



2021

SharePoint, Teams and Viva!

Creating a Modern Teams-First Employee Experience Intranet

Module 4: Viva, Teams-First and What's New

Speaker: Geoff Ables



LISTEN



UNDERSTAND



KNOW



CONNECT



C5insight

Creating a Modern Intranet

Module 4: Viva, Teams-First and What's New



VIVA

Long Live SharePoint (and Teams)!



THE TEAMS-FIRST INTRANET

One Place, Many Applications



WHAT'S NEW

Recent (and Upcoming) SharePoint and Teams Improvements



VIVA

Long Live SharePoint (and Teams)!

What is Viva?

Microsoft Viva Connections

Stay engaged and informed.



Microsoft Viva Insights

Balance productivity and wellbeing.



Microsoft Viva Learning

Make learning a natural part of your day.

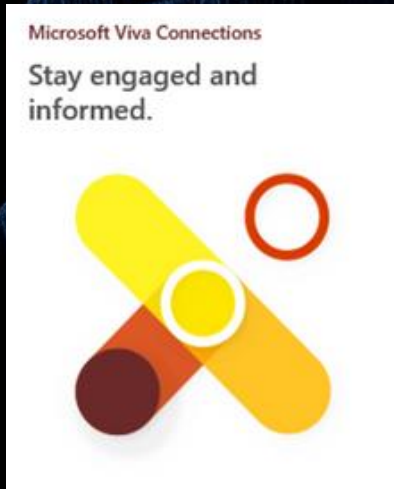


Microsoft Viva Topics

Connect to knowledge and experts.

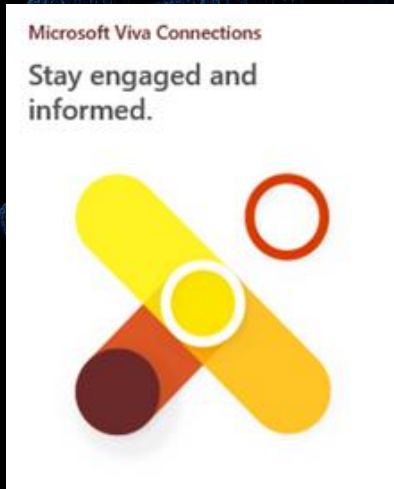


Viva Connections



- Bring more of M365 to SharePoint
 - Audience Targeted dashboard cards with Teams Apps (i.e. tasks, approvals, shifts, external, custom / adaptive cards)
 - Personalized Feed – aggregate content from SharePoint, Yammer, Stream
- Bring more of SharePoint to Teams
 - SharePoint home site appears in Teams
- Result: Fewer places to go to find everything you need

Viva Connections Setup

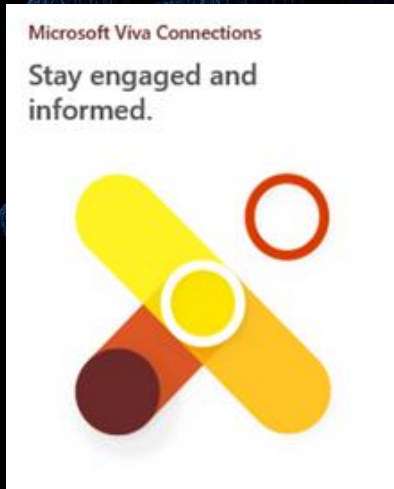


Part 1: M365 in SharePoint

- Configure your home site, global navigation and SharePoint app bar
- * Create a Viva Connections Dashboard

Install Viva Connections Dashboard – 3:46

Viva Connections Setup

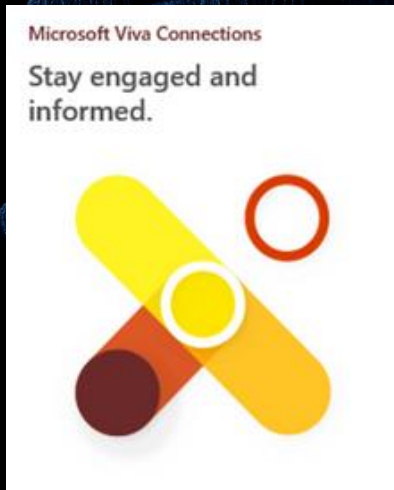


Part 2: M365 in SharePoint

- Add the Feed web part to share news from SharePoint, Yammer, Stream
 - Boost News
 - Feature Yammer
 - Share Stream video as a Video news link
 - Editing the Stream video

Setup Viva Connections Feed – 1:43

Viva Connections Setup

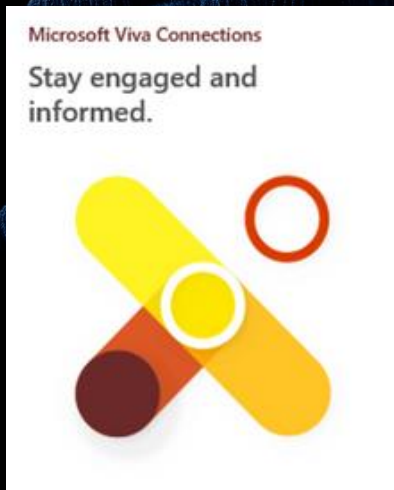


Part 3: SharePoint in Teams and Viva Connections Mobile

- Enable Viva Connections in Teams Admin Center
- Pre-Install and Pre-Pin Connections
 - This configures mobile Viva Connections app

