User Guide – Office Delve

Prepared by: Vodafone Shared Services Limited

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Introduction

Delve helps you discover the information that's likely to be most interesting to you right now - across Office 365. You don't have to remember the title of a document or where it's stored. Delve shows you documents no matter where they're stored in OneDrive for Business or in Sites in Office 365.

Delve also lets you view your colleagues' profiles, or edit your own. Your profile is like an electronic business card you share inside your organization.

Delve never changes any permissions, so you'll only see documents that you already have access to. Other people will not see your private documents.

When you and your colleagues view, edit, and share each other's documents, Delve learns from how you work and tailors the information to each of you on your personalized Home page. What you see in Delve is different from what your colleagues see.

In this document we will see how to use Delve:
Store your documents in OneDrive for Business

- Store your documents in OneDrive for Business and share them with your colleagues.
- It may take a little while (sometimes up to an hour) before the new and uploaded documents appear in Delve for you and the people you shared them with.
- Your colleagues will not see your private documents, for example documents you’ve stored in private folders in OneDrive for Business.

To share your documents, create a folder and invite people you work with.

1. At the top of the page, select the app launcher, and then select **OneDrive**.
2. Click **New > New folder** (Type a name for the folder, for example **Shared with my colleagues**).

![Image](image1.png)

3. Click **Invite people**, enter names or email addresses and click **Create**.

![Image](image2.png)
4. Click the folder to open it.

5. Click on **Upload** to upload existing documents or create **new** ones.

* When you add documents to this folder, only you and the people you invite will be able to see the documents in Delve and work on them together. Other people will not be able to see them.
To share documents with everyone in your organization

1. Create Folder and share it with Everyone.

![Create a folder dialog box](image-url)
2. Select **Everyone** or **Everyone except external users Group** in Invite people Box.
3. Select appropriate permission > Select **Create**

4. Upload or create documents in the **Public Folder** in OneDrive for Business.
Share Individual Document

1. To share individual documents, select the document in OneDrive for Business, click **Share**, and then **Invite people**.
Share an existing folder

1. To share an existing folder, select the folder in OneDrive for Business, click **Share**, and then **Invite people**.
Store and share documents in Sites in Office 365

If a document is a collaborative effort related to a project, then saving it to a team site might be a better choice.

To store and share documents in Sites:

1. Select **Sites** in the Office 365 navigation.

2. Go to the site where you want to create and upload documents, for example your Team Site.

3. Create and upload your documents. Everyone who has access to the site, can also see the documents in Delve.
Group and share documents in Office Delve

In Delve, you can use **boards** to group and share related documents. You can, for example, create a board to collect all project documents for your team. Boards make it easy to collect and discover content, and they are easy to share with others, too.

Create a board and add documents

You create boards directly from the content cards in Delve.

1. On a card, you want to add to the board click **Add to board**. Or, click the plus sign if the card has already been added to a board.
2. Type a name for the board. As you start typing, you'll see the names of existing boards.
   a. To create a new board and add the card, type a board name that doesn't already exist and press **Enter**.
b. To add the card to an existing board, type the name of that board.

c. Select the **Name** and card will be added to your existing board.
When you add documents to a board, the documents will show up for others within a few minutes. And of course, they'll show up only for those people who have access to the documents.

**Follow a board**

Following a board makes it easy to get back to boards you're interested in.

1. When you create a board, or add new content to one, you automatically follow the board. You can also click **Follow** at the top of a board to start following it.
2. To stop following a board, go to the board and click **Unfollow** at the top.
3. To get back to a board, you can either use the **Boards** list on the left, or **search** for the board by name.
Share a board with others

1. To send a link to a board through email, click **Send a link** at the top of the board.

2. Type in the **email address**, change the message if you want, and **send**.
Remove a document from a board

1. Click on the **extras** and select **Remove from boards**.

2. Click the X for the board you want to remove the card from.
Add to favorites

1. To add a document to the Favorites tab on your Me page, hover over a card and click the star in the upper right corner.

