

# Microsoft Viva Insights

## What is Microsoft Viva?

These 4 themes are in Microsoft Viva:

**Viva Topics** serves to understand and positively use knowledge and expertise.

**Viva Connections** to strengthen culture and communication.

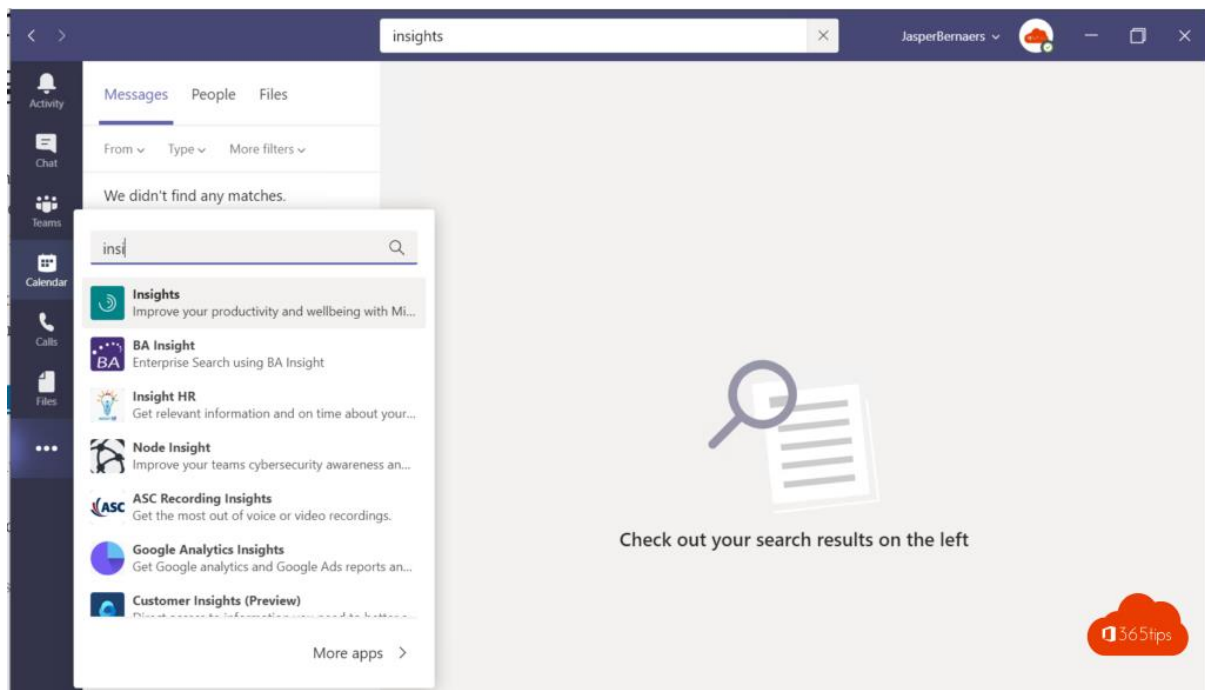
**Viva Learning** to accelerate the skills and growth of internal employees.