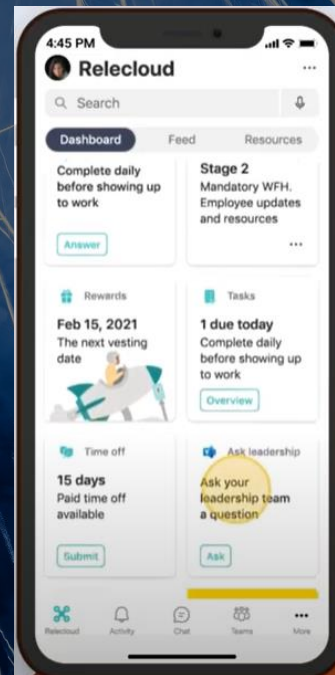
Enable Viva Connections for Teams – 2:52

The Viva Connections UX



- The Teams UX
 - Check the web version if you don't see it in the desktop version
- The Mobile UX

Viva Connections for Teams UX – 1:16



Viva Insights

Microsoft Viva Insights

Balance productivity
and wellbeing.



Metrics and Suggestions to Improve:

- Focus
- Well Being
- Networking
- Collaboration
- Leadership

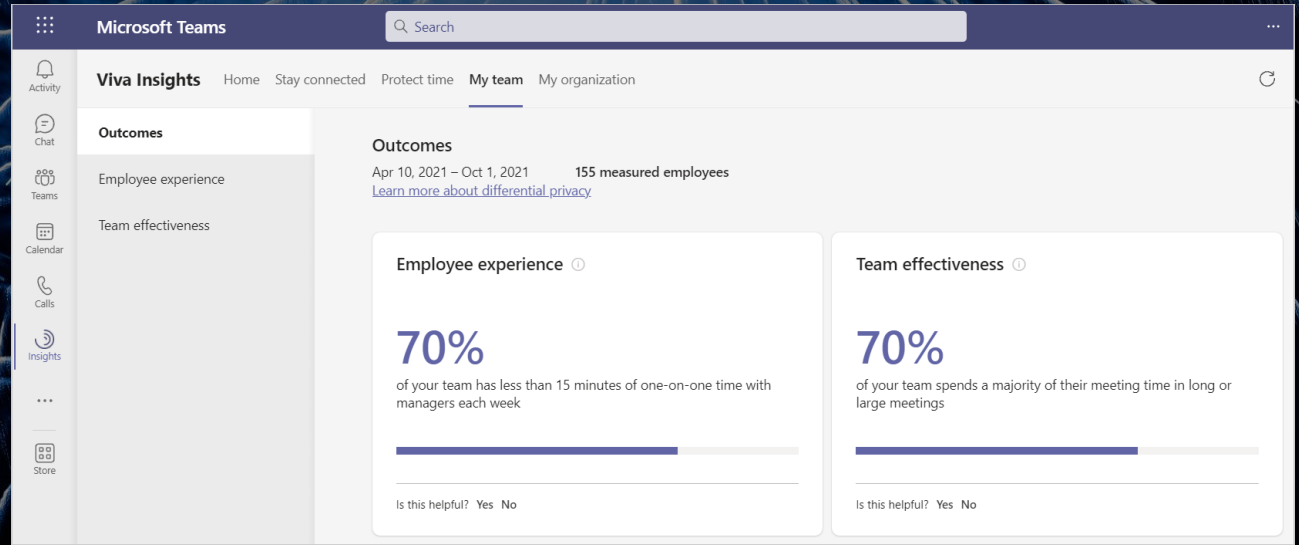
Viva Insights – Free Features



- Personal Insights in Teams and MyAnalytics
- Viva Insights add-in inline suggestions in Outlook
- Daily briefing email
- Monthly digest email and personal insights dashboard

Viva Insights – Premium Features

- Manager Insights



Viva Insights – Premium Features

Microsoft Viva Insights

Balance productivity and wellbeing.



