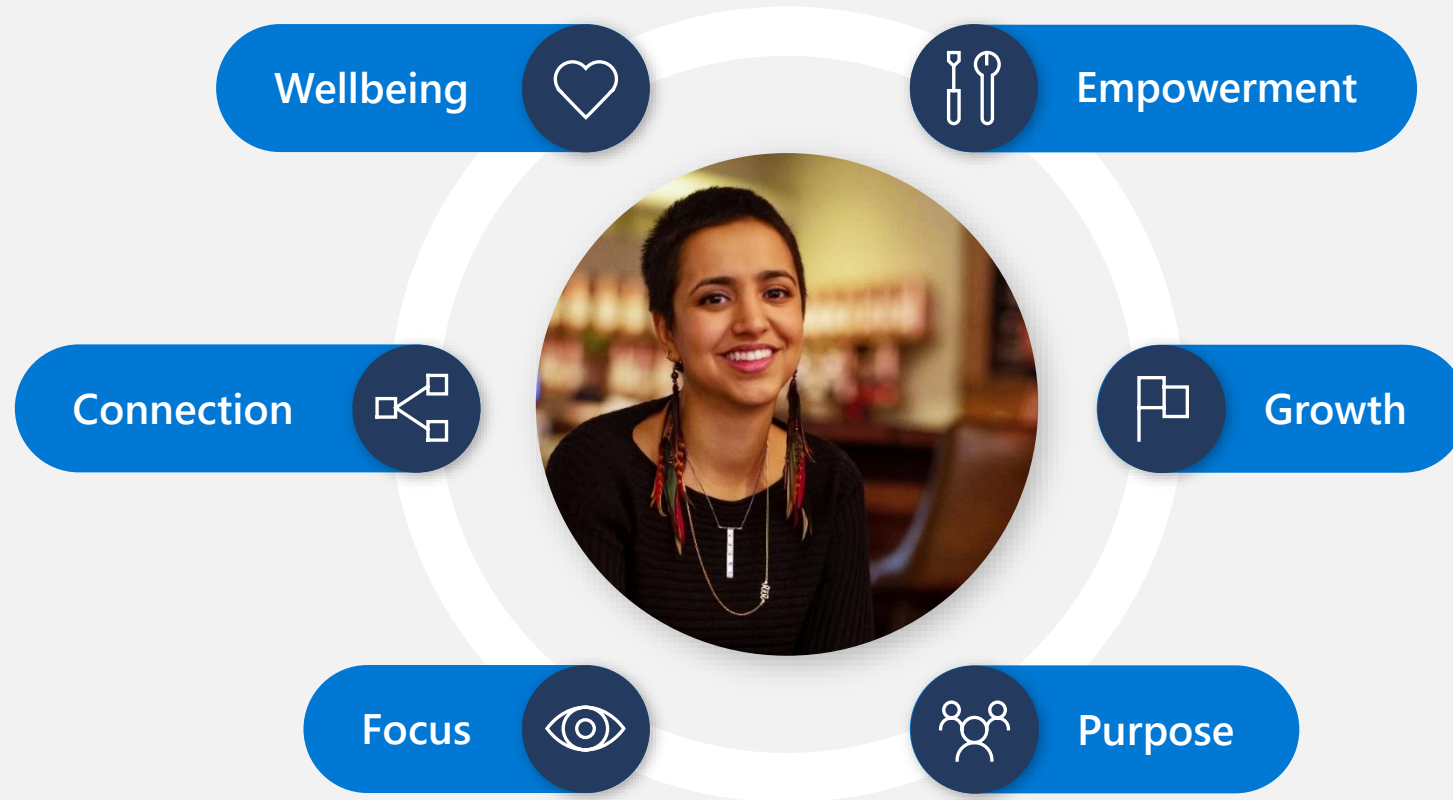


# Microsoft Viva

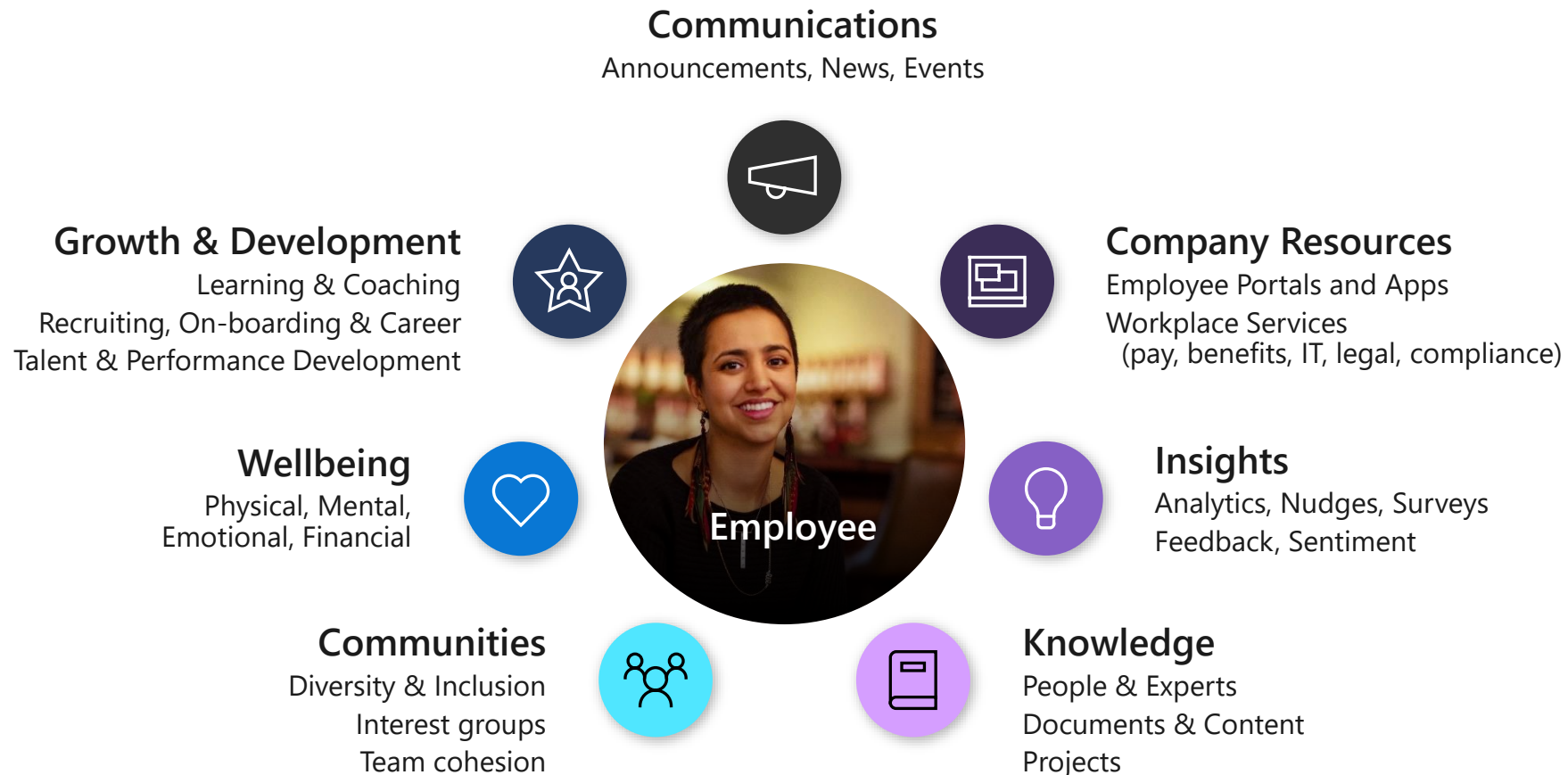


# Six key elements of a great employee experience



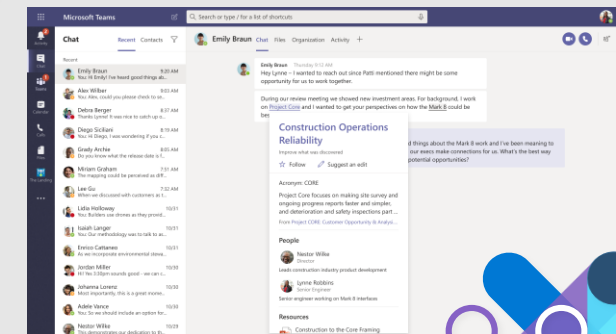
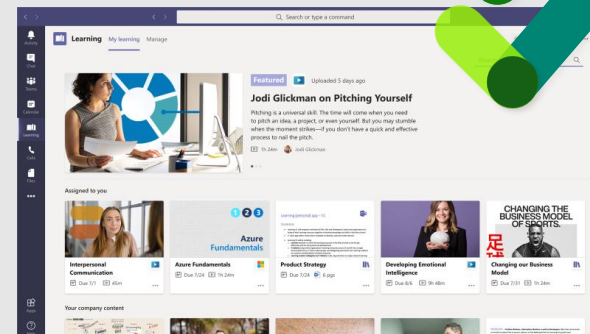
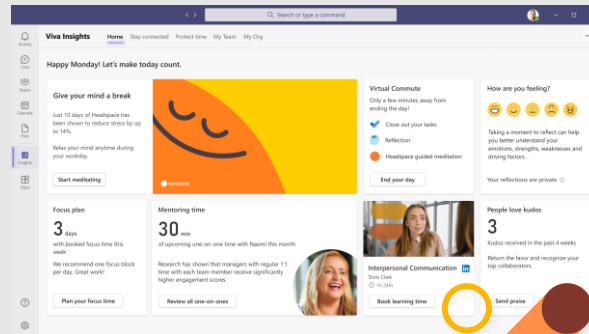
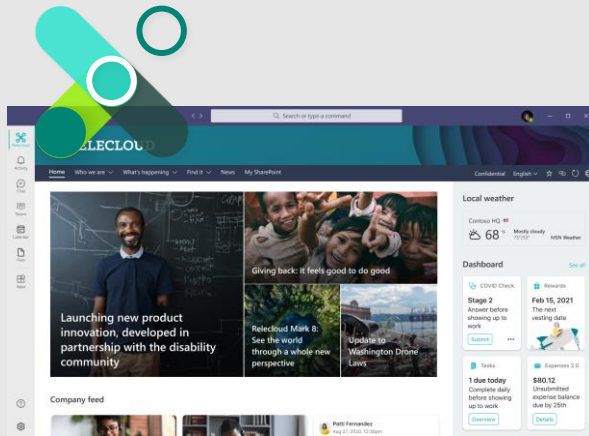
# What is an Employee Experience Platform (EXP)

A system of experiences that help organizations create a thriving culture with engaged employees and inspiring leaders



# Microsoft Viva

Empower people and teams to be their best



Connections  
Culture and communications

Insights  
Productivity and wellbeing

Learning  
Skilling and growth

Topics  
Knowledge and expertise

# Microsoft Viva Insights



# Common themes we hear from customers

## Individuals



I like the flexibility of working from home, but the line between work and life has blurred and I find it harder to unplug.

## Managers



I want to help my team stay engaged, productive, and focused. But I am pulled in multiple directions and overwhelmed by meetings — with little time left to provide coaching and development.