**Viva Insights** to balance employee productivity and well-being.

## How to use Viva **insights** in Microsoft Teams?

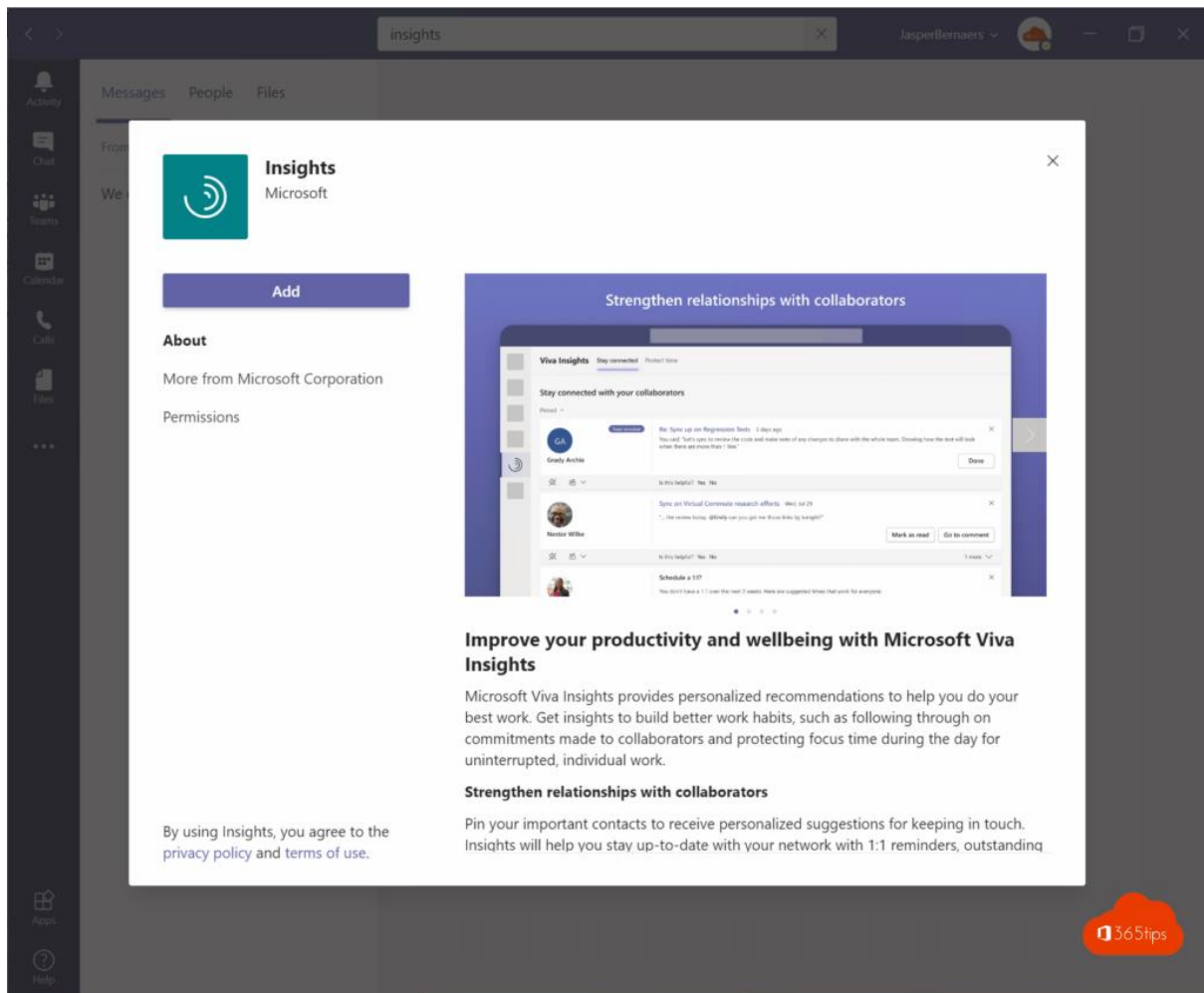
Viva Insights is available to all users via Microsoft Teams. Open your Microsoft Teams program . Via the client or via your web browser.