- Leader Insights

The screenshot shows the Microsoft Teams Viva Insights interface. The top navigation bar includes 'Home', 'Stay connected', 'Protect time', 'My team', and 'My organization'. The main content area is titled 'Outcomes' and shows data for 'Apr 10, 2021 – Oct 1, 2021' for '2,326 included team members'. The interface is divided into several sections:

- Outcomes:** A list of categories on the left: Organizational resiliency, Boost engagement, Improve agility, Foster innovation, Effective managers, Operational effectiveness, Accelerate change, Transform meeting culture, and Increase customer focus.
- Boost engagement:** A card showing '42% of employees are working after hours for more than 3 hours each week'. It includes a bar chart titled 'Average weekly time spent collaborating after hours' with data: 0% for 0-1 hours, 58% for 1-5 hours, and 42% for 5+ hours.
- Organizational resiliency:** A card showing '62% of employees have less than 1 hour of 1:1 time with their managers each month' with a progress bar.
- Improve agility:** A card showing '0% of employees could be empowered to make faster decisions' with a progress bar.
- Recommendations:** Three cards with icons and text: 'Add working hours to email signatures', 'Utilize influencers to spread information', and 'Schedule recurring 1:1 meetings'.
- More outcomes:** A section at the bottom with a downward arrow.

Viva Insights – Coming Soon



- Free Features
 - Effective meetings tab in Teams
- Premium Features
 - Premium personal insights – shared meetings
 - Premium personal insights – meeting category
 - Custom analysis tools and accelerators

Viva Insights

Microsoft Viva Insights

Balance productivity
and wellbeing.



How it Works

- Monitors all M365 Activity – Particularly Exchange (Email, Meetings)
- Protects Privacy
- Like employee feedback surveys – real time

Viva Learning

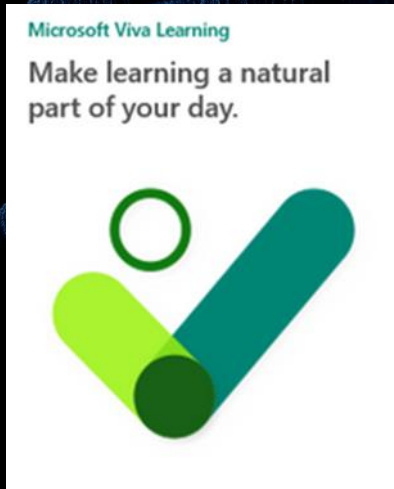
Microsoft Viva Learning

Make learning a natural part of your day.



- Deliver a learning center in Microsoft 365
- Discover and share training resources
- Track learning progress
- Targeted to Learners and Managers

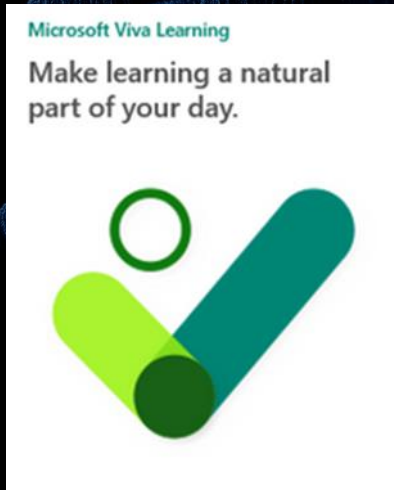
Viva Learning – Setup



- Add a SharePoint Learning library
- Update the library
- Add the Viva Learning app to Teams

Setup Viva Learning – 2:35

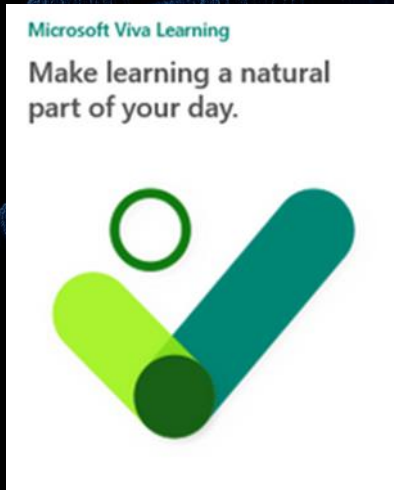
Viva Learning – Free Features



- Viva Learning in Teams
- Access to MS Learn and MS 365 Training libraries, and top 125 LinkedIn learning courses
- Search, share and chat about learning content
- Create learning tabs in Teams channels
- Organization-generated learning content with SharePoint and Viva Learning
- FOR ME: Showing up in web version of teams, but not in desktop version yet.

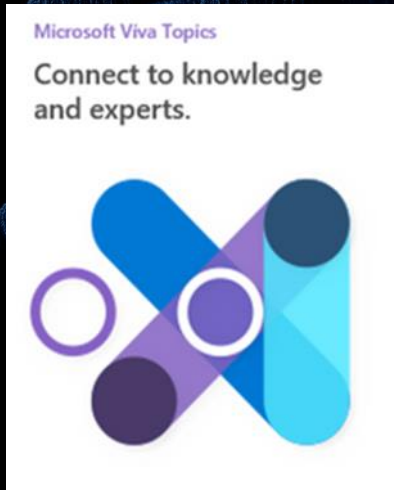
Viva Learning UX – 3:34

Viva Learning – Premium Features



- Course recommendation and progress tracking
- Integration with partner content providers
- Integration with learning management systems
- Surface learning content across M365
- Coming in 2022
 - Viva Learning + Insights: block learning time
 - Viva Learning + Topics: topic-relevant learning
 - Viva Learning + Connections: learning content in Viva Connections