## Leaders



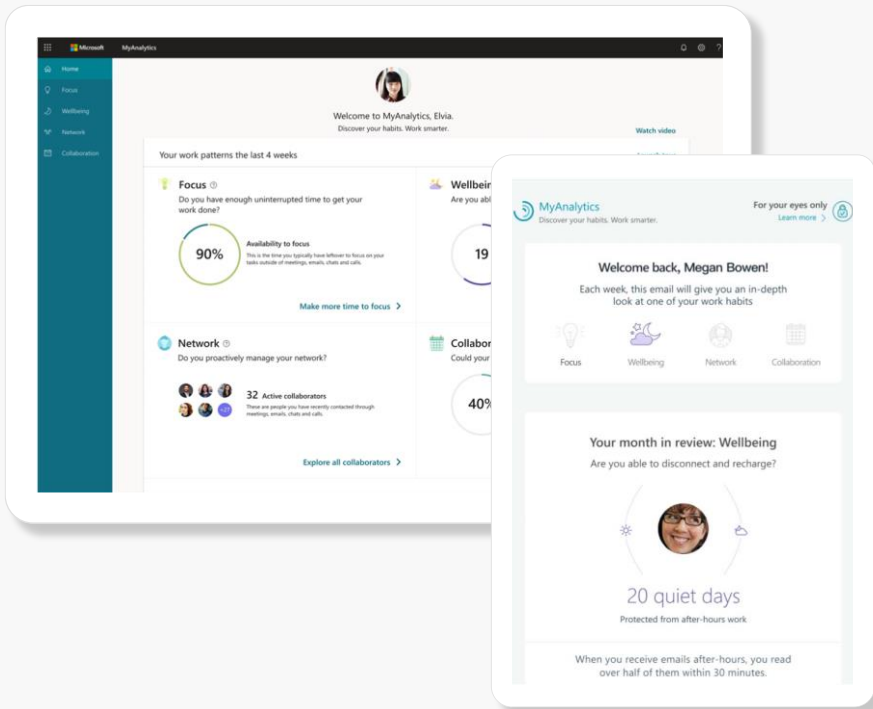
I know everything will be different moving forward. I need to understand the impact to employees as work continues to evolve and ensure our resilience to future disruption.



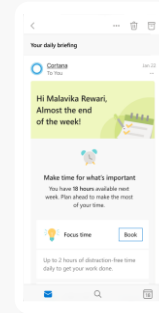
# Personal insights to build better work habits

## Data-driven insights

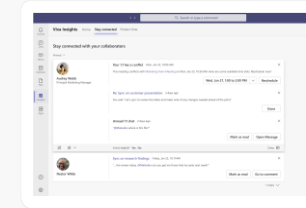
Receive valuable insights to improve your work patterns via personalized dashboard and digest emails



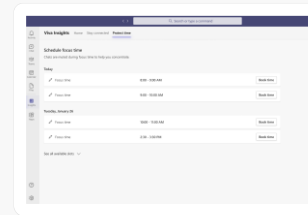
## Actionable recommendations



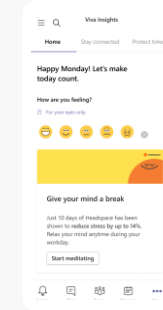
Prepare for the day with your briefing email from Cortana



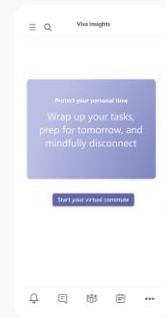
Stay connected with important people in your network



Schedule focus time before the week fills up



Tap into dedicated moments of mindfulness throughout the workday



Mindfully wrap up the day with a virtual commute



### Happy Monday! Let's make today count.

#### Give your mind a break

Just 10 days of Headspace has been shown to **reduce stress by up to 14%**.

Relax your mind anytime during your workday.

Start meditating



#### Virtual Commute

Only a few minutes away from ending the day!

- Close out your tasks
- Reflection
- Headspace guided meditation

End your day

#### How are you feeling?



Taking a moment to reflect can help you better understand your emotions, strengths, weaknesses and driving factors.

Your reflections are private ⓘ

#### Focus plan

**3** days

with booked focus time this week

We recommend one focus block per day. Great work!

Plan your focus time

#### Coaching time

**30** min

of one-to-one time with your manager this month

Help your manager develop a coaching culture within your team by scheduling regular 1:1 time.

Find scheduling options



#### People love kudos

**3**

Kudos received in the past 4 weeks

Return the favor and recognize your top collaborators.

Send praise



#### Leading remote projects and virtual teams



🕒 29m

Book learning time





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headspace

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29m

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# Viva Insights

Home

Stay connected

Protect time

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# Viva Insights [Home](#) [Stay connected](#) [Protect time](#)

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[Find scheduling options](#)



4:45 PM

# 4:45

Monday, January 25

Press home to open

••

- Activity
- Chat
- Teams
- Calendar
- Files
- Insights
- Apps
- ?
- Settings

Virtu  
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ending

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# 3

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# Deployment

Microsoft Teams admin center

Home  
Teams  
Users  
Teams devices  
Teams apps  
**Manage apps**  
Permission policies  
Setup policies  
Customize store  
Meetings  
Messaging policies  
Voice  
Locations  
Policy packages  
Planning

Org-wide app settings

## Manage apps

When you are managing apps for your organization, you are controlling what apps are available to users in your organization's app store. You can then use app permission and app setup policies to configure what apps will be available for specific users. [Learn more](#)

**Pending approval**

0 Submitted custom apps    0 Updated custom apps

**Featured app** [VIEW DETAILS](#)

**Calendar BOT**  
Help your team save time and effort in scheduling meetings.

Browse by Everything

+ Upload   ✓ Allow   ✗ Block   ✎ Customize   👤 Add to team | 1 item

Search: viva insights

Name ↑	Certification ⓘ	Publisher	Publishing status ⓘ	Status ⓘ	Licenses ⓘ	Custom app	Permissions ⓘ
Viva Insights	--	Microsoft Corporation	--	Allowed	--	No	--

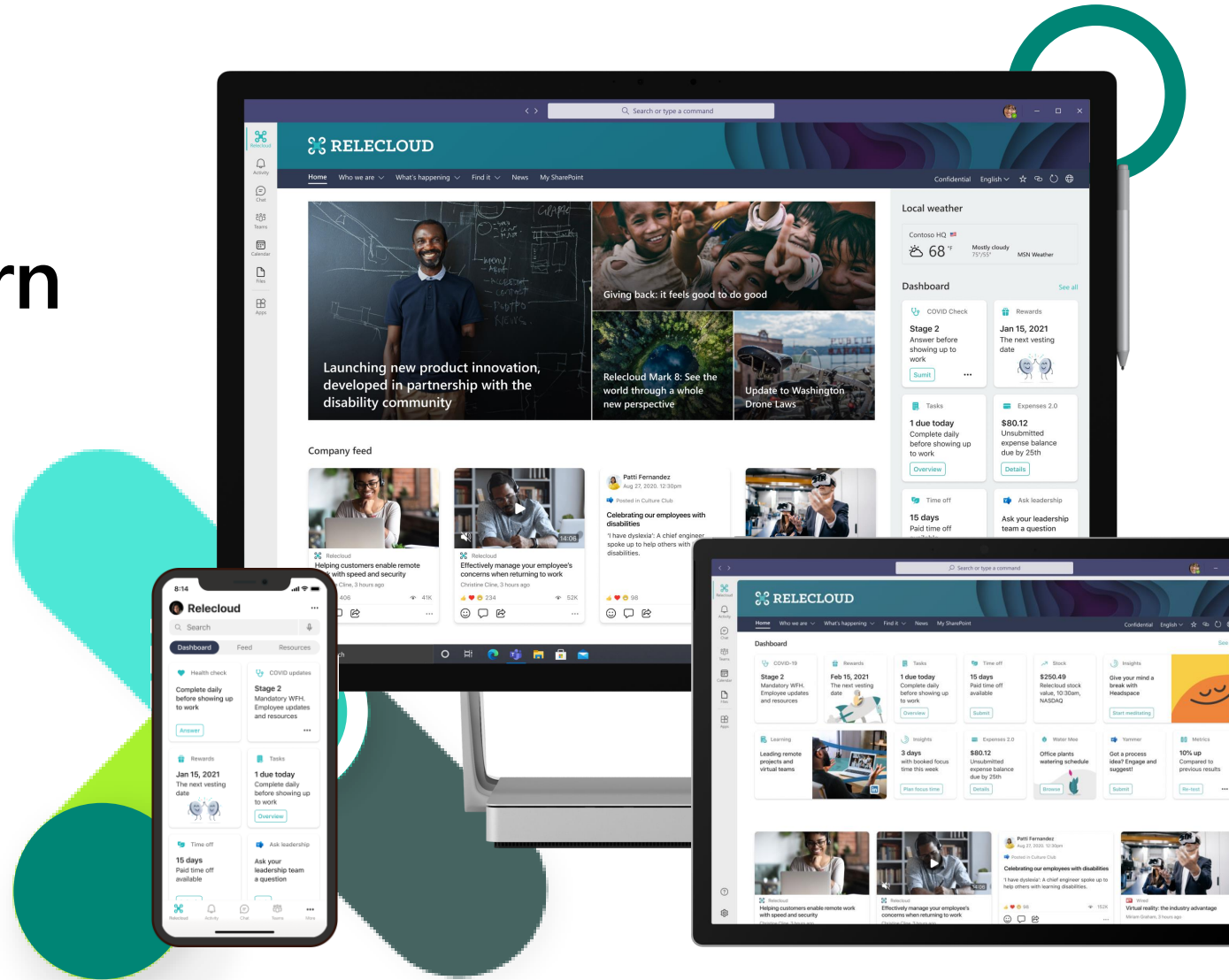
# Microsoft Viva Connections



# Viva Connections

## Your gateway to a modern employee experience

Shape culture and foster connections to help your employees thrive



*Powered by Microsoft Teams, SharePoint, and backed by Microsoft 365 security, privacy, and compliance.*



## Viva Connections

# Communications and culture

### Keep everyone connected

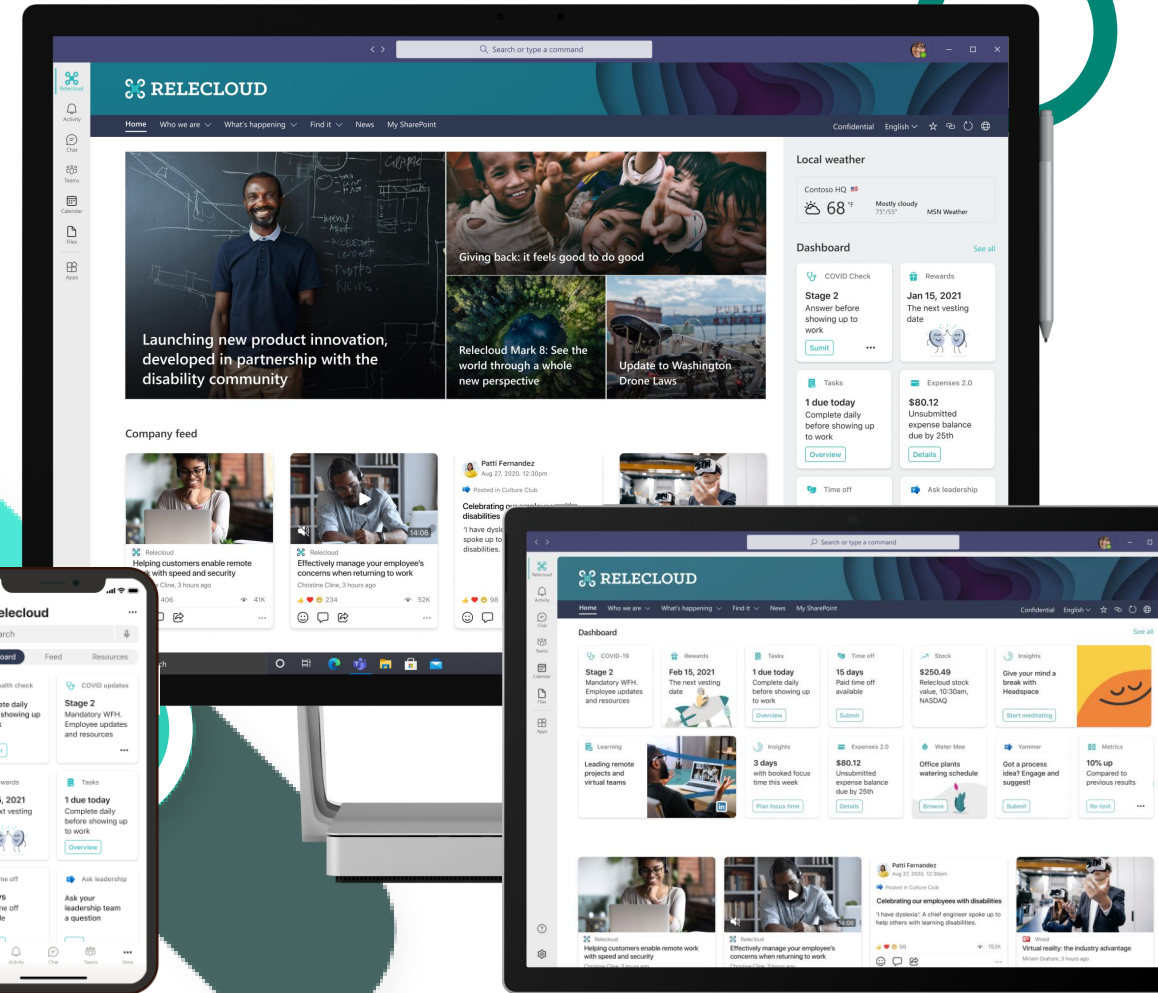
Encourage meaningful connections across the organization by enabling employees to easily discover relevant communications and communities.