Press the 3 dots on the left -> Search for Insights

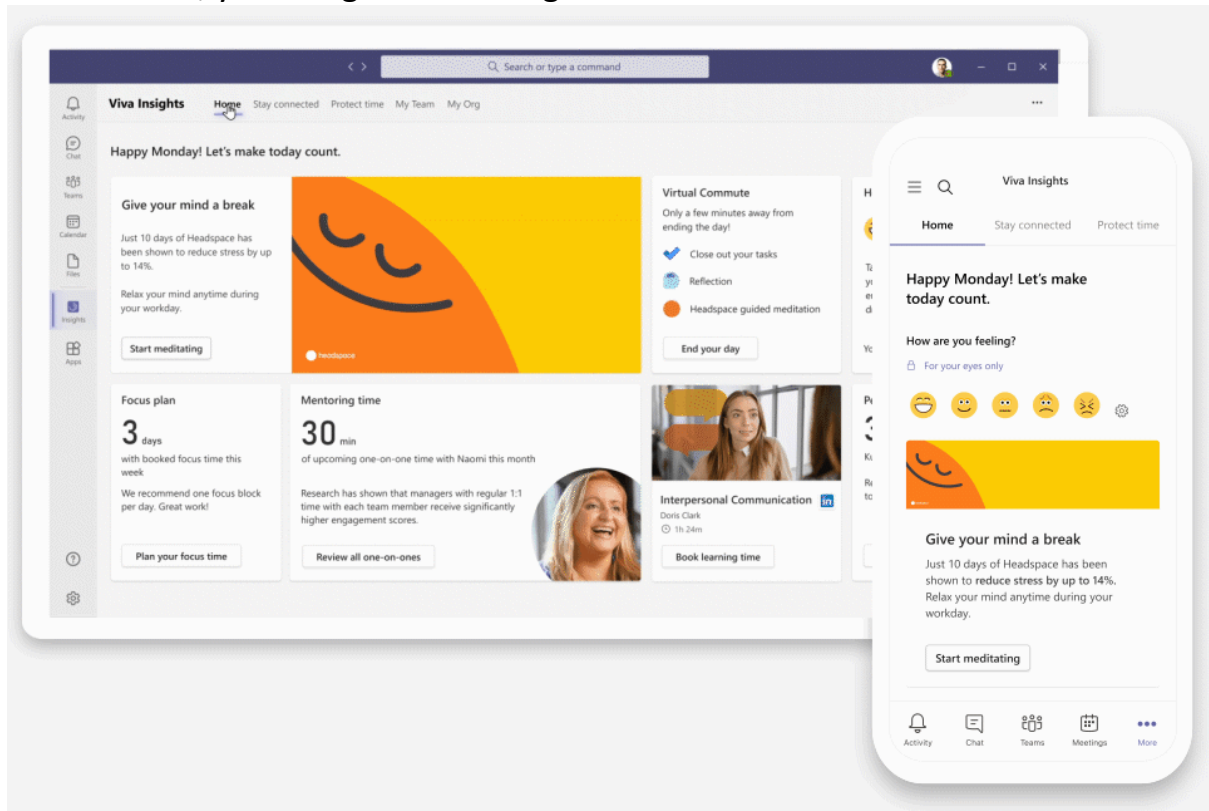


Press add.

# Microsoft Viva Insights

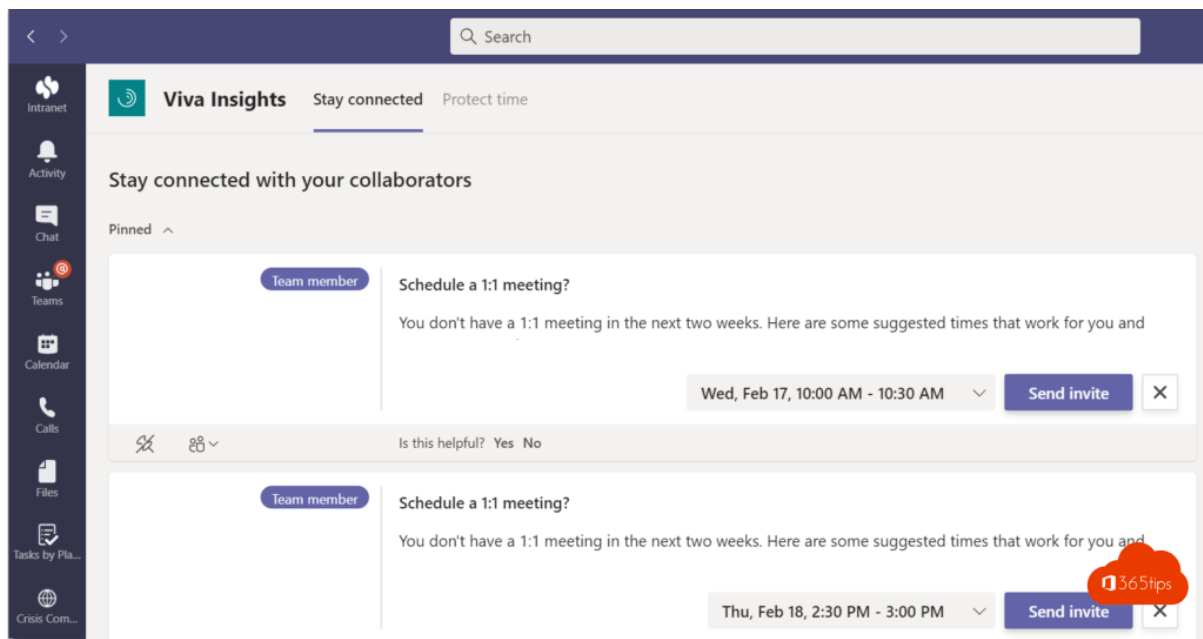


In the future, you will get these insights.