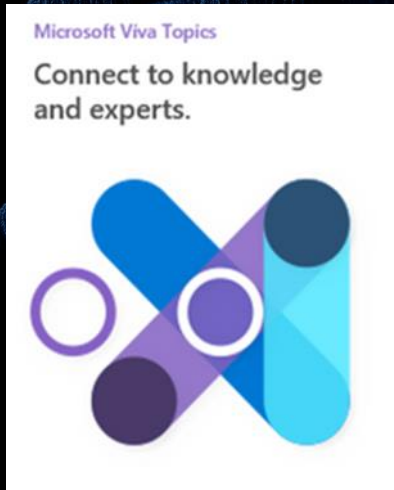
Viva Topics



Knowledge Management and Discovery

- Topics auto-identified (i.e. "SharePoint Health Check")
- Hover over underlined items to see a topic card (name, definition, people)
- Click to see more details – documents, people, sites
- Answer cards built into search results

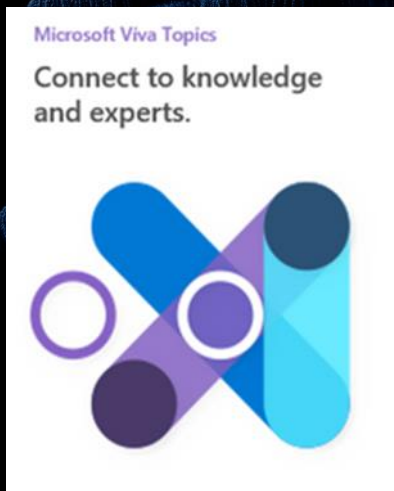
Viva Topics



How it Works

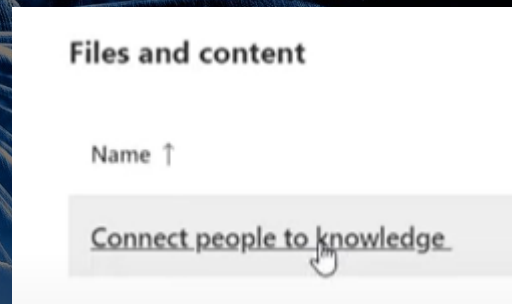
- AI identifies topics (scanning people, sites, yammer, documents) and creates “first draft”
- SMEs review and refine
 - SharePoint pages in Viva Topic Center in SharePoint
 - Description, People, Files, Sites, Connect to Related Topics, Comments
- Users: Aligned to topics by AI – can remove, contribute, create new topics
- Use hashtags “#” on pages to auto-link words to a topic on a SharePoint page

Viva Topics




Setup

- Purchase (or trial) license
- M365 Admin | Setup | Files and Content
- Connect People to Knowledge
- Get Started
- Follow the Prompts
- Create Topics Manually – or wait for SharePoint to crawl and create them with AI



Viva Plans and Pricing


Microsoft Viva Connections
Stay engaged and informed.

The logo for Microsoft Viva Connections features a central white circle with a yellow ring. Two overlapping bars, one yellow and one orange, cross at the center. To the right, there is a red ring and a dark red circle.


Microsoft Viva Insights
Balance productivity and wellbeing.

The logo for Microsoft Viva Insights features a central white circle with a yellow ring. Two overlapping bars, one orange and one dark red, cross at the center. To the left, there is a yellow ring, and to the right, there is a red circle.

Microsoft Viva Learning
Make learning a natural part of your day.

The logo for Microsoft Viva Learning features a central white circle with a green ring. Two overlapping bars, one light green and one dark green, cross at the center.

Microsoft Viva Topics
Connect to knowledge and experts.

The logo for Microsoft Viva Topics features a central white circle with a purple ring. Two overlapping bars, one blue and one purple, cross at the center. To the left, there is a purple ring, and to the right, there is a dark blue circle.

Free Trials Available

Viva Plans and Pricing - Web Page



Microsoft Viva Connections
Stay engaged and informed.

#DigitalData
#Content
#Integration

LISTEN

Listen to people and remember what they say.

Microsoft Viva Insights
Balance productivity and wellbeing.

#Analytics #AI
#Search #ROTH

UNDERSTAND

Distribute and analyze knowledge to discover insights.

Microsoft Viva Learning
Learning a natural part of your day.

#IA #CX #UX
#Process
#Governance

CONNECT


People-centric processes and experiences.

Microsoft Viva Topics
Connect to knowledge and experts.

#Collaborate
#Innovate #KPI
#Engagement

KNOW

Know, share and improve the score together.

