

Socialising with Microsoft Delve

1 Hour Session | \$100+GST per person | Maximum 4 in the class

Delve is an Office app that displays information that is relevant and useful to a user. It shows a mix of content from across Office 365, including documents, images, and videos. Information appears as content cards and are sorted into different views. Delve can be accessed from any device with an Internet connection. In this course, students will gain a basic understanding of the purpose, features, functionality, and navigation in Delve. Students will learn to work with Content Cards, explore and manage various views, learn to use Boards, work with searching for content, and lastly, work with collaboration and sharing documents. The aim of this course is to teach participants how to get the most of Microsoft Delve. This is a comprehensive cover of all the tools and features in Microsoft Delve. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

COURSE CONTENT

CHAPTER 1 WHAT IS DELVE

CHAPTER 2 ARE MY DOCUMENTS SAFE IN OFFICE DELVE?

<input type="checkbox"/> WHO CAN SEE MY DOCUMENTS?	<input type="checkbox"/> WHO CAN SEE THE DOCUMENTS ON A BOARD?
<input type="checkbox"/> CAN I DELETE A DOCUMENT FROM DELVE?	<input type="checkbox"/> WHAT DO VIEWS MEAN
<input type="checkbox"/> CAN I TURN DELVE OFF?	<input type="checkbox"/> WHAT HAPPENS IF OTHERS HAVE DELVE AND I DON'T?
<input type="checkbox"/> STORE AND SHARE DOCUMENTS IN SHAREPOINT	<input type="checkbox"/> WHO CAN SEE ATTACHMENTS?
<input type="checkbox"/> HOW CAN I SHARE DOCUMENTS WITH OTHERS?	<input type="checkbox"/> HOW CAN I KEEP A DOCUMENT PRIVATE?
<input type="checkbox"/> CAN PEOPLE SEE WHAT DOCUMENTS I'VE VIEWED?	<input type="checkbox"/> TO TURN OFF DOCUMENTS IN DELVE
<input type="checkbox"/> STORE DOCUMENTS WHERE DELVE CAN GET THEM	<input type="checkbox"/> SHARE DOCUMENTS AS ATTACHMENTS IN EMAIL

CHAPTER 3 CONNECT AND COLLABORATE IN OFFICE DELVE

<input type="checkbox"/> UPDATE YOUR PROFILE TO HELP OTHERS FIND YOU	<input type="checkbox"/> GET BACK TO YOUR RECENT DOCUMENTS AND EMAIL ATTACHMENTS
<input type="checkbox"/> CLICK A PERSON TO SEE WHAT THEY'RE WORKING ON	<input type="checkbox"/> DISCOVER DOCUMENTS FROM PEOPLE AROUND YOU
<input type="checkbox"/> FIND INFORMATION ABOUT - AND THROUGH - OTHER PEOPLE	<input type="checkbox"/> REACH OUT TO OTHERS THROUGH THEIR PROFILE PAGE IN DELVE
<input type="checkbox"/> OTHER WAYS OF FINDING INFORMATION IN DELVE	<input type="checkbox"/> WHICH TYPES OF CONTENT CAN I EXPECT TO SEE IN DELVE?
<input type="checkbox"/> WILL THE CONTENT IN MY DESKTOP FOLDERS SHOW UP IN DELVE?	<input type="checkbox"/> MY COLLEAGUE SAYS SHE FOUND THIS GREAT PRESENTATION, BUT I CAN'T FIND IT IN MY DELVE?
<input type="checkbox"/> MY DELVE IS (ALMOST) EMPTY - WHAT CAN I DO?	

CHAPTER 4 VIEW AND UPDATE YOUR PROFILE IN OFFICE DELVE

<input type="checkbox"/> VIEW AND UPDATE YOUR PROFILE	<input type="checkbox"/> UPDATE YOUR INFORMATION
<input type="checkbox"/> KEEP SOME PROFILE INFORMATION PRIVATE	<input type="checkbox"/> CHANGE ADDITIONAL INFORMATION
<input type="checkbox"/> CHANGE YOUR PROFILE PHOTO	<input type="checkbox"/> CHANGE LANGUAGE AND TIME FORMAT FOR DELVE
<input type="checkbox"/> CHANGE THE COVER PHOTO	

CHAPTER 5 HOW CAN I FIND PEOPLE AND INFORMATION IN OFFICE DELVE?

<input type="checkbox"/> DISCOVER NEW INFORMATION ON YOUR HOME PAGE	<input type="checkbox"/> GET BACK TO YOUR OWN DOCUMENTS ON YOUR PROFILE PAGE (ME)
<input type="checkbox"/> FIND INFORMATION ABOUT OTHER PEOPLE	<input type="checkbox"/> KEEP TRACK OF YOUR FAVOURITE DOCUMENTS AND BOARDS
<input type="checkbox"/> FIND PEOPLE AND INFORMATION BY USING SEARCH	

CHAPTER 6 GROUP AND SHARE DOCUMENTS IN OFFICE DELVE

<input type="checkbox"/> CREATE A BOARD AND ADD DOCUMENTS	<input type="checkbox"/> ADD A BOARD TO YOUR FAVORITES
<input type="checkbox"/> GO TO A BOARD	<input type="checkbox"/> SHARE A BOARD WITH OTHERS
<input type="checkbox"/> REMOVE A DOCUMENT FROM A BOARD	<input type="checkbox"/> KEEP TRACK OF YOUR FAVOURITE DOCUMENTS
<input type="checkbox"/> SHARE A DOCUMENT WITH OTHERS THROUGH EMAIL	<input type="checkbox"/> GIVE OTHER PEOPLE ACCESS TO YOUR DOCUMENT
<input type="checkbox"/> WORK WITH OTHERS ON DOCUMENTS IN DELVE	<input type="checkbox"/> WORK TOGETHER ON DOCUMENTS BY USING YAMMER