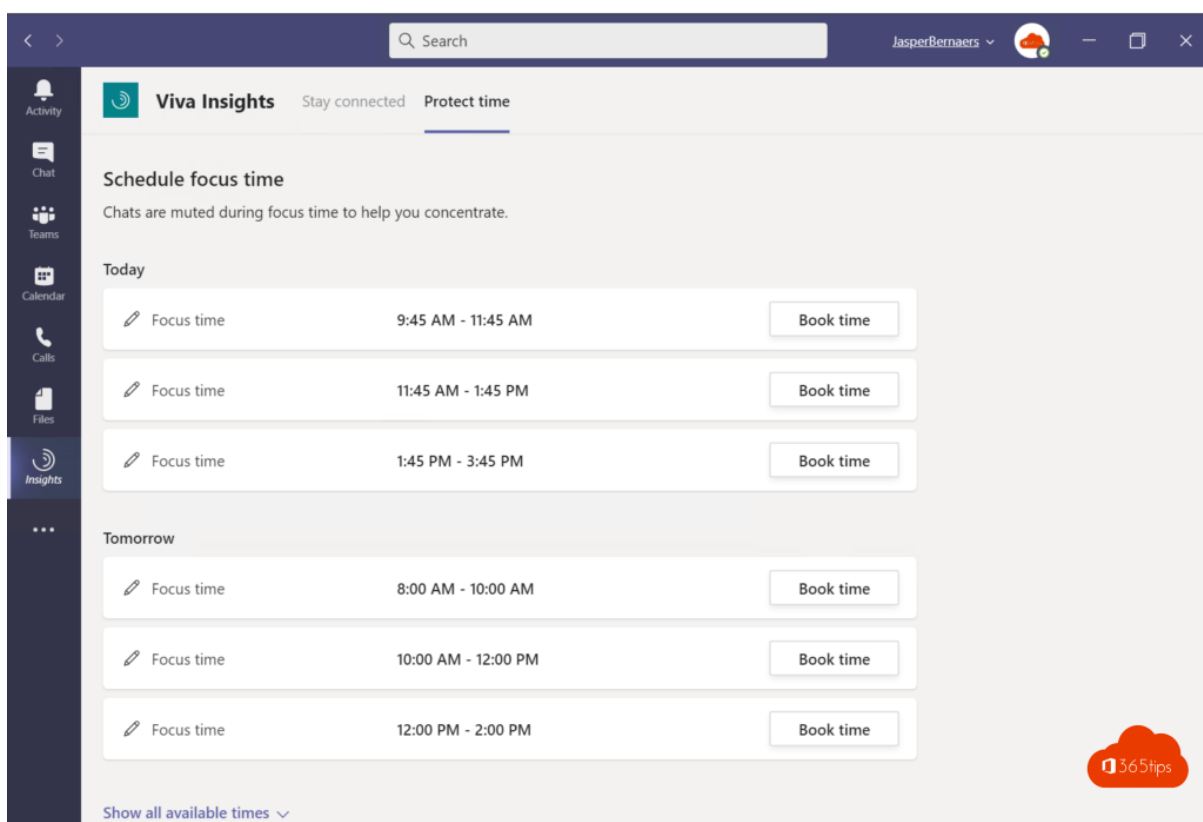


# Microsoft Viva Insights

Today you can already use; Stay Connected and Protect Time. Via Stay Connected you can see your colleagues or direct reports with which you can easily plan a meeting without having to browse through both calendars. Just click on it.



Protect time makes it easier to put focus time in your calendar so that other colleagues know when it is best not to disturb you.



# Microsoft Viva Insights

That's it for now. More practical activations or tips on Microsoft Viva!

## Which licences do you need for Microsoft Viva?

Viva Topics uses AI to do the following:

- Empowering people with knowledge and expertise in the apps they use every day.
- Helping people learn, develop new skills, and innovate faster at work.
- Automatically connect, organise and protect content from teams and systems.

A [license](#) for [Microsoft 365](#) F1, F3, E3, A3, E5, A5, Office 365 F3, E1, A1, E3, A3, E5, A5, [Microsoft 365](#) Business Basic, Business Standard, Business Premium, or [SharePoint](#) K, Plan 1 or Plan 2 is required to qualify for Microsoft Viva Topics.

