by the people in an organization. Delve discovers files stored in OneDrive for Business and on SharePoint Online team sites, allowing you to organize documents, and collaborate on the information that is most relevant to you and the people you work with.

Home page – Displays cards representing documents analyzed 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 you can access it by clicking Home in the Navigation pane at any time.

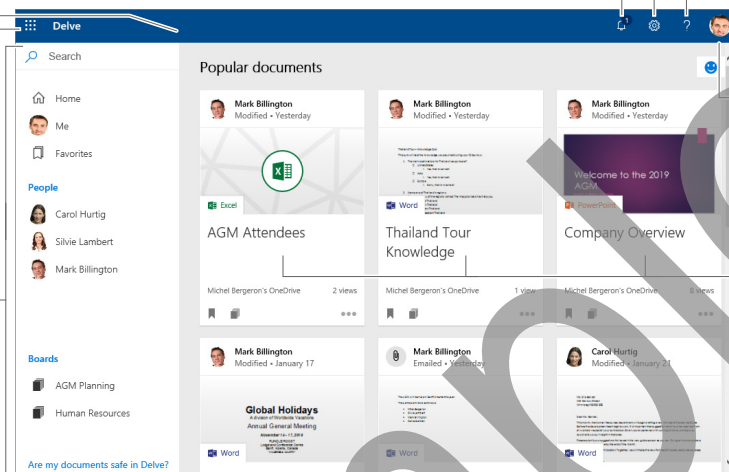**Notifications** – Displays messages and notifications (e.g., when you receive an email).

Settings – Provides access to various Delve settings, as well as Office 365 settings such as general display, language, and password settings.

Navigation bar – Contains buttons that allow you to launch apps, display notifications, change settings, obtain help, as well as access your Delve profile and your Office 365 account.

Help – Provides access to help, allowing you to select or search for specific topics.

App launcher – Provides access (from any window) to the apps that are available with your Office 365 subscription.

Account picture – Provides access to your Delve profile and your Office 365 account; you can also sign out of Office 365 from here.

Navigation pane – Contains the Search box, as well as links to people and other views. This can help you discover the shared activity taking place as you view and work on documents within your organization.

Content cards – Represents documents stored in OneDrive for Business or on a SharePoint team site.
See "Exploring Content Cards" on page 2 for more information.

Profile pages – Provides information about the selected user, a link to the files that user has shared with you, and references to that user's recent documents and email attachments. Your own profile page details can be changed to provide addition information. See "Viewing and Editing Your Profile Details" on page 2.

Favorites page – Displays content cards and boards that have been added as favorites (for quick access to them). See "Understanding Favorites and Boards" on page 3.

Boards page – Displays the content cards that have been added to a particular board (for organizing and sharing). See "Understanding Favorites and Boards" on page 3.
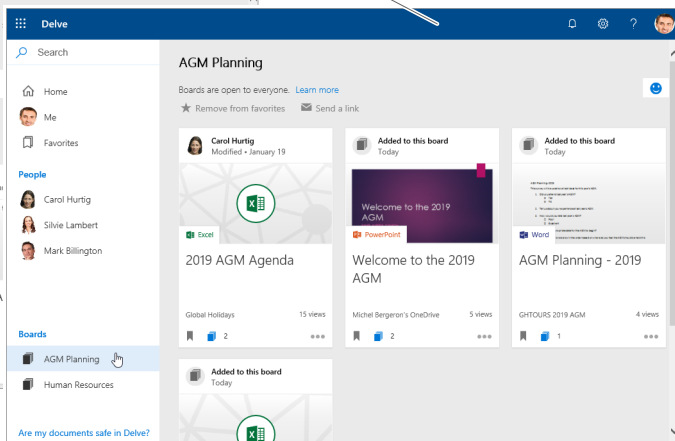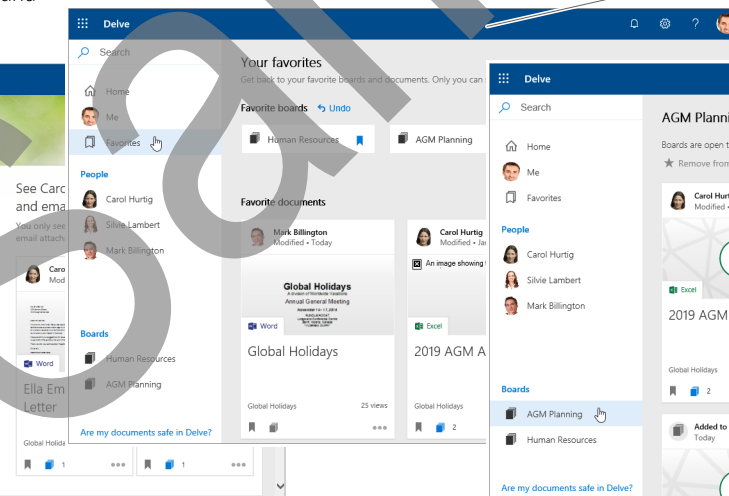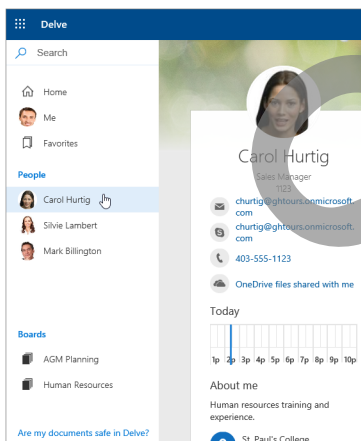
Featured Objectives

PAGE 1

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

PAGE 2

Getting Started
- Learn how to launch Delve, sign out of Office 365, view and update your Delve profile, upload files you want to share, as well as search for people, documents, and boards.

Working with Documents in Delve
- Learn about content cards and the elements they contain; understand the kind of information the card elements provide; how you can use cards to locate information about the documents and people who work on them.
- Learn how to group documents by adding/removing them to/from your Favorites list and boards, as well as apply filters to display certain document types.

PAGE 4

Working with People in Delve
- Learn about Delve's tracking feature: how people in the organization work with shared documents, to determine how relevant/popular the documents are.
- Learn how to find the most recent/relevant/popular documents being worked on in your organization, as well as how to navigate to people's profiles.