GOOD LUCK 

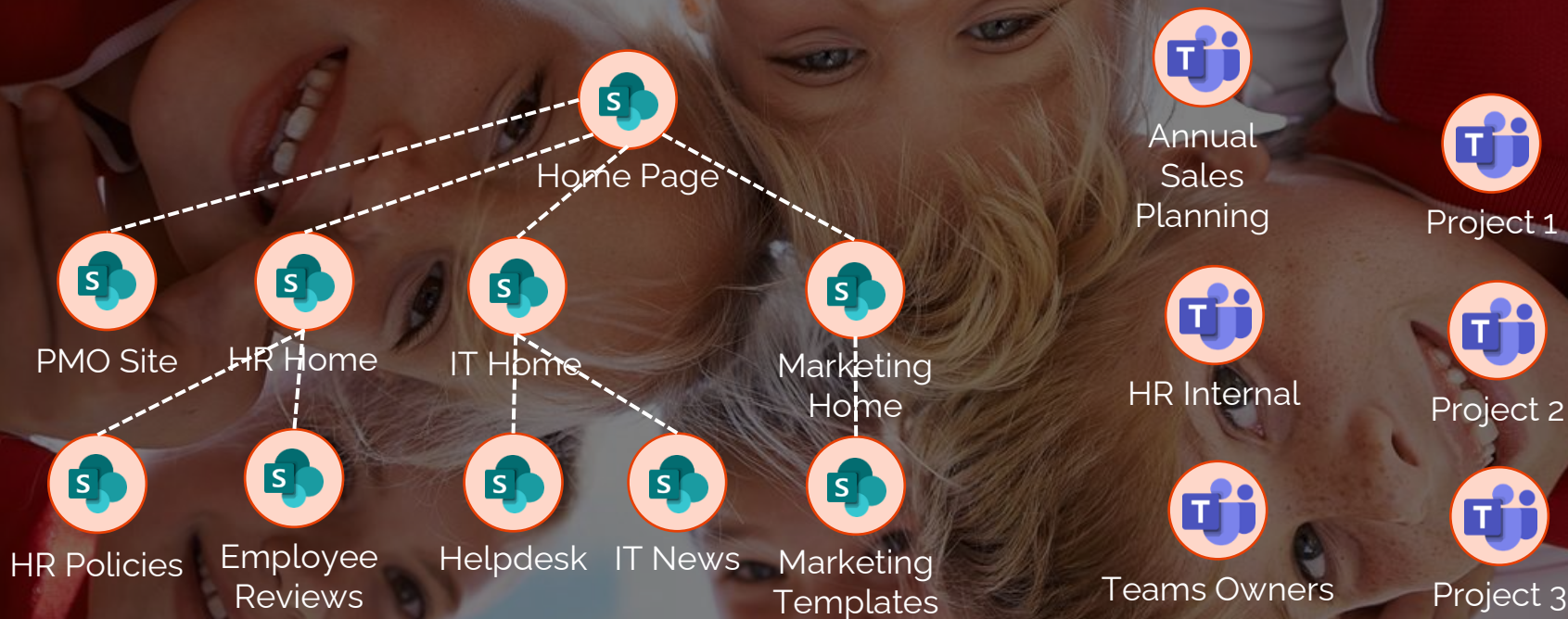
#Leadership #Culture #Purpose #Why – Use digital workplace tools to create a more people-centric LUCK-based culture.