### Make it easy for people to contribute

Foster a culture of inclusion by empowering every employee to contribute ideas and share feedback.

### Unite and inspire your organization

Align the entire organization around your vision, mission, and strategic priorities.





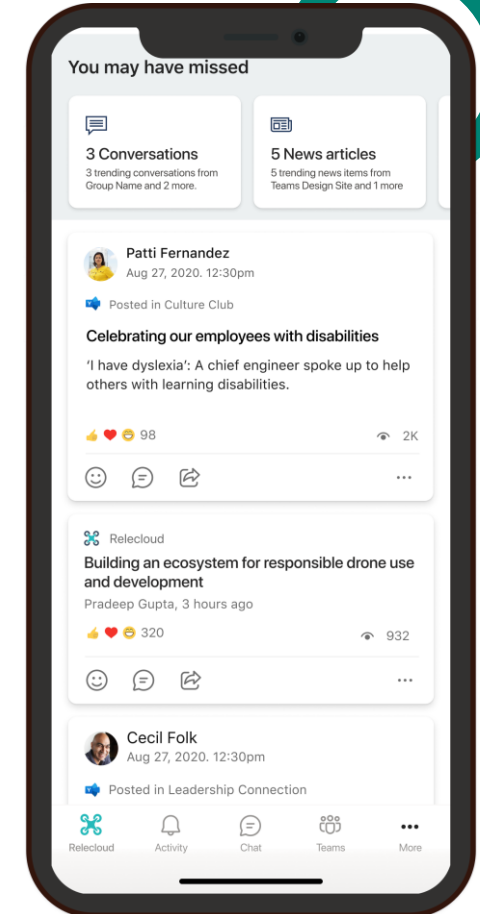
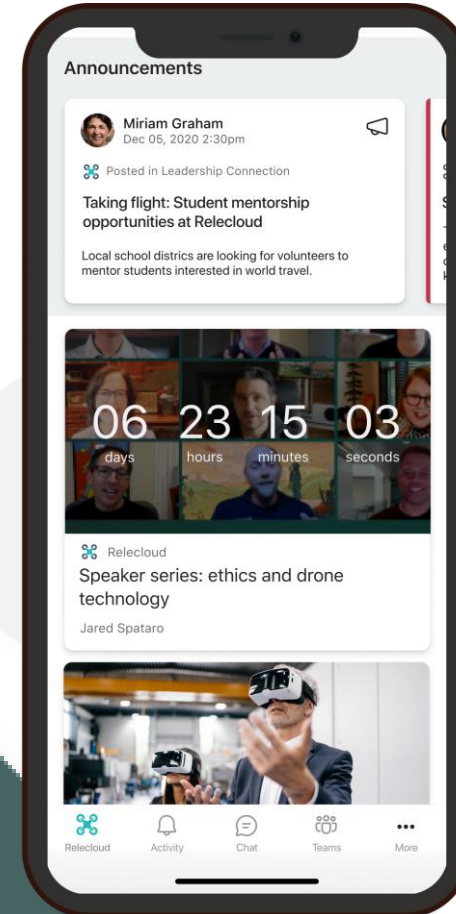
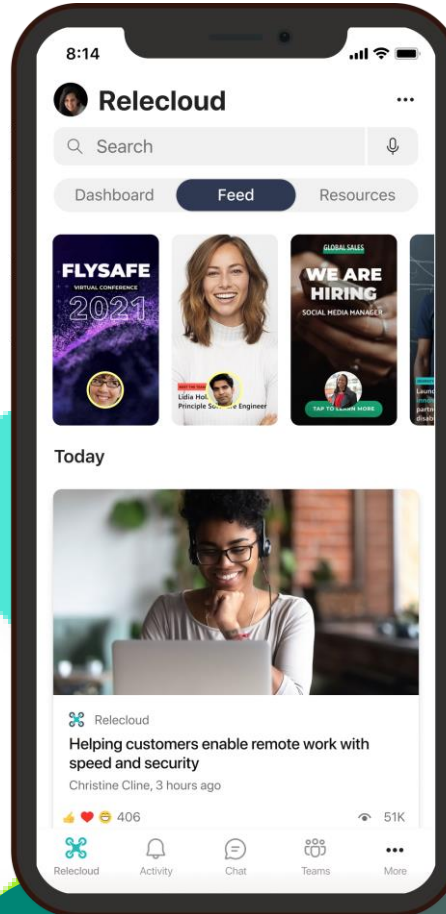
Discover and engage

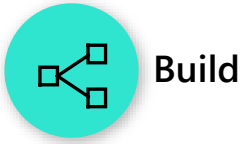
# Explore news and join conversations from across the organization in a personalized feed

Aggregate relevant news from across Microsoft 365 services

Stay informed about what's happening in the organization

Connect employees to peers and spark collaboration through Teams and Yammer conversations and announcements





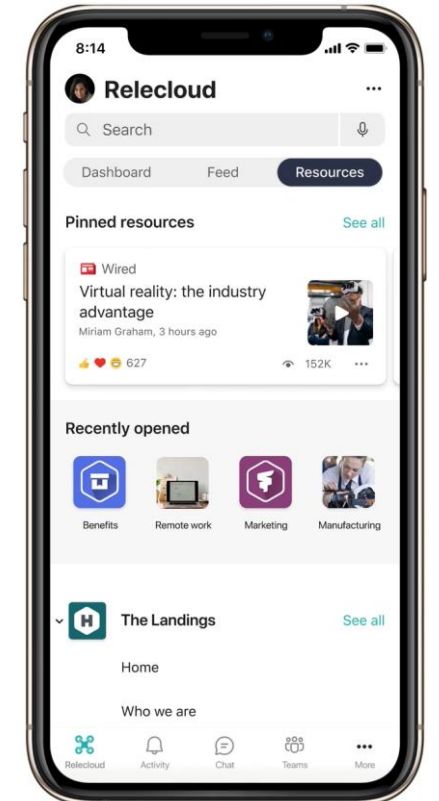
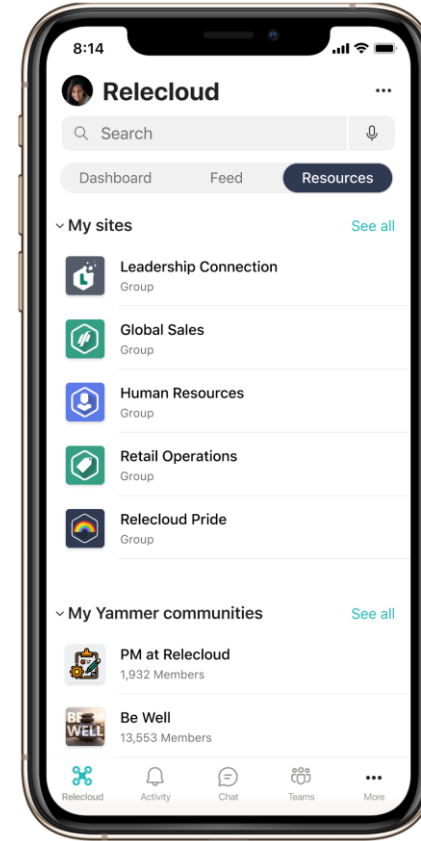
## Leverage existing infrastructure and security

Aggregate content from popular Microsoft 365 apps

Customize experiences for job types and employee groups

Extend and tailor dashboards using low code and no code solutions

Backed by Microsoft security, privacy, and compliance

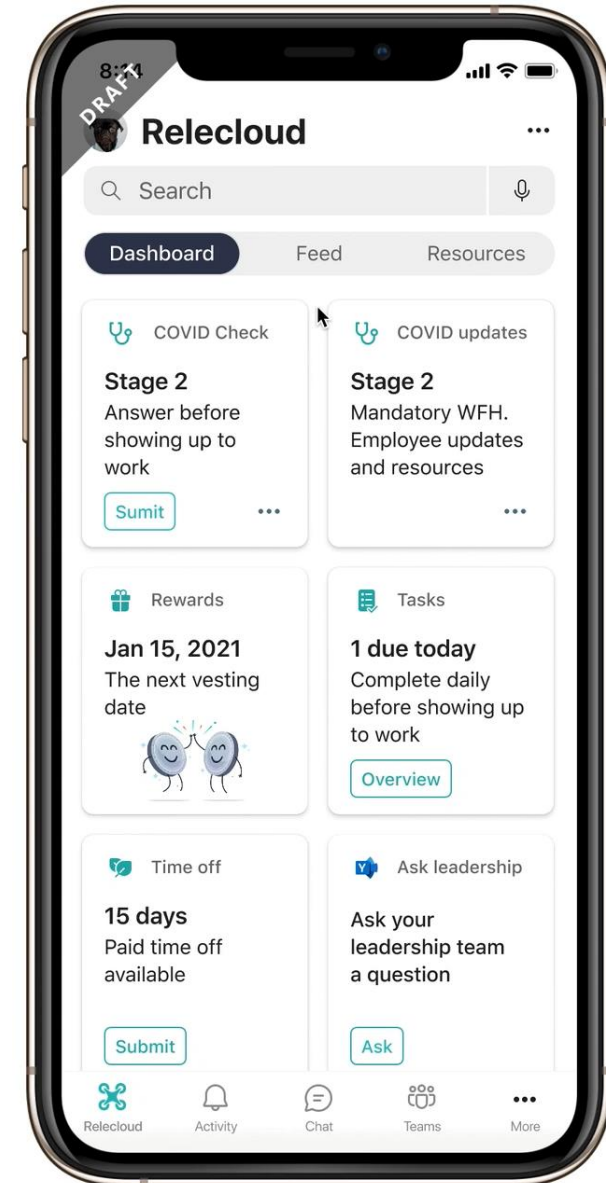


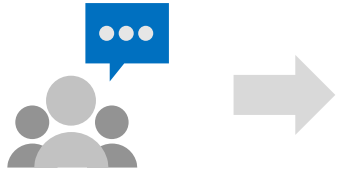
# View your dashboard of insights, tasks, and apps

Provide fast and easy access to key employee data and job-related tasks

Enable customers to easily build this experience and the cards they want for their employees – no code to pro developer range of options

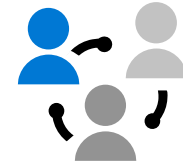
Targeted for employees across roles, markets, and job functions...





