What is Delve?

Delve is a **Microsoft Office 365 app** that gives you quick access to documents without having to spend time searching for them. Delve does this by bringing together content that you and your colleagues are working on, and organising it in order of relevance to you.

What content does Delve include?

Delve gathers content stored within Office 365. For example documents (such as Word, PowerPoint, Excel) saved on University SharePoint 2013 sites, or documents that have been shared with you as email attachments and received in your University email account.

> **Delve will only display content that others have shared with you, and that you have permission to access.** Permissions are managed at the location where the content is stored. In SharePoint, it is the Site Owner's responsibility to ensure that appropriate permissions are set.

Content is displayed on **cards** and includes the following details:

1. **Who** viewed, modified or emailed the document and **when**

2. The **document name** and thumbnail **preview** (if available)

3. The **file type** and **location** of the document

4. Available **sharing options** and **views** (if applicable)

5. Delve **board** options
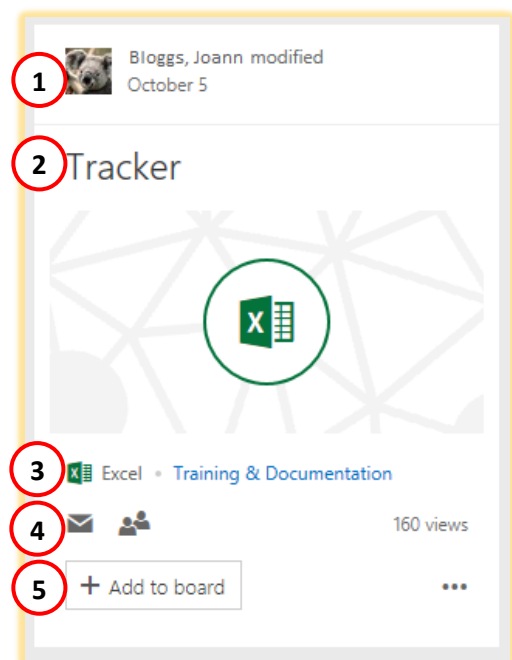
How does Delve know what content is relevant to me?

Delve analyses information stored in Office 365 and uses this to make connections between you and your colleagues.

For example, if you and a colleague view or edit the same document, this suggests to Delve that you may work together. Delve may also suggest content shared with colleagues you email frequently, or who have the same manager as you.

If several of your connections access the same content in a short period of time, it is likely that this will show up in Delve. The more that you use Office 365, the more accurate Delve should be.

How do I use Delve?

Accessing Delve

When you log into your University account using Outlook Web App, you can move quickly and easily between your University email, calendar and other Office 365 apps, including **Delve**. Just click the **grid icon** at the top left of the browser window to decide where you want to go. If you don't immediately see Delve, click **My Apps** at the bottom left of the pop-up.
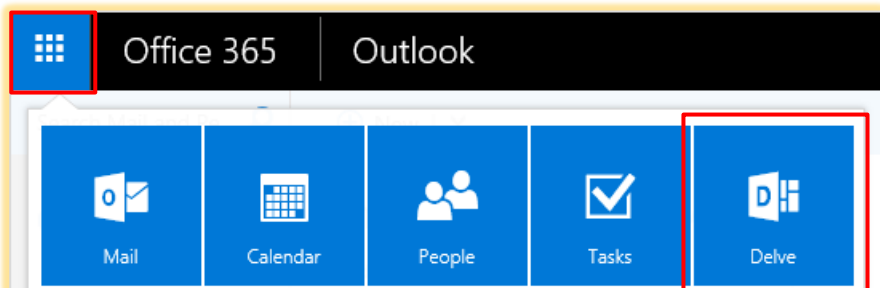
Viewing content

Delve opens to display your **Home** page, which lists content cards in order of relevance to you.

- Click a content card to open the document you need. Most content will open in a new browser tab.

- When finished, close the open document or new browser tab.

- Click the **Delve** tab to return to your Delve **Home** page.

Filtering content

On the left of the Delve window, you can filter the content in your list.

- Click **Me** to view content that **you** have viewed recently, and access **your Office 365 profile**.

- Click a name from the **People** list to view shared content that this colleague has viewed recently. You will only see documents that you have permission to view, and some people may have chosen not to share their activity in Delve (as described on page 3). If a colleague is not listed in the **People** list, you can use the **Search** box (top left) to find them.

Searching for content

Use the Search box (top left) to search for content by keyword. Choose your keywords carefully, as Delve will search within document content as well as file names. You may end up with a lot of search results!
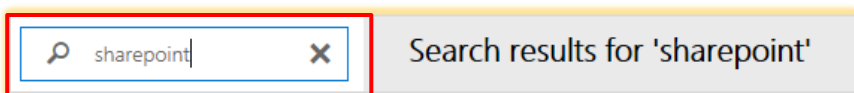
What are Delve boards and how do I use them?

Delve boards are like online pinboards. Use them for grouping content that you want to share with others, such as project documents.

Boards are open to everyone in the University, but if a board has documents you don't have permission to access, you won't see them.
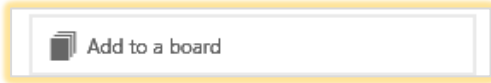
Note: Once a board appears in the Boards list, it is not possible to remove it, even if you have removed all content from it.
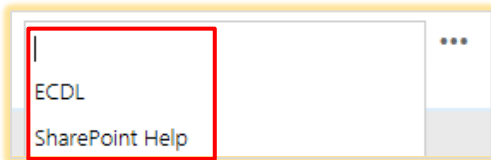
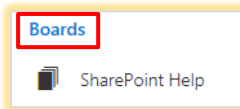### Pinning content to a board

1. When you find a content card that you want to add to a board, click **Add to board.**

2. Type the name of your board in the text box and press the **Enter** key. You can also select existing boards that you have used previously from a drop-down list in the text box.

3. When you have used a board, it will appear in your **Boards** list at the left of the Delve window.


Removing content from a board

To remove content from a board, hover over the board name at the bottom left of the content card. You can then click the **cross** icon next to the board name.
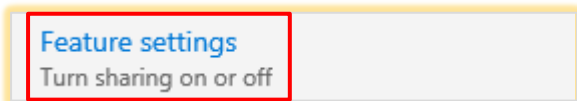

Can I switch off Delve?

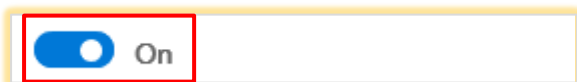You can stop Delve from sharing your Office 365 activity if you wish.

1. Access Delve as described in the **How do I use Delve?** section on page 2.

2. Click the **gear cog** icon at the top right of the Delve window.
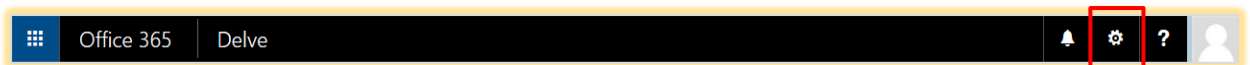
3. Click **Feature settings** from the drop-down list.

4. Under **Documents in Delve**, change the slider from **On** to **Off**.

5. Click **OK** at the top of the **Feature settings** pane.

Further information and help

Use MyIT to log calls with the IT Service Desk: https://myit.abdn.ac.uk