2. To get back to your favorite documents, go to your Me page, and then click Favorites.

3. To remove a document from your Favorites page, click the star on the card again, and then refresh the page.

4. Only you can see what documents you've added to your favorites.
Share a document with others through email

1. To send a link to a document through email, click the mail icon on the content card.

2. Type in the email address, change the message if you want, and send.

Give other people access to your document

1. To share a document with others from within Delve, click the Who can see this? icon on the content card, and then click Invite people.
How to use the content cards in Office Delve

In Delve, documents show up as content cards in views. The information on the content card can help you understand why the document would be interesting or relevant to you.

The most obvious way to use a content card is to click or tap it to open the document it represents, but there are also other ways to use the card and the information on it:
1. The **top part** of the card is the activity area.

   Here you can see for example
   
   A. who modified the document
   
   B. At the bottom of the card you can see the total views for the document.
2. The **Title** on the content card is key to finding or discovering documents in Delve.
3. The **Picture** on the card is extracted from the content of the document, and will often give you a hint about what the document is about and make it easier to find back to the document later. If a document has several pictures, we try to show the best one based on things like resolution and size.
4. For Videos, click or tap the card to play the video in Office 365 Video.

5. The blue link tells you where a document is stored. To see if there is other relevant content stored in the same place, click the link.
6. To **send a link** to the document through email, click the mail icon.

7. To see or change who can see the document, click the **Who can see this?** icon.

8. To post a document on Yammer, click the Yammer icon, and then click in the **Talk about this on Yammer** box.
View and edit your profile

Your profile is like an electronic business card you share inside your organization. Maintaining your profile is simple, yet it can reap big rewards because it communicates who you are, what you’re working on, and what you’re good at throughout your organization.

View and edit your profile

1. To view your profile, select your picture in the Office 365 header, and then select About me. In Delve, you can also view your profile by selecting Me from the left-hand menu and then selecting the Profile link.

2. To change your settings, choose Edit Profile on your profile page.
3. Choose the links under Edit Details to see different pages of your profile. Choose the ellipsis … to see additional profile pages.
For example, click Change your photo on the **Basic Information** page to change your profile picture.

![Edit Details](image.png)

4. Update the profile pages as desired. Choose **Save all and close**.
# Keyboard shortcuts for Office Delve

<table>
<thead>
<tr>
<th>Keyboard shortcuts</th>
<th>To do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl+F6</td>
<td>Move from one region to another. For example, go from the search box to the left navigation pane, and from the left navigation pane to the first content card in the view.</td>
</tr>
<tr>
<td>Shift+Ctrl+F6</td>
<td>Move to the previous region.</td>
</tr>
<tr>
<td>Tab</td>
<td>Move to the next area or item in a region. For example, go to the next view or person in the left navigation pane, go from one content card to the next, or from one area on a content card to the next.</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Move to the previous area or item.</td>
</tr>
<tr>
<td>Enter</td>
<td>Select the highlighted area or item. For example, when you have highlighted a view or a person in the left navigation pane, press Enter to open that view or that person's page. If you have highlighted the title area of a content card, press Enter to open the document.</td>
</tr>
<tr>
<td>Shift+F10</td>
<td>Open the contextual menu on a highlighted content card. This is the same as right-clicking a card.</td>
</tr>
<tr>
<td>Esc</td>
<td>Undo an action. For example, close the contextual menu, remove the highlighting from an area of the content card, or exit a card to resume navigation between cards.</td>
</tr>
<tr>
<td>Down Arrow</td>
<td>Move down in a list, or scroll down in a window.</td>
</tr>
<tr>
<td>Up Arrow</td>
<td>Move up in a list, or scroll up in a window.</td>
</tr>
<tr>
<td>Alt + Left Arrow or Backspace</td>
<td>Go back one page.</td>
</tr>
<tr>
<td>Alt + Right Arrow</td>
<td>Go forward one page.</td>
</tr>
</tbody>
</table>
Reference links

1. What is Office Delve

2. Make your content matter in Office Delve

3. Store your documents where

4. Group and share documents in Office Delve

5. Office Delve for Office 365 admin
   https://support.office.com/en-us/article/Office-Delve-for-Office-365-admins-54f87a42-15a4-44b4-9df0-d36287d9531b