## Measuring your wellbeing with Microsoft Viva

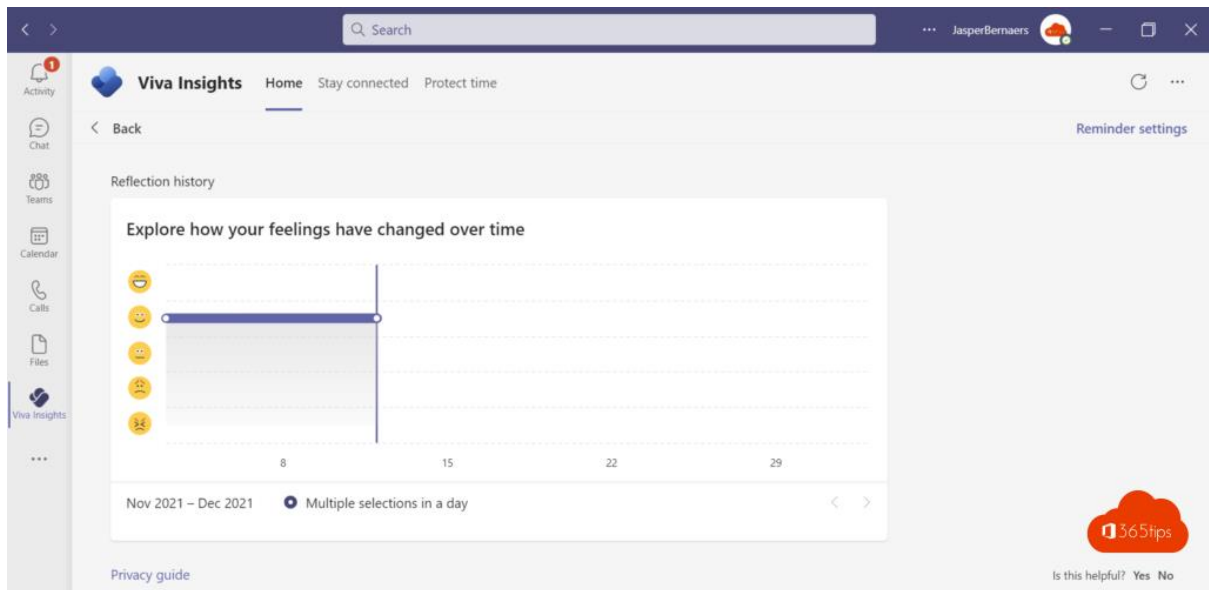
Every day, when Microsoft Teams [starts up automatically](#), you have the chance to enter your feeling for how you will start the day. This option is not there for your employer. This possibility is only for your own good.

If you give a short reflection every day, Viva can help you to guide yourself through a less pleasant day. This is because you can look back and do everything you can to understand why.

In addition, Viva offers you the chance to stay connected under the "stay connected" tab, accept [meetings](#) with colleagues you see less of.

In "protect time" you can set blocks in your calendar where colleagues are not allowed to disturb you.

# Microsoft Viva Insights



Create your own Office 365 tenant to experiment with Microsoft Viva  
Via [this blog](#) you can [tenant](#) create one.

The screenshot shows the Microsoft Office 365 E3 Trial sign-up page. The browser address bar displays the URL 'signup.microsoft.com/Signup?OfferId=B07A1127-DE83-4a6d-9F85-2C104BDAE8B4&dl=ENTERPRISEPACK&ali=1&alo=1'. The page features a large orange 'Office 365 E3 Trial' button and a 'Sign in' button. Below the buttons, there is a section titled 'Welcome, let's get to know you' with a form containing the following fields: a dropdown menu for 'Belgium' (with a note 'This can't be changed after sign-up. Why not?'), input fields for 'First name' and 'Last name', input fields for 'Business email address' and 'Business phone number', an input field for 'Company name', and a dropdown menu for 'Your organization size'. A 'Next' button with a right arrow icon is located at the bottom of the form. A '365tips' badge is visible in the bottom right corner.

Activate demo licences to make use of all the possibilities of Microsoft 365  
You can activate 30-day demo licences [here](#).