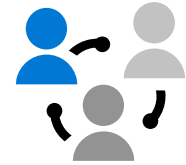
## End-Users

Prefer to get all their work done in Teams



## Corp Comms & IT Admins

Publish news and updates in intranet built on SharePoint



**Meet your users where  
they are**

# Viva Connections desktop app in Teams

Supports Intranet Search

Company branded entry-point

Full-screen site now supports Header and Navigation

Contextual actions to support collaboration

One stop access to all intranet resources

The screenshot displays the Viva Connections desktop app interface within a Microsoft Teams window. The app is titled "Contoso" and features a search bar at the top with the placeholder text "Search or type a command". The main content area shows a company intranet site with a header "The Landing" and a navigation menu. The site includes sections for "Social Impact", "Career", "Benefits", and "My Sites". The "My Sites" section lists "Accessibility Central", "Quality Assurance", "Giving Campaign", and "Diversity & Inclusion". The main content area features a large image with the text "Taking flight: Student mentorship opportunities at Contoso" and a smaller image with the text "Contoso Mark 8: See the world through a whole new perspective". The right sidebar shows "Local weather" for Contoso HQ (56°F) and "Global time" for Contoso HQ (6:43 AM) and Contoso Singapore (9:43 PM). The bottom section is titled "Recommended viewing" and lists "August Town Hall Highlights", "Customer Showcase: Amanda Brady, Connecticut wilderness", and "In the Design Studio with Carlos Slattery".

Contoso

Search or type a command

The Landing

Public Group | General | English

Social Impact

Career

Benefits

See all

My Sites

- Accessibility Central
- Quality Assurance
- Giving Campaign
- Diversity & Inclusion

Local weather

Contoso HQ

56°F

Global time

Contoso HQ

6:43 AM

Wednesday, 8/26/2020

Contoso Singapore

9:43 PM

15h ahead

Wednesday, 8/26/2020

Recommended viewing

- August Town Hall Highlights
- Customer Showcase: Amanda Brady, Connecticut wilderness
- In the Design Studio with Carlos Slattery



**Launching new product innovation, developed in partnership with the disability community**

**Giving back: it feels good to do good**

**Relecloud Mark 8: See the world through a whole new perspective**

**Update to Washington Drone Laws**

### Local weather

Contoso HQ 🇺🇸  
**68** °F Mostly cloudy  
 75°/55° MSN Weather

### Dashboard

[See all](#)

COVID Check

**Stage 2**  
 Answer before showing up to work

[Submit](#) ...

Rewards

**Jan 15, 2021**  
 The next vesting date

Tasks

**1 due today**  
 Complete daily before showing up to work

[Overview](#)

Expenses 2.0

**\$80.12**  
 Unsubmitted expense balance due by 25th

[Details](#)

### Company feed



**Patti Fernandez**  
 Aug 27, 2020. 12:30pm





- ACCIDENT  
 - CONTACT  
 - PODTPO  
 - NEWS

## Launching new product innovation, developed in partnership with the disability community

### Giving back: it feels good to do good

#### Relecloud Mark 8: See the world through a whole new perspective

#### Update to Washington Dron Laws

### Company feed

**Relecloud**  
 Helping customers enable remote work with speed and security  
 Christine Cline, 3 hours ago  
 406 likes 51K views

**Relecloud**  
 Effectively manage your employee's concerns when returning to work  
 Christine Cline, 3 hours ago  
 87 likes 512K views

**Patti Fernandez**  
 Aug 27, 2020. 12:30pm  
 Posted in Culture Club

#### Celebrating our employees with dis

'I have dyslexia': A chief engineer spo help others with learning disabilities. recent head of the Relecloud Insider F Miraham Graham led a bustling comm 17 million pre-release Relecloud custo around the world.

98 likes

Insights

Give your mind a break with Headspace

Start meditating



Learning

Leading remote projects and virtual teams



Insights

3 days with booked focus time this week

Plan focus time

Stock

\$250.49 Relecloud stock value, 10:30am, NASDAQ



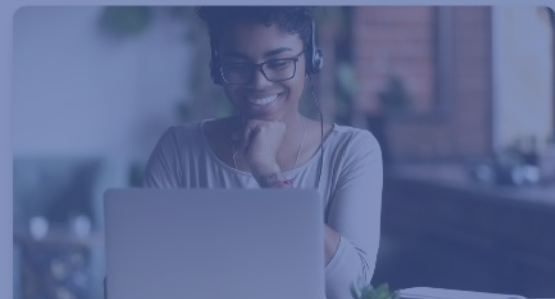
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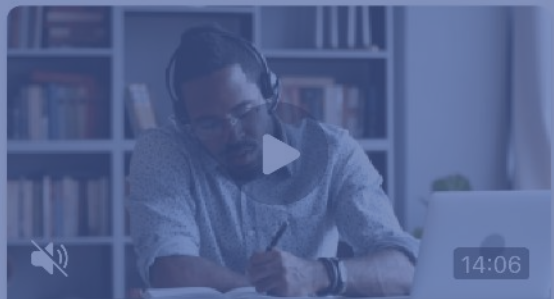
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 Christine Cline, 3 hours ago  
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Answer before showing up to work

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The next vesting date



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**\$80.12**  
Unsubmitted expense balance due by 25th

Details

Time off

**15 days**  
Paid time off available

Submit

Ask leadership

**Ask your leadership team a question**

Ask



- Activity 2
- Chat 1
- Teams
- Meetings
- Calls
- Contoso
- Apps

Today Microsoft is releasing a new book, **The Future Computed: Artificial Intelligence and its role in society.**

[Learn more](#) →

Using AI to help save lives around the world

How AI is building better gas stations and transforming Shell's global business

### My Frequent Sites

[See all](#)

- CD Contoso Design
- HR HR and Benefits
- CD Contoso Sales
- CD Contoso X&I Group
- Contoso Design & Research
- CD Development Center

### Events

[See more events](#)

JUNE	JULY	AUGUST	SEPTEMBER
<b>7</b>	<b>14</b>	<b>18</b>	<b>24</b>
Category	Site name	Site name	Site name
Contoso marketing customer visit and survey results	Contoso outreach and community action	Fitness and health benefit updates for 2019	Learn about this year's giving opportunities

### My News

[See all](#)



[Contoso Design](#)

New Contoso Adventure offerings and cycle tours for Summer 2018

[Design at Contoso](#)



- Home
- Team Handbook
- Redlines Notebook
- Design Repo
- Studio Project Review
- Areas of Focus
- ODSP Design Guidelin...
- Craftsmanship Projects
- UXE Onboarding Guide
- Recycle bin
- Edit



**STORIE**

## New Contoso Adventure offerings and cycle tours for Summer 2018

Published on April 6, 2019

As we work to deliver on our company mission of empowering every person and organization on the planet to achieve more, we have increased our focus on helping people across their work and personal lives. Offering tools for whole life experiences has never been more important as many of us are living a digital lifestyle that presents more opportunities, yet more demands on our time, than ever before.

Whether you are juggling a career and family; running a family as head of household; or growing your career or education, you tell us your greatest need is simply more time and the tools to do what matters most to you.

### Our digital lifestyle

We covered a broad set of topics during the week, many at different stages of lifecycle (from new scenario inception to shipping new features). This post intends to summarize the topics discussed with context, objectives, outcomes and next steps. The momentum continues to carry forward with

### See more on this topic

- [Contoso Design](#)
- [Contoso in 2020, what's coming?](#)

### Video

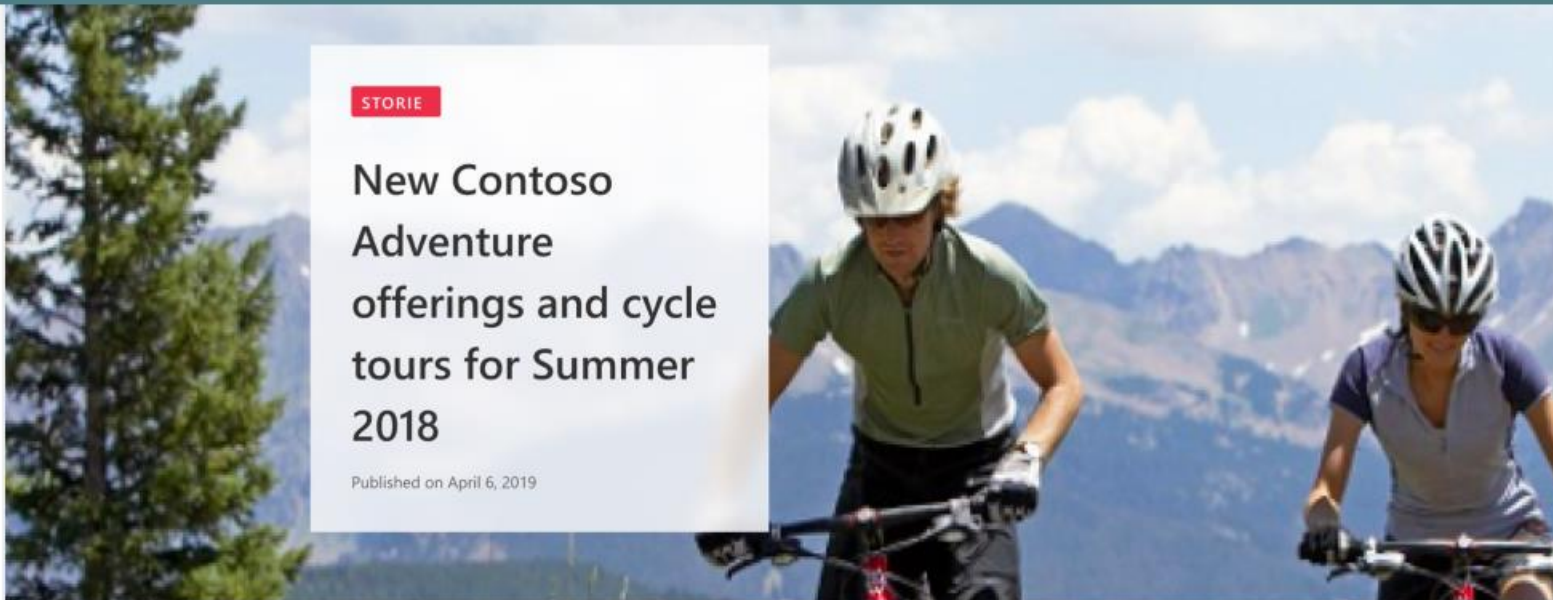




# Contoso Design

- Activity
- Chat
- Teams
- Calendar
- Contoso
- Files
- Apps
- Help

- Home
- Team Handbook
- Redlines Notebook
- Design Repo
- Studio Project Review
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- ODSP Design Guidelin...
- Craftsmanship Projects
- UXE Onboarding Guide
- Recycle bin
- Edit



**STORIE**

## New Contoso Adventure offerings and cycle tours for Summer 2018

Published on April 6, 2019

**Share News Post**

Teams Email Copy link

Northwind Traders > Marketing

Here is the new offering from our company. Lets plan some team activity next week.

Only people in Contoso with this link can view

Share

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- [Contoso in 2020, what's coming?](#)

### Video



**Teams**

Pinned

- Marketing Northwind Traders

Your teams

- Northwind Traders
  - General
  - Overview** 2
  - Marketing
  - Shiproom
  - Telemetry
  - 32 hidden channels
- Tailspin Traders
- Account Team
  - General
  - Accounting**
  - Finance**
  - Fiscal Year Planning
  - 6 hidden channels

Hidden teams

**Marketing** Posts Files Wiki +

Channel Confidential

we win this. Several of you have asked, but the current agenda is still TBD as we are waiting for the client to confirm the time. Thanks!! - Ivan to present research findings (TBD)

2 replies from Maja, and Randall

**Stella Williamson** 11:08 AM  
I'm not confident in recommending option 2 or 5 again and feel that we should cut those options from the deck. We've discussed those options with the client before and she believes those are too costly for the brand.

Reply

**Floyd Richards** 7:20 AM  
Can you guys please send me the options that we are proposing to the client tomorrow?

4 replies from Maja, Franz, and Stella

**Stella Williamson** 11:08 AM  
I'm not confident in recommending option 2 or 5 again and feel that we should cut those options from the deck. We've discussed those options with the client before and she believes those are too costly for the brand.