THE TEAMS-FIRST INTRANET

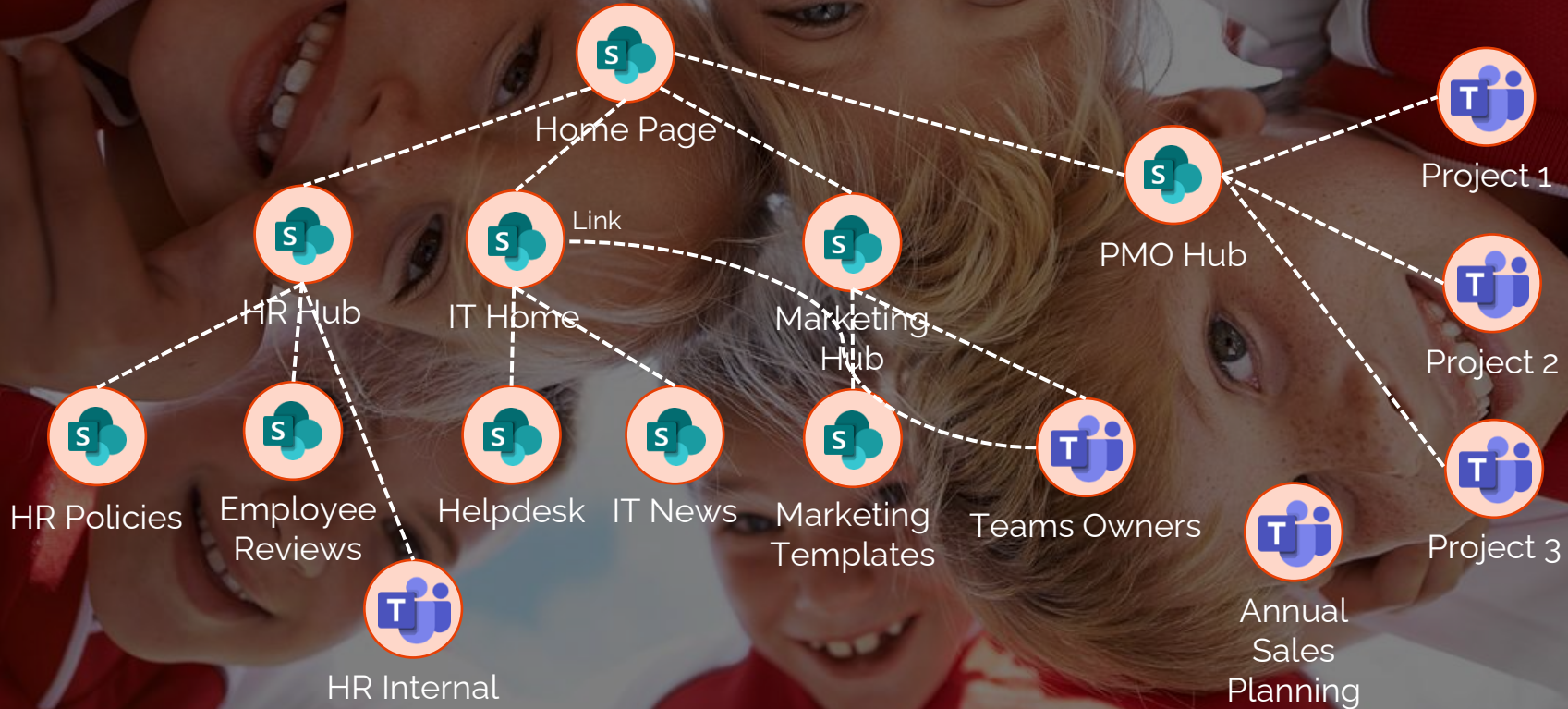
One Place, Many Applications

INFORMATION ARCHITECTURE



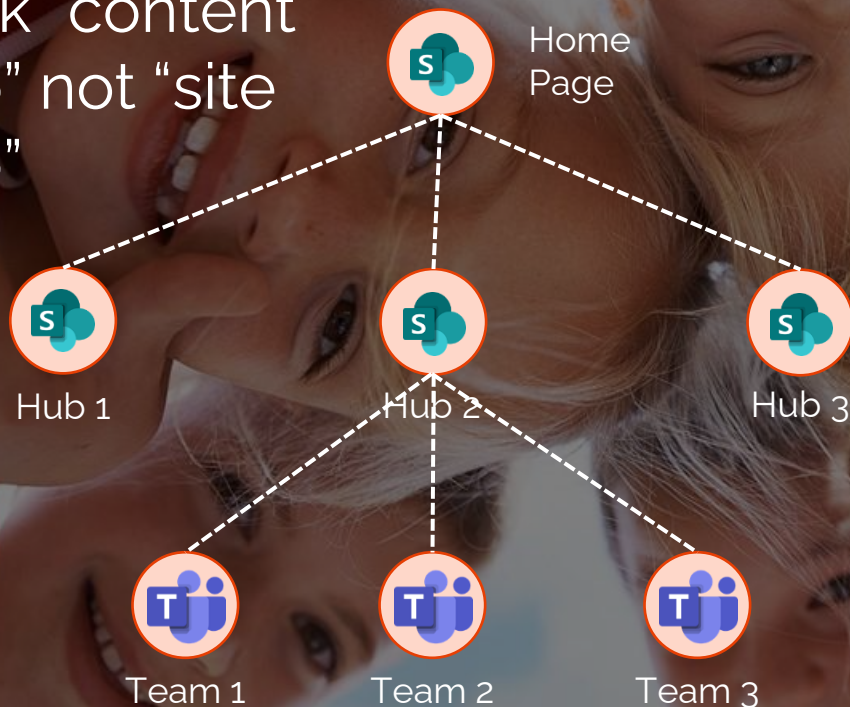
Intranet

INFORMATION ARCHITECTURE



INFORMATION ARCHITECTURE

Think “content map” not “site map”



HOME SITE: Corporate communication, top-level navigation to hubs, aggregate selected information from Hub Sites. Highest visibility, tightest security.

HUB SITES: Departmental portals and specialty team portals (i.e. “Project Central”). Mid-level visibility, mid-level security.

TEAMS AND TEAM SITES: Where work gets done. Each team is a “unit of work”. Departmental, sub-departmental, project and special interest teams created to manage root-level security. Lowest visibility, variable security (loose to tight).

<https://docs.microsoft.com/en-us/sharepoint/planning-hub-sites>

VIVA CONNECTIONS

The screenshot shows a Microsoft Viva Connections interface. At the top, there is a search bar and navigation links for 'PMO Hub', 'Home', 'PMO Resources', and 'Projects'. The main header features the 'C5insight' logo with the tagline 'WORK. TOGETHER. BETTER.' and the page title 'PMO Hub'. Below the header, there are options for 'Page details' and 'Analytics', along with a publication date of 'Published 11/8/2021' and an 'Edit' link. The main content area is divided into two columns. The left column contains a featured article titled 'The Contoso PMO: Our department acronym rhymes with our company name!' with a 'Learn More' button. Below this is a 'PMO Mission' section with a 'Learn more' link. The right column displays a 'CEO Connection' post by Patti Fernandez, dated June 24, which praises Lidia Holloway for hosting a volunteer event. Below the post is a comment box and another post by Lidia Holloway, dated June 24, mentioning a volunteer event to build homes.