# Microsoft Viva Insights

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar contains navigation links: Start, Gebruikers, Apparaten, Groepen, Rollen, Resources, Factureren, Services aanschaffen (selected), Producten en services, Licenties, Facturen en betalingen, Factureringsaccounts, Betalingswijzen, Factureringsmeldingen, Ondersteuning, Instellingen, and Installatie. The main content area is titled 'Services aanschaffen' and includes a section for selecting products for comparison. Below this, there is a 'Microsoft 365' section with a description of the service. At the bottom, three product cards are displayed: Microsoft 365 Business, Microsoft 365 E3, and Microsoft 365 E5, each with its respective features and pricing.

Microsoft 365 beheercentrum

365tips

## Services aanschaffen

Selecteer maximaal drie producten voor een gedetailleerde vergelijking.

Product 1 Product 2 Product 3 Producten vergelijken

### Microsoft 365

Microsoft 365 combineert Office 365, Windows 10 en Enterprise Mobility + beveiliging voor uw organisatie. Met de moderne werkruimte kunnen mensen grenzeloos vergaderen, samenwerken en verbonden blijven. Microsoft 365 ondersteunt teamwork en combineert services als Microsoft Teams, SharePoint en Yammer, evenals een samenwerkingshub.

Microsoft 365 Business	Microsoft 365 E3	Microsoft 365 E5
Een geïntegreerd product voor mkb-bedrijven waarmee ze toegang hebben tot productiviteitstools, hun	Office 365 E3, Enterprise Mobility + Security E3 en Windows 10 Enterprise E3. Deze per gebruiker	Office 365 E5, Enterprise Mobility + Security E5 en Windows 10 Enterprise E5. Deze per gebruiker
Vanaf € 16,90 gebruiker/maand	Vanaf € 31,50 gebruiker/maand	Vanaf € 56,00 gebruiker/maand

## Activating Microsoft Viva for IT Administrators

Navigate to: <https://admin.teams.microsoft.com/policies/manage-apps>

Activate Insights via Manage Apps.

# Microsoft Viva Insights

The image shows two screenshots. The top screenshot is the Viva Insights app interface, featuring the Viva Insights logo, the text 'Microsoft Corporation', a status toggle set to 'Allowed', the version '1.4.0', and a disclaimer about privacy policy and terms of use. The bottom screenshot is the 'Manage apps' page in the Microsoft Teams admin center. It shows a list of installed apps, with 'Insights' highlighted. The 'Insights' app is listed with a status of 'Allowed'.

**Insights**  
Microsoft Corporation

Status Allowed

Version  
**1.4.0**

By using this app, your users agree to the [Privacy policy](#) and [Terms of use](#).

365tips

Microsoft Teams admin center

Team templates  
Templates policies  
Devices  
IP phones  
Teams Rooms  
Collaboration bars  
Teams displays  
Teams panels  
Locations  
Users  
Meetings  
Messaging policies  
Teams apps  
Manage apps  
Permission policies  
Setup policies  
Customize store  
Voice  
Policy packages  
Analytics & reports  
Org-wide settings  
Planning  
Call quality dashboard

**Manage apps** Org-wide app settings

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

+ Upload ✓ Allow ⚙ Block 👤 Add to team | 7 items insig

✓	Name ↑	Certification ⓘ	Publisher	Publishing status ⓘ	Status ⓘ
	ASC Recording Insights	--	ASC Technologies AG	--	Allowed
	BA Insight	--	BA Insight	--	Allowed
	Customer Insights (Pre)	--	Microsoft Corporation	--	Allowed
	Google Analytics Insight	Publisher attestation	Freevolut LTD	--	Allowed
	Insight HR	--	Sega, S.A.	--	Allowed
	<b>Insights</b>	--	Microsoft Corporation	--	<b>Allowed</b>
	Node Insight	--	Makronet	--	Allowed

365tips

## Add Viva (Insights) for all users

Navigate to "setup policies" -

> <https://admin.teams.microsoft.com/policies/app-setup/edit/R2xvYmFs>

# Microsoft Viva Insights

The screenshot shows the Microsoft Teams admin center interface. The left sidebar contains navigation options: Team templates, Templates policies, Devices, IP phones, Teams Rooms, Collaboration bars, Teams displays, Teams panels, Locations, Users, Meetings, Messaging policies, Teams apps, Manage apps, Permission policies, Setup policies (highlighted), Customize store, Voice, Policy packages, Analytics & reports, and Org-wide settings. The main content area is titled 'Setup policies' and includes a toggle for 'Allow user pinning' (On). Below this, there are sections for 'Installed apps' and 'Pinned apps'. The 'Pinned apps' section shows a list of 7 items:

✓	Name	App ID	Publisher
	Activity	14d6962d-6eeb-4f48-8890-de55454bb136	Microsoft Corporation
	Chat	86fcd49b-61a2-4701-b771-54728cd291fb	Microsoft Corporation
	Teams	2a84919f-59d8-4441-a975-2a8c2643b741	Microsoft Corporation
	Calendar	ef56c0de-36fc-4ef8-b417-3d82ba9d073c	Microsoft Corporation
	Calling	20c3440d-c67e-4420-9f80-0e50c39693df	Microsoft Corporation
	Files	5af6a76b-40fc-4ba1-af29-8f49b08e44fd	Microsoft Corporation
	Walkie Talkie	5e7a1100-1937-0c58-bac5-a0c48e77f001	Microsoft Corporation

A '365tips' watermark is visible in the bottom right corner of the screenshot.

Add the Insights app via 'Add'.



# Microsoft Viva Insights

The screenshot shows the Microsoft Teams admin center interface. On the left, the 'Pinned apps' section is visible, showing a list of apps that are pinned to the Teams navigation bar. On the right, the 'Add pinned apps' dialog box is open, displaying a search results list. The 'Insights' app by Microsoft Corporation is highlighted, and an 'Add' button is visible next to it.

**Installed apps**  
Choose which apps you want installed for your users. They can still install other apps that they want by setting...

Allow user pinning ☒ On

Add apps that you want to install.  
[Add apps](#)

**Pinned apps**  
Choose the order that apps are pinned in the Teams app navigation bar.

+ Add apps | Move up | Move down | Remove | 7 items

✓	Name	App ID	Publisher
	Activity	14d6962d-6eeb-4f48-8890-de55454bb136	Microsoft
	Chat	86fcd49b-61a2-4701-b771-54728cd291fb	Microsoft
	Teams	2a84919f-59d8-4441-a975-2a8c2643b741	Microsoft
	Calendar	ef56c0de-36fc-4ef8-b417-3d82ba9d073c	Microsoft
	Calling	20c3440d-c67e-4420-9f80-0e50c39693df	Microsoft
	Files	5af6a76b-40fc-4ba1-af29-8f49b08e44fd	Microsoft
	Walkie Talkie	5e7a1100-1937-0c58-bac5-a0c48e77f001	Microsoft

**Add pinned apps**  
Search based on this app permission policy ⓘ

None

Search for apps you want to add or to see a list of apps go to [Manage apps](#).

insig

- ASC Recording Insights  
ASC Technologies AG
- BA Insight  
BA Insight
- Customer Insights (Preview)  
Microsoft Corporation
- Insight HR  
Sega, S.A.
- Insights**  
Microsoft Corpor... [Add](#)
- Node Insight










365tips

Insights has now been added for everyone as a pinned app.

# Microsoft Viva Insights

## Pinned apps

Choose the order that apps are pinned in the Teams app navigation bar.

+ Add apps   ↑ Move up   ↓ Move down   ✕ Remove   8 items			
✓	Name	App ID	Publisher
	Activity	14d6962d-6eeb-4f48-8890-de55454bb136	Microsoft Corporation
	Chat	86fcd49b-61a2-4701-b771-54728cd291fb	Microsoft Corporation
	Teams	2a84919f-59d8-4441-a975-2a8c2643b741	Microsoft Corporation
	Calendar	ef56c0de-36fc-4ef8-b417-3d82ba9d073c	Microsoft Corporation
	Calling	20c3440d-c67e-4420-9f80-0e50c39693df	Microsoft Corporation
	Files	5af6a76b-40fc-4ba1-af29-8f49b08e44fd	Microsoft Corporation
	Walkie Talkie	5e7a1100-1937-0c58-bac5-a0c48e77f001	Microsoft Corporation
	Insights	57e078b5-6c0e-44a1-a83f-45f75b030d4a	Microsoft Corp 

Through these settings, an organisation can fully customise which Microsoft Teams app is available to end users.

## Also read

[Stop a Teams meeting for everyone at the same time](#)

[Set up Microsoft Bookings to automatically make bookings in your calendar](#)

[Faster searching through Office.com via filters](#)

[Invited participants can join directly and others go to the lobby](#)

[Make external people presenters in a teams meeting](#)

[Disable Meet-now in Teams so students do not start a meeting](#)