Reply

**Charlotte De Crum** 7:20 AM  
Check this out.  
[https://contoso.sharepoint.com/sites/infopedia\\_g02/pages/cycle-tours.aspx](https://contoso.sharepoint.com/sites/infopedia_g02/pages/cycle-tours.aspx)

**CONTOSO DESIGN**

New Contoso offerings and cycle tours for the weekend

**Carol Poland**  
2 days ago

Reply

Type a new message

Rich text editor icons: Bold, Italic, Link, Image, GIF, Video, More

## New Contoso Adventure Offering

- Activity
- Chat
- Teams
- Meetings
- Calls
- Contoso
- Apps



STORIE

# New Contoso Adventure offerings and cycle tours for Summer 2018

Published on April 6, 2019

As we work to deliver on our company mission of empowering every person and organization on the planet to achieve more, we have increased our focus on helping people across their work and personal lives. Offering tools for whole life experiences has never been more important as many of us are living a digital lifestyle that presents more opportunities, yet more demands on our time, than ever before.

Whether you are juggling a career and family; running a family as head of household; or growing your career or education, you tell us your greatest need is simply more time and the tools to do what matters most to you.

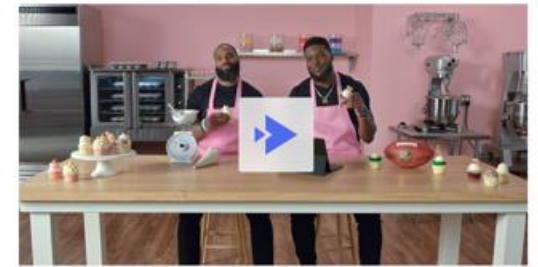
### Our digital lifestyle

The explosion of innovation over the last decade has fundamentally changed the way we live our lives. More than ever before we move fluidly between our work and personal lives as technology is

### See more on this topic

- [Contoso Design](#)
- [Contoso in 2020, what's coming?](#)

### Video



STORIE

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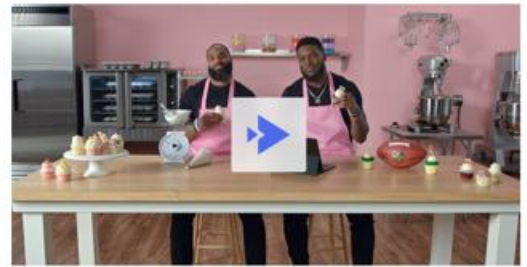
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### Video



9:14 AM  
Shared a news post



**New Contoso offerings and cycle tours for the weekends**

Hey all, here is that article I mentioned earlier|





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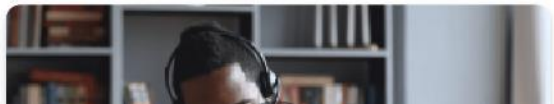
**Launching new product innovation, developed in partnership with the disability community**

**Giving back: it feels good to do good**

**Relecloud Mark 8: See the world through a whole new perspective**

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## Company feed



**Patti Fernandez**  
Aug 27, 2020. 12:30pm

## Local weather

Contoso HQ 🇺🇸  
**68°F** Mostly cloudy  
 75°/55° MSN Weather

## Dashboard

[See all](#)

COVID Check

### Stage 2

Answer before showing up to work

[Submit](#) ...

Rewards

**Jan 15, 2021**

The next vesting date



Tasks

**1 due today**

Complete daily before showing up to work

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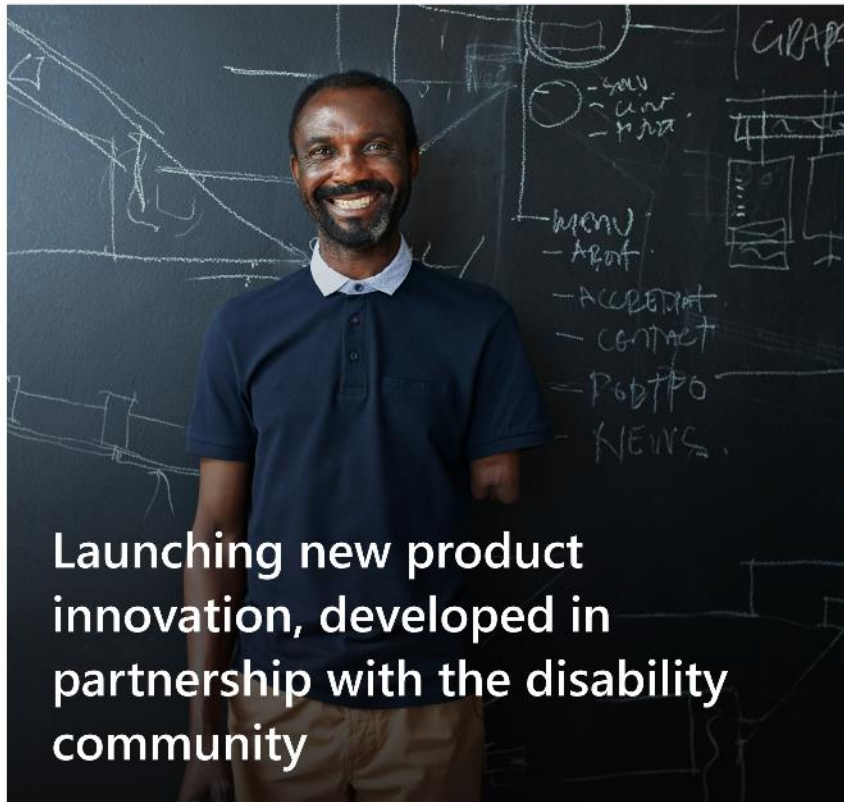
Expenses 2.0

**\$80.12**

Unsubmitted expense balance due by 25th

[Details](#)

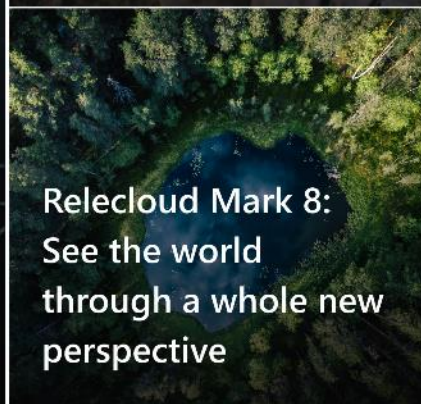




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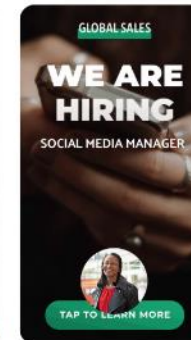
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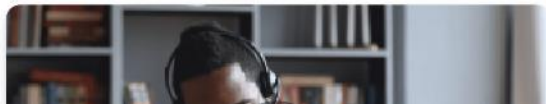
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Helping customers enable remote work with speed and security

Christine Cline, 3 hours ago



### Company feed



Patti Fernandez

Aug 27, 2020. 12:30pm

8:14

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FLYSAFE VIRTUAL CONFERENCE 2021

WE ARE HIRING SOCIAL MEDIA MANAGER

Lidia Hol, Principle Software Engineer

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Christine Cline, 3 hours ago

Confidential English

Local weather

Contoso HQ

68°F Mostly cloudy 75°/55° MSN Weather

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Christine Cline, 3 hours ago

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Joni Sherman

Oct 30, 2020 2:36pm

 Posted in Leadership Connection

What are we shipping for the holiday season?



8:14



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8:14



Relecloud News



## Helping customers enable remote work with speed and security



Natalie Singer

Christine Cline, 3 hours ago

Over the past year, the pandemic has dramatically changed the way we live and work. Organizations around the world adopted tools to support working from home and hybrid work.

How do you move tens of thousands of employees to remote work overnight? With the COVID-19 outbreak spreading around the

👍❤️👍 406



👁️ 51K

8:14



Relecloud News



A crowded conference call can make it difficult for people to share their opinions. Pause frequently to allow time for questions and remind attendees that they can use the chat window to share their thoughts.



### Bring the team together

Working remotely can feel a bit isolating. It's important to create opportunities for the whole team to virtually get together, whether it's large brainstorms with the Microsoft Whiteboard app or daily check-ins over a virtual coffee.



Erika F. 2:30 PM



Great article. Found it super helpful.



Laurence G. 2:35 PM



This checklist was spot on. Once I was able to find a dedicated work area and set boundaries I felt so much more productive.



Megan B. 2:45 PM



I have to say, I do miss seeing you all!



Reply





8:14



Relecloud News



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**Helping customers enable remote work with speed and security**  
 Christine Cline, 3 hours ago  
 406 likes 51K views



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**Effectively manage your employee's concerns when returning to work**  
 Christine Cline, 3 hours ago  
 87 likes 512K views

Patti Fernandez  
 Aug 27, 2020. 12:30pm  
 Posted in Culture Club

**Celebrating our employees with disabilities**

'I have dyslexia': A chief engineer spoke up to help others with learning disabilities. A recent head of the Relecloud Insider Program, Miraham Graham led a bustling community of 17 million pre-release Relecloud customers around the world.

98 likes



**MEET THE TEAM BEHIND THE DESIGN**

## How partnerships build inclusive ideas and innovation at Relecloud

Meet the team pushing collaborative technologies beyond the status quo by tailoring complex experiences for every user level.


8:14

Relecloud

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### Latest news



**HR Connection**  
**Guide to working from home**  
 General guidance, tips, and resources for employees during the COVID-19 outbreak.



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**Download the hybrid work guidebook**  
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**Digital security during COVID-19**  
 COVID-19 has created many opportunities for malicious actors ...



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 Watch these videos from Harvard Business Publishing, and then discuss the lessons with your team by u

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JAN 1

US Corporate Holidays  
New Years Day

Friday, all day



JAN 5

All Company  
Employee Town Hall

Tuesday 10:00-10:30 am  
Online at relecloud.com/events/em...



JAN 18

US Corporate Holidays  
Martin Luther King Day

Monday, all day



FEB 1-4

Live events  
Flysafe conference 2021

Monday 8:00-4:30 pm  
Online at relecloud.com/event



### Announcements



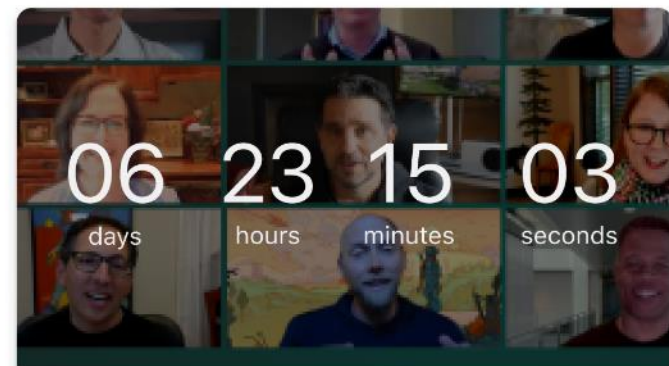
**Miriam Graham**  
Dec 05, 2020 2:30pm



Posted in Leadership Connection

**Taking flight: Student mentorship opportunities at Relecloud**

Local school districts are looking for volunteers to mentor students interested in world travel.



Relecloud

**Speaker series: ethics and drone technology**





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Wired

### Virtual reality: the industry advantage

Miriam Graham, 3 hours ago

232

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### Meet the team behind the design: how partnerships build inclusive ideas and innovation at Relecloud.