Activity

Chat

Viva Conne...

Teams

Communiti...

Calendar

Calls

Files

...

Apps

Help

PMO Hub Home PMO Resources Projects

C5insight WORK. TOGETHER. BETTER. PMO Hub

Page details Analytics

Published 11/8/2021 Edit

The Contoso PMO: Our department acronym rhymes with our company name! [Learn More](#)

PMO Mission [Learn more](#)

CEO Connection [View all](#)

Patti Fernan... Jun 24 • @1 Seen by 1

Praised Lidia Holloway

Thank to Lidia for hosting another successful volunteer event this year! You did a wonderful job, and we are all looking forward to next year's event.

Write a comment

Lidia Holloway Jun 24 Seen by 1

We had a wonderful day out as a team helping to build homes for those in

SHAREPOINT TABS

The screenshot displays the Microsoft Teams interface with three overlapping windows. The primary window shows a channel named 'Announcements' with a 'Teams Tabs' tab selected and circled in red. The tab content includes a post by Ally Jameson, a MOD Administrator, with the following text:

Almost anything can be put into a tab on a Team to make things simpler and to save time:

- SharePoint pages (like this one) and news
- Forms (like the "Request a Template" form)
- Microsoft Lists
- Microsoft Planner - yes, it might be in SharePoint, but put it on a Teams tab too
- OneNote - great for meeting notes or wiki-like content
- Office documents (Word, PowerPoint, Excel, etc) - and you can edit them in-place

Below the text are interaction options: Like, 2 Views, and Save for later. A notification box in the bottom right corner reads: "You just published a page! Tell us how it went. We have just two questions for you."

YAMMER

The image displays a layered screenshot of the Yammer application interface. At the top, a search bar is visible. Below it, the 'Communities' section is shown with a search bar and a list of community cards. A 'Communities...' button in the left sidebar is circled in red. The 'Teams' section is also visible, listing various teams such as 'Contoso', 'HR Portal', 'General', 'Ask HR', 'Career Management', 'Mark 8 Project Team', 'U.S. Sales', and 'Digital Employee Experience'. The 'Ask HR' team is selected, and its 'Ask HR' dropdown menu is circled in red. A conversation in the 'Ask HR' team is shown, featuring a 'Featured Conversation' by Ally Jameson from August 2. The conversation title is 'Who is our paper products provider?' and it is marked as a 'QUESTION'. A blue banner at the bottom of the conversation contains a question mark icon. The background of the interface is a dark red color with a white torn-paper effect.

REALITY



Geoff Ables 🍀 #PoweredByLUCK @C5geoff · Sep 23



My most-used feature in [#MicrosoftTeams](#):



Open in SharePoint

SIMPLIFY SHAREPOINT

The screenshot shows a SharePoint site for 'Culture Champions' within the 'Contoso Electronics' environment. The top navigation bar includes the site name, a search bar, and user profile options. The left-hand navigation pane lists 'Home', 'Teams', 'Documents', 'C5 LUCK', and 'Recycle Bin'. The main content area features a welcome message, a 'C5 Insight' partner announcement, and a 'Contoso Personality Profiles' link. A 'Published 11/8/2021' date and a share icon are also visible.

Contoso Electronics SharePoint

Search this site

CC Culture Champions

Public group ☆ Not following 👤 4 members

Published 11/8/2021


Home

Teams

Documents

C5 LUCK

Recycle Bin




Welcome Culture Champions!


Most of our work will be done in Microsoft Teams. But here on the SharePoint site you can also access documents shared internally (use the Documents...

C5 Insight: Our SharePoint & Dynamics 365 partner.

[Learn more →](#)



