Exercise: Access items using Delve

Note: You can pass this course and all graded assessments without access to the downloadable version of Microsoft 365.

How to complete this exercise

To complete the exercises in this course, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

Log in to your Microsoft account. ⧉ Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!
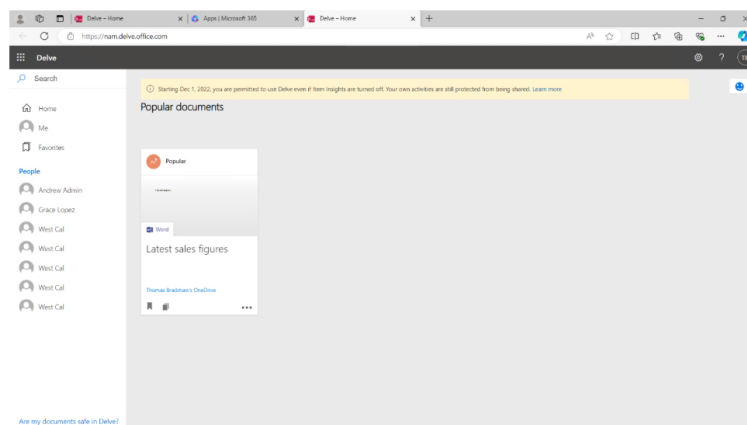
Let's get started!

In this exercise, you will view your personal Delve page and manage its results.
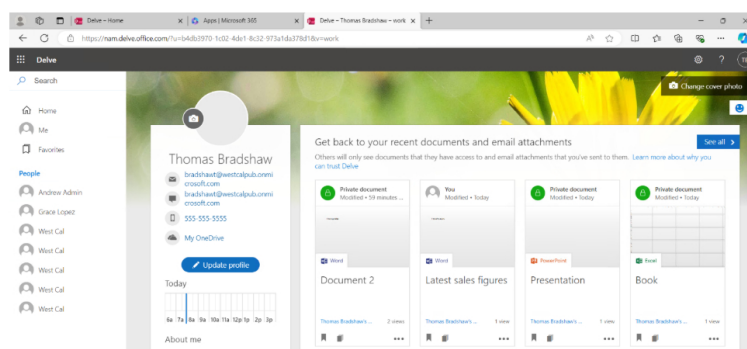
1. Ensure you have completed *Organizing files in OneDrive* and *Collaborating using OneDrive*.

2. Open a browser and log into your Microsoft 365 site.

3. On the Microsoft 365 home page, select **Apps**, then browse and select **Delve**.
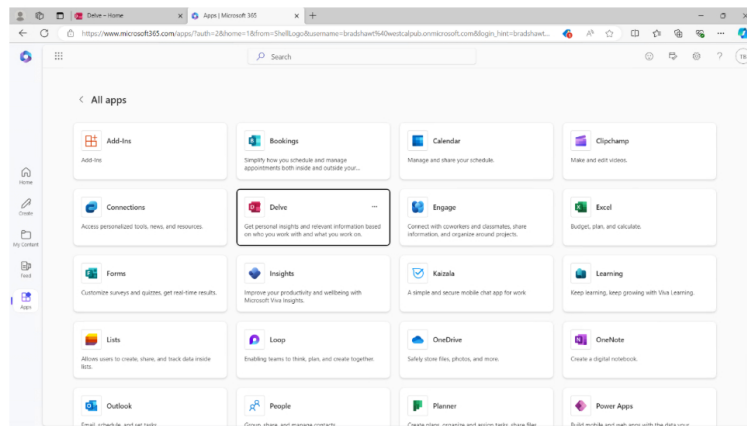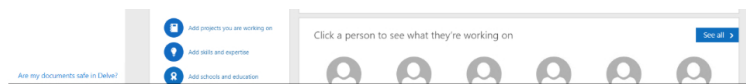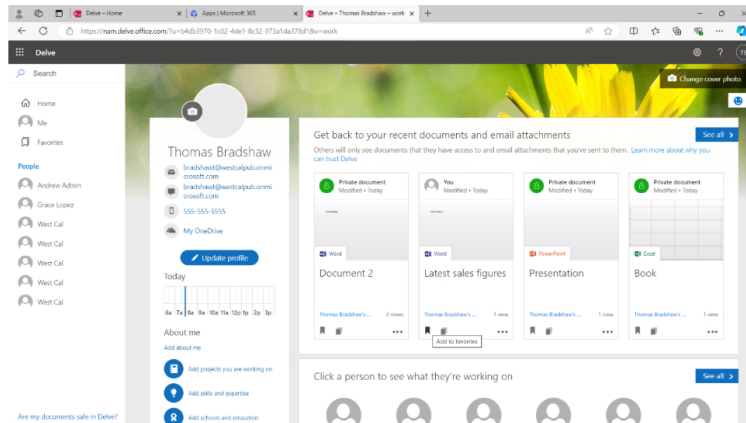

4. The Delve homepage is opened in a new tab:

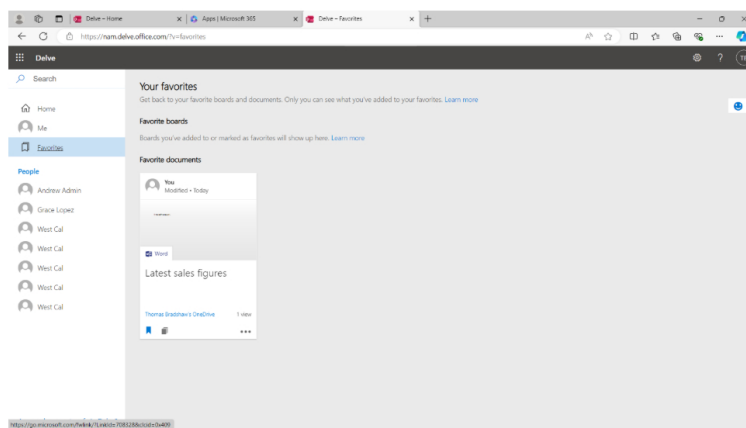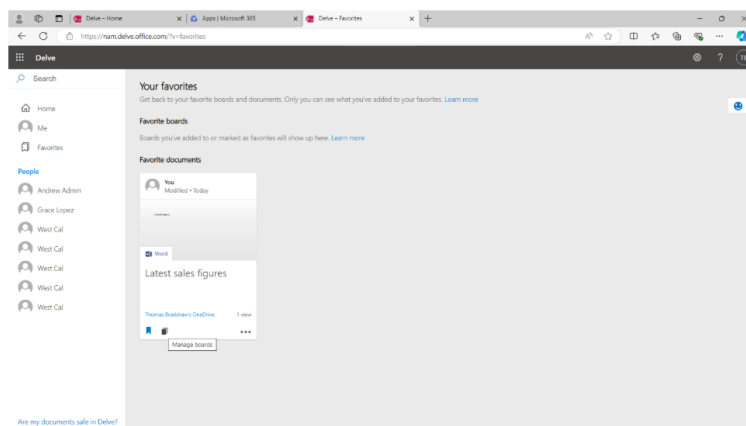5. Click **Me** from the navigation pane to view your personal Delve page:

6. Numerous files are displayed. Select a file, and then select the **bookmark icon** to add it to your Favorites:

7. Click the **Favorites** link from the navigation pane:

8. You should see your document listed in the results. Click the **stacked** icon to add it to a board:

Mark as completed

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