Isaiah Langer, 3 hours ago

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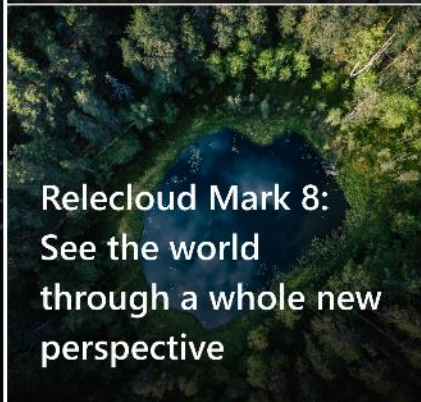
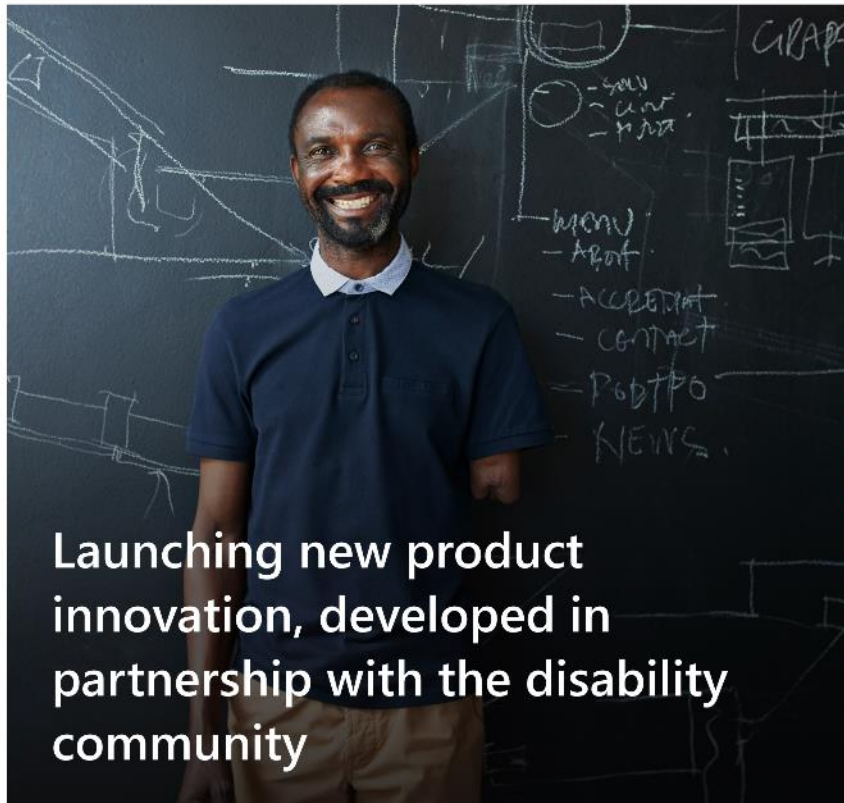


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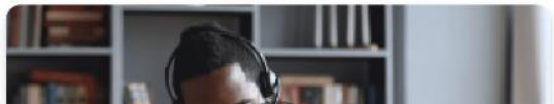


YOU ARE ALL CAUGHT UP!





## Company feed



Patti Fernandez  
Aug 27, 2020. 12:30pm



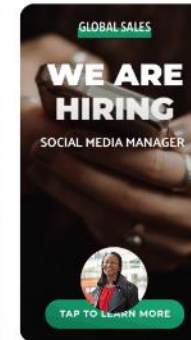
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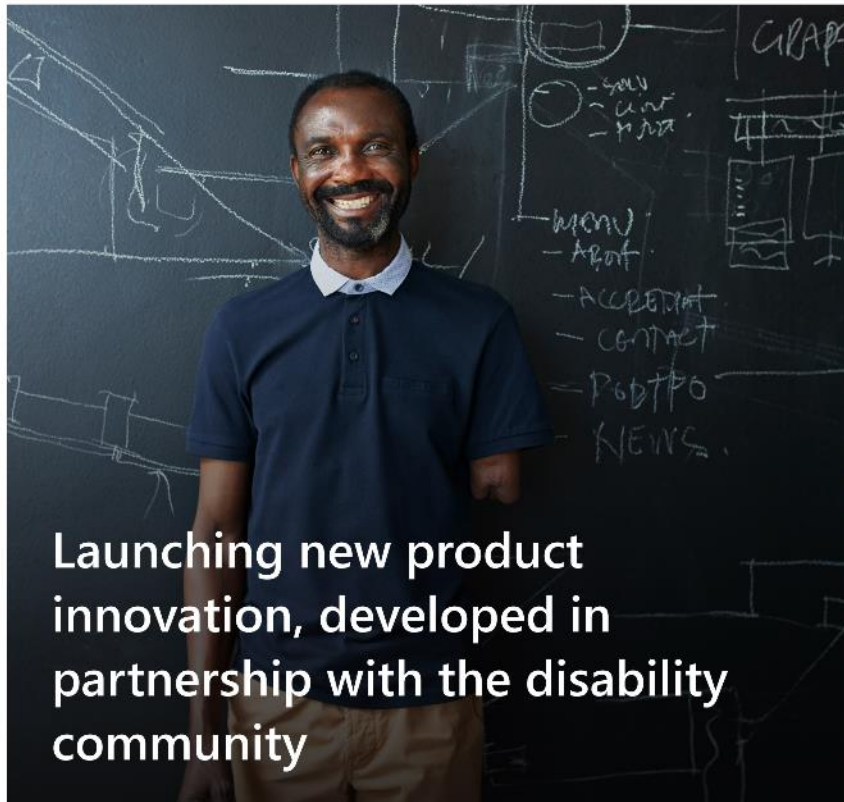


Relecloud

Helping customers enable remote work with speed and security

Christine Cline, 3 hours ago





Launching new product innovation, developed in partnership with the disability community



Giving back: it feels good to do good

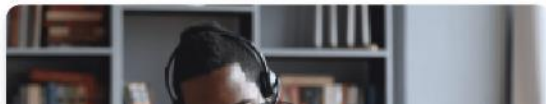


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Update to Washington Drone Laws

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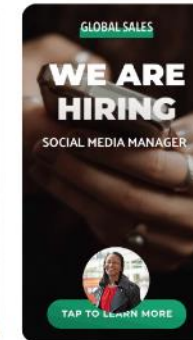
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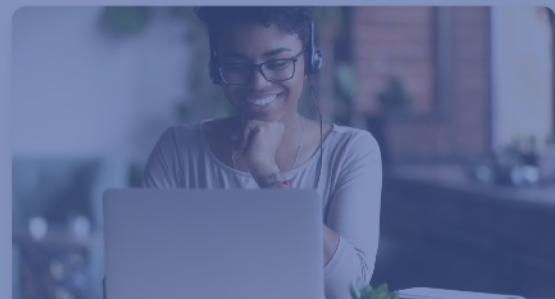
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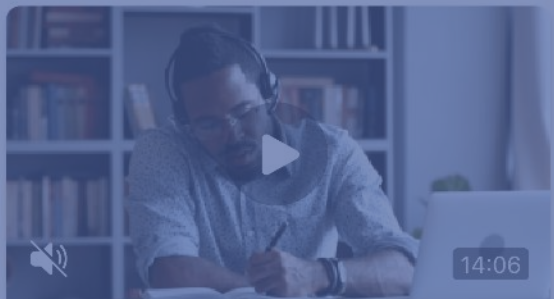
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 Christine Cline, 3 hours ago  
 406 likes 51K views



**Relecloud**  
**Effectively manage your employee's concerns when returning to work**  
 Christine Cline, 3 hours ago  
 87 likes 512K views

**Patti Fernandez**  
 Aug 27, 2020. 12:30pm  
 Posted in Culture Club

**Celebrating our employees with disabilities**

'I have dyslexia': A chief engineer spoke up to help others with learning disabilities. In a recent head of the Relecloud Insider Panel, Miraham Graham led a bustling community of 17 million pre-release Relecloud customers around the world.

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COVID Check

**Stage 2**  
Answer before showing up to work

[Submit](#)

Rewards

**Jan 15, 2021**  
The next vesting date



Tasks

**1 due today**  
Complete daily before showing up to work

[Overview](#)

Expenses 2.0

**\$80.12**  
Unsubmitted expense balance due by 25th

[Details](#)

Time off

**15 days**  
Paid time off available

[Submit](#)

Ask leadership

**Ask your leadership team a question**

[Ask](#)





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### Insights

Give your mind a break with Headspace

Start meditating



### Learning

Leading remote projects and virtual teams



### Insights

3 days with booked focus time this week

Plan focus time

### Stock

\$250.49 Relecloud stock value, 10:30am, NASDAQ

8:14



 **Relecloud**



 Search



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 COVID Check

**Stage 2**

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 COVID updates

**Stage 2**

Mandatory WFH. Employee updates and resources



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Ask leadership

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8:14



Relecloud



Shifts

Starts in 5 min

Cashiers 8:00AM – 4:00PM.

Clock in

Health check

Complete daily before showing up to work

Answer

Multi Propay

December 31

The next payment date

Stock

\$250.49

Relecloud stock value, 10:30am, NASDAQ

Communication

See all



Carlos Slattery

Leadership Connection, 12:12pm

Our success largely depends on customers and suppliers today



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Dashboard

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Wired  
Virtual reality: the industry advantage  
Miriam Graham, 3 hours ago

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Unsubmitted expense balance due by 25th  
Details