Contoso Personality Profiles



Share files with C5 Insight



TEAMS-FIRST
BUILT IN SHAREPOINT

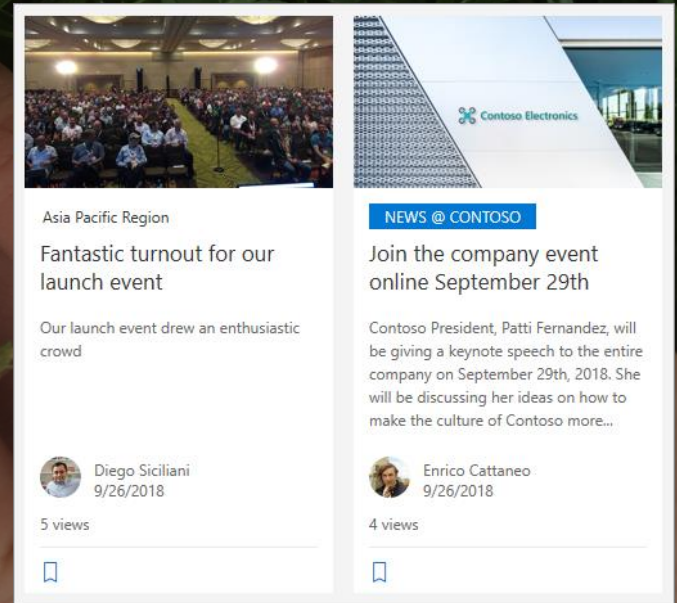


WHAT'S NEW

Recent (and Upcoming) SharePoint and Teams Improvements

WHAT'S NEW

- Organizational News Sites – add banner key news
- Boosted News on Org News Sites – top of the list for a defined time period
- News Distribution – Digest (today), Yammer (today), Teams (future)
- Stream in SharePoint (here now, getting better, Stream migration is coming)
- Lists coming to SharePoint app bar
- SharePoint Hub-to-Hub Associations



Asia Pacific Region

Fantastic turnout for our launch event

Our launch event drew an enthusiastic crowd

Diego Siciliani
9/26/2018

5 views

NEWS @ CONTOSO

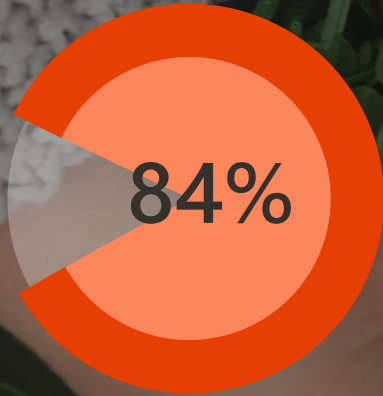
Join the company event online September 29th

Contoso President, Patti Fernandez, will be giving a keynote speech to the entire company on September 29th, 2018. She will be discussing her ideas on how to make the culture of Contoso more...

Enrico Cattaneo
9/26/2018

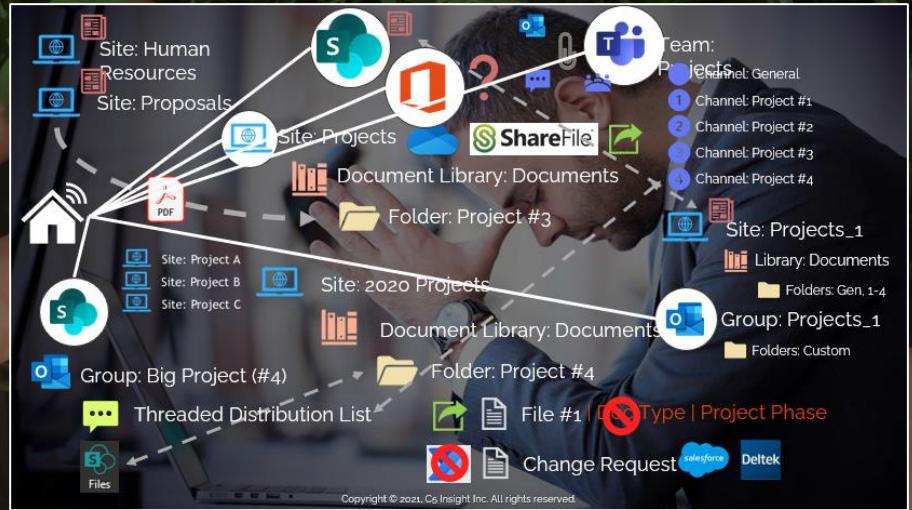
4 views

WHAT'S NOT NEW



84% of Digital Workplace Projects Fail

Forbes



MODULE 4: HELPFUL LINKS

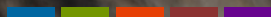
- [Employee Experience and Engagement | Microsoft Viva](#)
- [Microsoft Viva: Latest innovations and roadmap](#)
- [Designate a home site from the SharePoint admin center \(Preview\)](#)
- [Guide to setting up Viva Connections \(Preview\)](#)
- [Choose settings for the Viva Connections mobile app](#)
- [Create an organization news site - SharePoint in Microsoft 365](#)
- [Boost news from organization news sites](#)
- [Add SharePoint as a learning content source for Microsoft Viva Learning](#)
- [Microsoft Viva Topics | Set-up, Control and Management Tutorial](#)
- [The new version of Microsoft Stream - Microsoft Stream](#)
- [Automatically sending news post digests with branding](#)
- [SharePoint Hub-to-Hub Associations](#)

Questions and Resources



C5insight

Customer and Employee Engagement
Dynamic 365, Power Platform, Microsoft 365



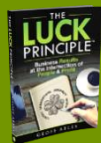
Geoff Ables

geoff@c5insight.com

704.281.8067

 /in/ables

blog.c5insight.com



The LUCK Principle™

Collaboration in the Digital World

www.gotluck.link/book



E-Books and Links

Deploying Teams, Governance Guide

geoff@c5insight.com



Engage Geoff & C5 Insight!

Questions, Planning, Implementation - STICKER

geoff@c5insight.com