Water Mee  
Office plants watering schedule  
Browse

Yammer  
Got a process idea? Engage and suggest!  
Submit

Metrics  
10% up  
Compared to previous results  
Re-test

Company feed

Carlos Slattery  
Leadership Connection, 12:12pm

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Aug 27, 2020, 12:30pm  
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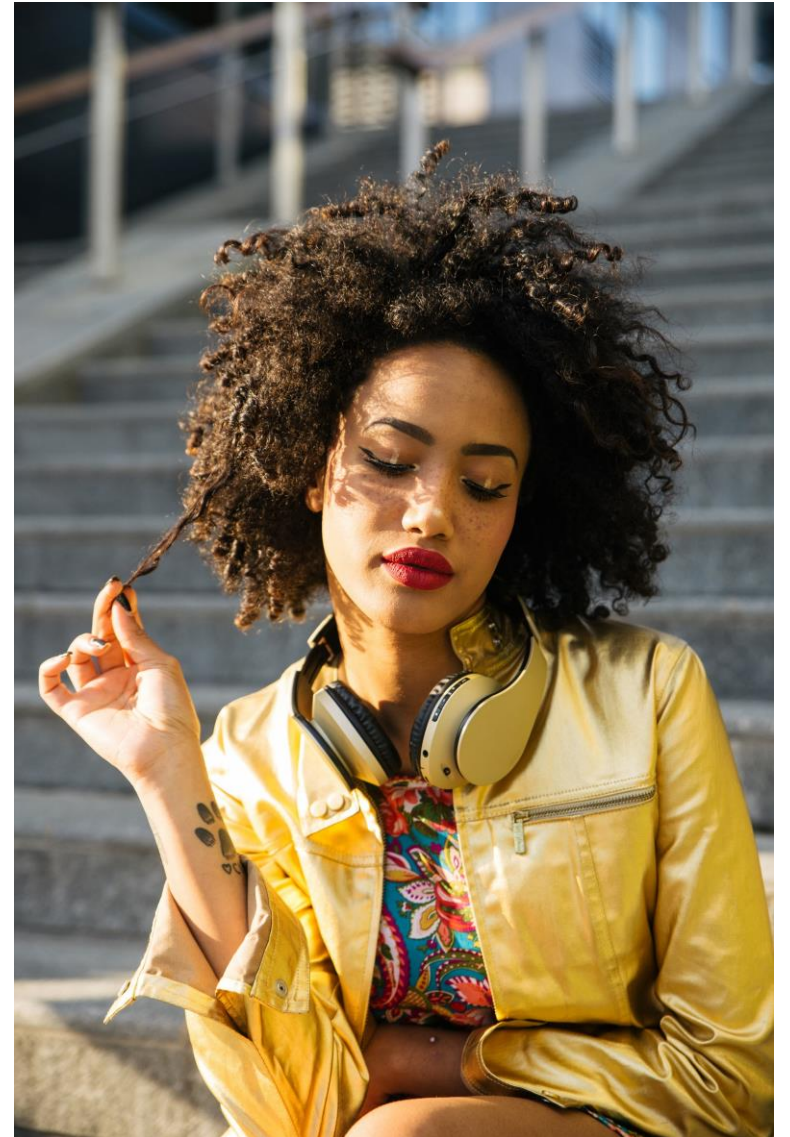
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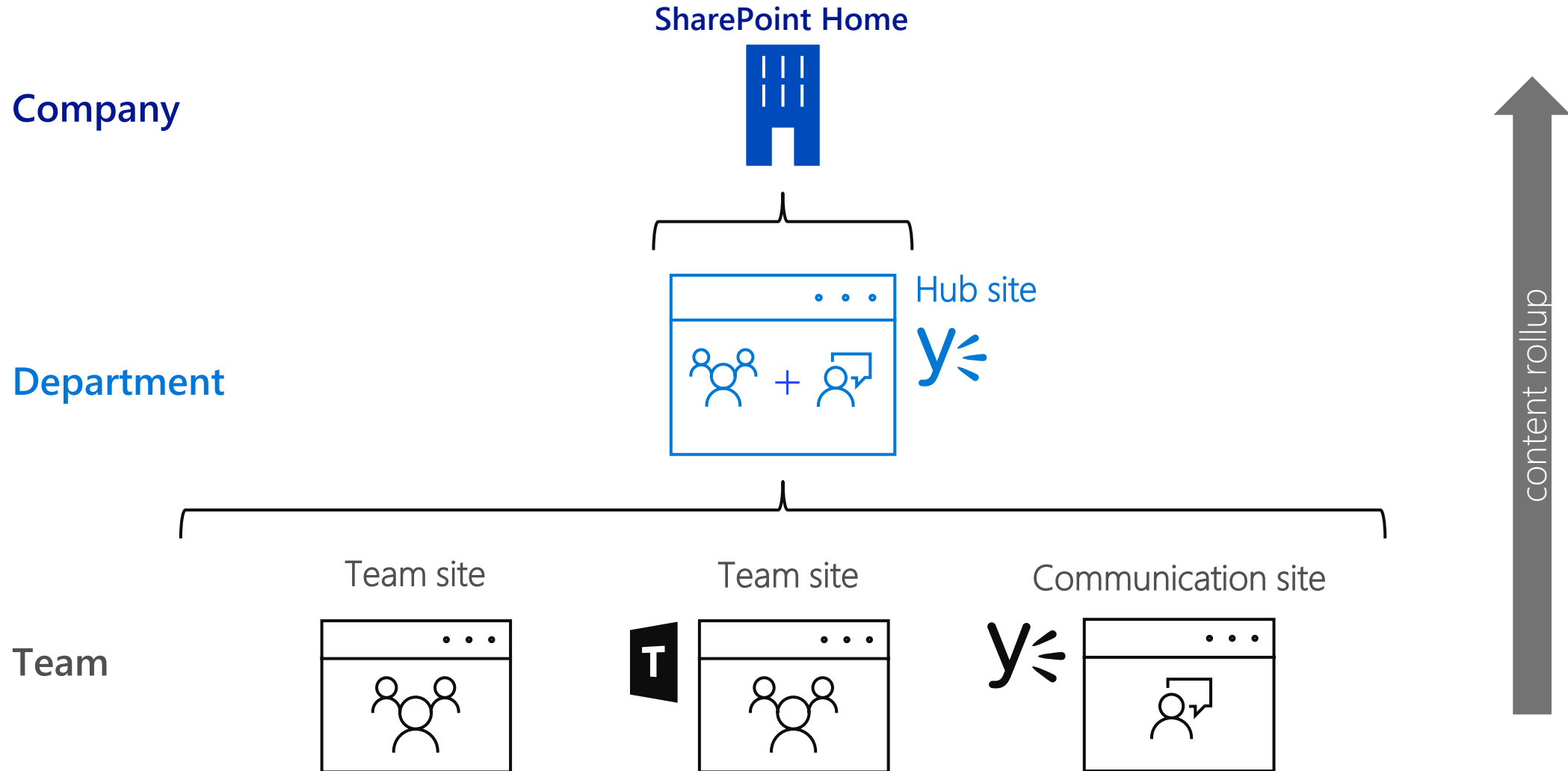
Relecloud  
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# Recommendations for Viva Connections - SharePoint

- How “Modern” is your SharePoint Online environment?
  - Is your main portal site Classic or Modern?
  - Does your main portal have a “flat” architecture?
  - Are you using the Hub Site model?
  - Are your content creators familiar with Modern Page design?



# Information Architecture: Logical Hierarchy



# Deploying Viva Connections

The following steps are needed to successfully deploy Viva Connections:

1. Create a Modern Communications Site
2. Configure the SPO Tenant's Home Site
3. (Optional) Set up Global Navigation
4. Deploy the Viva Connections app



# Step 1: Create, configure, publish comm site

## [Plan your SharePoint communication site - SharePoint \(microsoft.com\)](#)

SharePoint / Sites / Plan your SharePoint communication site

### Plan your SharePoint communication site

SharePoint in Microsoft 365

SharePoint communication sites are designed to inform and engage. Unlike a team site, where the primary goal is to collaborate to *create* content with a small group, the primary goal of a communication site is to inform readers – primarily for them to read, not create.

Communication sites provide great way to:

- Share information with dozens or hundreds of people – or your entire organization
- Showcase the services your group offers or tell a story about a new product launch to the organization
- Share news in a visually compelling format

#### Communication sites and intranets

If you are building an intranet, communication sites provide the primary type of site that you will use. Therefore, you can expect your communication sites to get broad readership. When sites attract broad

This is an overloaded step, as the targeted comm site is the result of careful intranet Information Architecture (IA) planning – inclusive of global nav structure, use of hubs, site/page nav structure, search experiences and personalized content experiences and governance for the same.

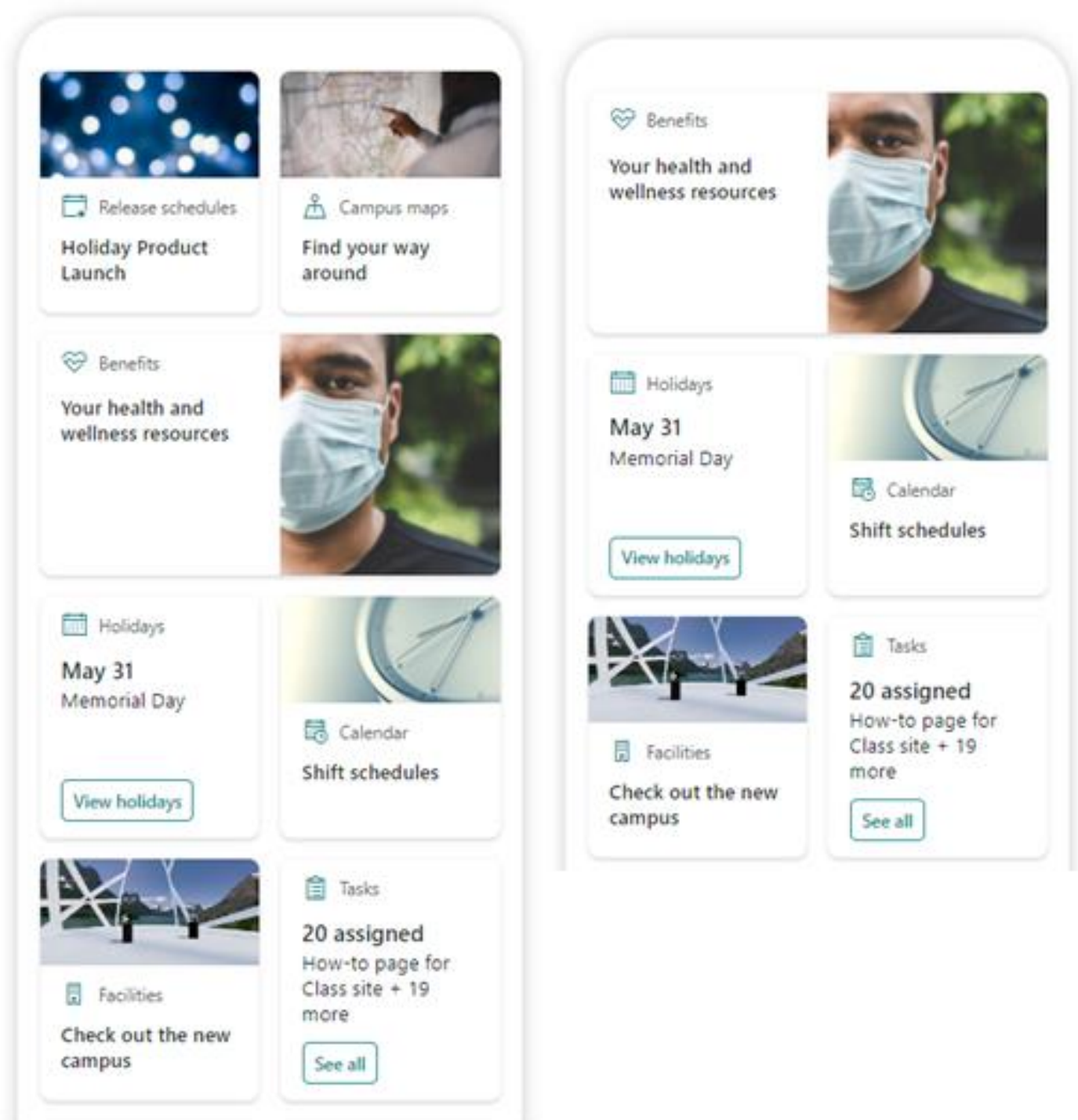
Start here: [Introduction to SharePoint information architecture - SharePoint in Microsoft 365 | Microsoft Docs](#)

Customers will be at various stages of intranet modernization, requiring different levels of investment to meet the readiness requirements to pull their intranet through Team.



# Viva Connections Dashboard

- The Viva Connections Dashboard provides fast and easy-access to information and job-related tasks. Content on the Dashboard can be targeted to users in specific roles, markets, and job functions.
- The Dashboard consists of cards that engage viewers with existing Teams apps, third-party apps, custom solutions, internal, and external links.
- The Dashboard can be built with no code, or a developer can create custom cards to meet the specific needs of an organization.

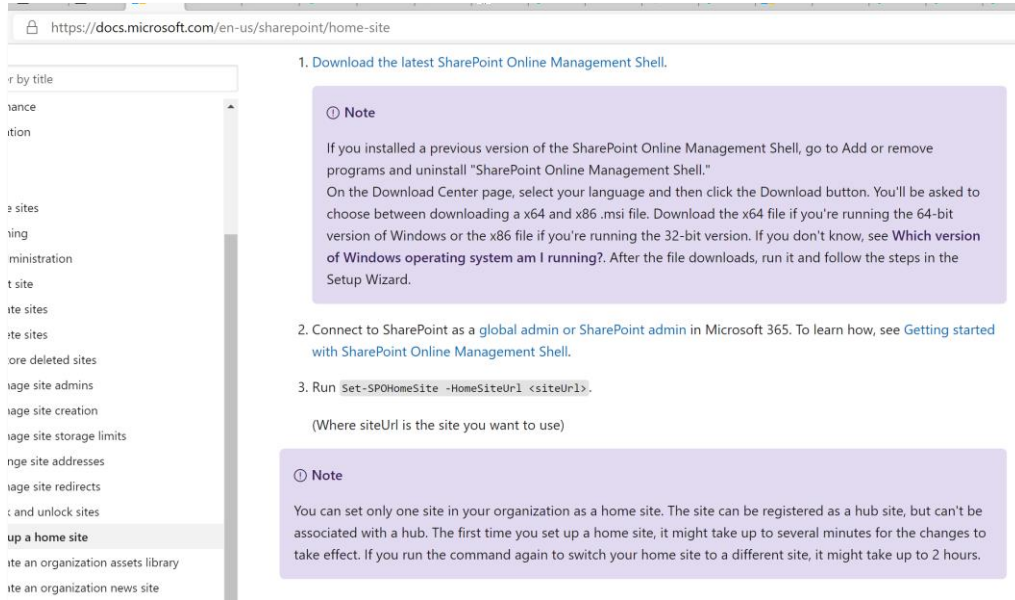


# Step 2: Designate the SPO tenant's Home site



SharePoint admin

What this means for organizations at different stages of modernization:



- **Orgs entirely on classic** – will need to use modern for the first time.
- **Orgs familiar with modern, but with a classic top of the intranet** – will need to designate a modern home site. Though they can use the Home site exclusively as a place to build up their *mobile* Company App and still continue to use the classic top of the intranet, creating a home site is an impetus to shift their top portal to modern.
- **Orgs with a modern top of the intranet** – will be motivated to ensure it's not just any comm site but in fact a Home site! This ensures they leverage the latest and greatest intranet innovations going forward.

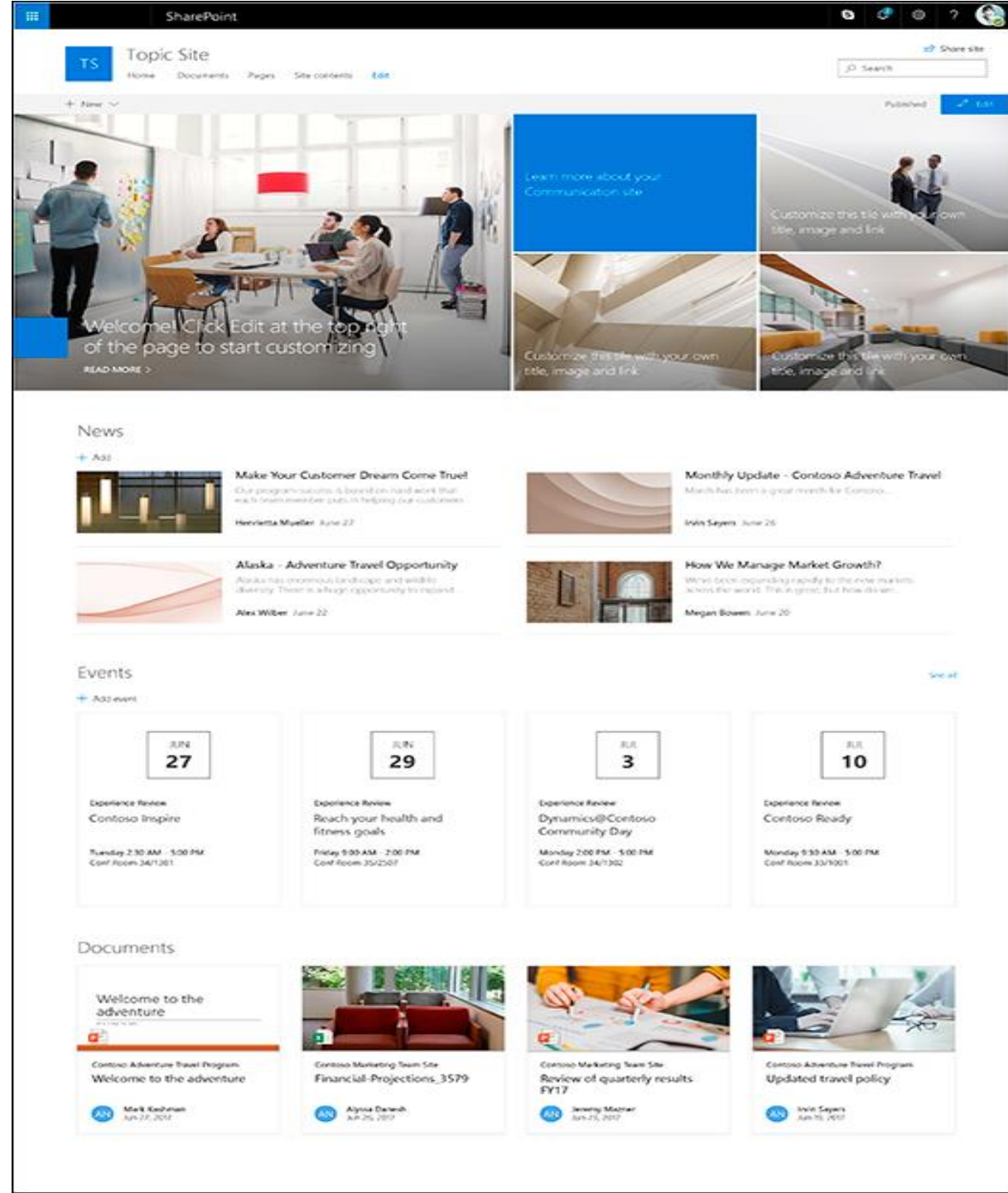
# What is a Home Site?

Top landing page for all users of your intranet

It's easily accessible from the SharePoint Mobile App

Can only have ONE home site in your organization

Ensure the site is enabled for configuring global navigation



# Set Your Communication Site as a Home Site

When done creating the communication site you want as your home site, run the following PowerShell cmdlet to set your home site

1. Download latest SharePoint Online Management Shell
2. Connect to SharePoint as a global admin or SharePoint service admin.
3. Run `Set-SPOHomeSite -HomeSiteURL <siteURL>`  
(Where SiteUrl is the site you want to set as home)

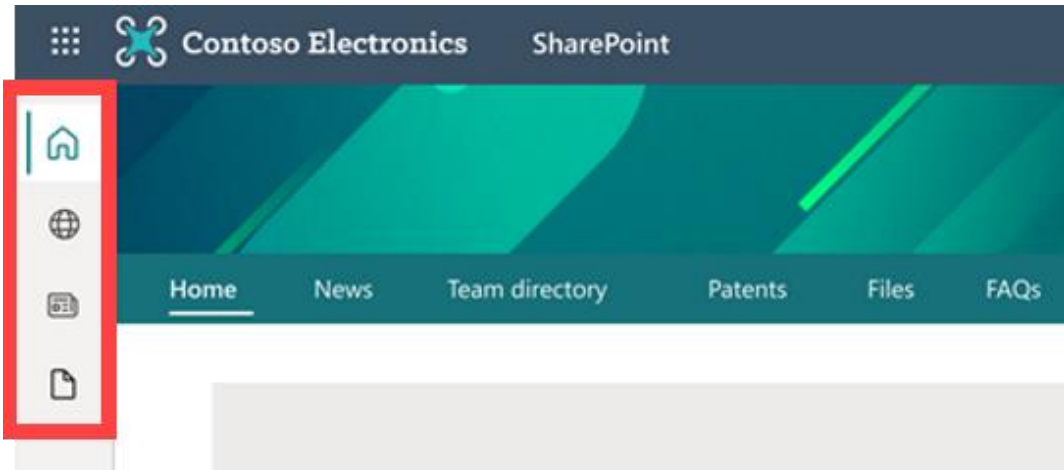


PowerShell

```
Set-SPOHomeSite -HomeSiteUrl "https://contoso.sharepoint.com/sites/homesite"
```

Note: If you don't have a home site, it can take a few minutes for the changes to take effect. If you already have a home site, but want to make a switch, it can take up to two hours to make the change.

# Step 3: Set Up Your Navigation



- The SharePoint app bar unifies the navigation experience for **all** sites in a tenant across **all** experiences
- The app bar integrates seamlessly into Microsoft Teams and Viva Connections for a consistent user experience
- Items shown in the app bar will vary depending on how the current site is being viewed

# Step 4: Deploy the Viva Connections App V.1



SharePoint admin

Teams admin

## Viva Connections V.1 (Not Recommended)

- Desktop Version Only
- Requires App Package Deployment
- Engineering team not investing in V.1
- An option if you want to demo it without mobile

```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) Microsoft Corporation. All rights reserved.

Try the new cross-platform PowerShell https://aka.ms/pscore6

PS C:\WINDOWS\system32> cd ..\..\Users\arkaliva\Desktop
PS C:\Users\arkaliva\Desktop> cd .\PowerShell\MSH
PS C:\Users\arkaliva\Desktop\PowerShell\MSH> .\CreatePortalAppBuilder.ps1
This script will generate the Teams Company portal app based on user inputs
Please enter Company portal URL: https://spfc000000002.sharepoint.com/sites/ComSite/Test
Validating....
Current user has permission. Proceeding for app creation
Please enter Company portal App name: DemoPOPContoso
Please enter Short description, It should be less than 80 characters: Showing the Company site
Please enter Long description for your app, It should be less than 4096 characters: Showing the companies home page as the start page
Please enter Privacy Policy URL:
Url is Empty, Adding Microsoft privacy URL
Please enter Terms and Usage Policy URL:
Url is Empty, Adding Microsoft Terms Of Use URL
Please enter Company Name:
Company Name is Empty, Adding name as Microsoft Corp
Please enter Company Website:
Url is Empty, Adding Microsoft URL
Company Portal: 'https://spfc000000002.sharepoint.com/sites/ComSite/Test/teamsportal'
Please select color/icon[00x00]
Please select outline/icon[00x00]
Selected icon path: color icon path: 'C:\Users\arkaliva\Desktop\PowerShell\icons\Group.png' Outline icon path: 'C:\Users\arkaliva\Desktop\PowerShell\icons\Group.png'
App got created, Please find the app in location 'C:\Users\arkaliva\Desktop', filename 'DemoPOPContoso'.zip.
PS C:\Users\arkaliva\Desktop\PowerShell\MSH>
```

Detailed deployment instructions for V1: [Add Viva Connections for Microsoft Teams desktop - SharePoint in Microsoft 365 | Microsoft Docs](#)

# Step 4: Deploy the Viva Connections App V.2



SharePoint admin

Teams admin

## Viva Connections V.2 (Recommended)

- Desktop Version and Mobile Version
- Deployment from Teams Admin Portal
- Engineering Investing and in GA (General Availability)

The screenshot shows the Microsoft Teams admin center interface. At the top, it says 'Microsoft Teams admin center'. The main heading is 'Manage apps', with a sub-heading explaining that this is for controlling app availability and permissions. Below this, there are two summary cards: 'Pending approval' showing 0 submitted and 0 updated custom apps, and a 'Featured app' card for 'Template Chooser'. A table below lists installed apps, with 'Viva Connections' by Microsoft Corporation shown as 'Allowed'. The search bar at the top right of the table contains the text 'connections'.

Detailed deployment instructions for V.2: [Guide to setting up Viva Connections | Microsoft Docs](#)

# SharePoint Modernization Scanner

Prepare for conversion  
from classic to modern sites by:

Optimizing the usage  
of modern lists and libraries

Connecting these sites  
to a Microsoft 365 Group

Modernizing the wiki and web part  
pages by creating modern site pages

Rebuilding classic publishing portals  
as modern communication sites



# Modernization Scanner's Readiness Report

With this inventory you can select legacy publishing portals to modernize based on the features they use



# Where do we Start?

- **Is there an existing SharePoint Site that can be used for Viva Connections?**
  - Is this a Classic SPO Site?
  - What would it take to convert this site to Modern?
- **How “Modern” is your SharePoint Tenant?**
  - Has the SharePoint Modernization Scanner tool been run?
- **How familiar are your end users and content creators with Modern SharePoint?**
  - What is the current process for news within your organization?



# How can Microsoft Help?

- Viva Connections Workshops Available:
  - Activate - Viva Connections (2-Day)
  - Workshop – Journey to Microsoft Viva Connections (1-day)
- If you need assistance with analysis of modernization report or wondering further on where to go next, feel free to reach out to your account team to get a Viva Connections expert involved.

# Resources

- <https://docs.microsoft.com/en-us/viva/connections/viva-connections-overview>
- <https://docs.microsoft.com/en-us/viva/connections/home-site-plan>
- <https://docs.microsoft.com/en-us/viva/connections/guide-to-setting-up-viva-connections>
- <https://docs.microsoft.com/en-us/viva/connections/add-viva-connections-app>

