



- CALENDAR 24. September 2024
- CHECKLIST 10:00 - 10:30 Uhr
- LOCATION Rheingoldhalle, Mainz

WHAT'S NEW IN Microsoft VIVA



Michael Plettner
in2success GmbH



Hi, Ich bin Michael

Managing Partner @ in2success GmbH



TALK

Microsoft 365

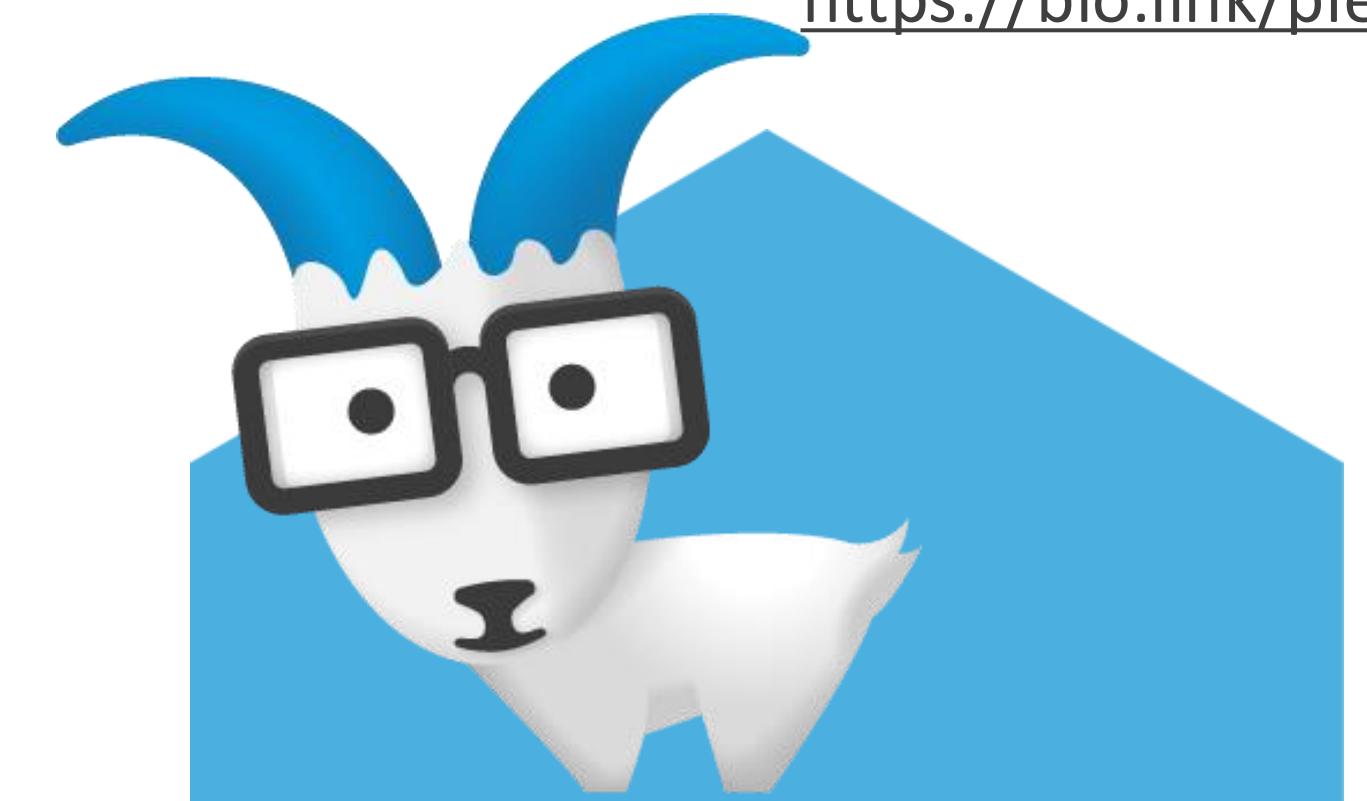


Microsoft Teams

User Group Germany



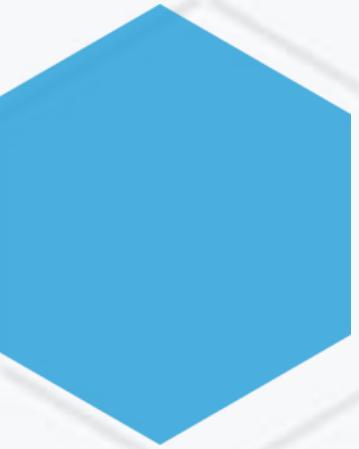
<https://bio.link/plemich>



Michael Plettner
in2success GmbH

DANKE AN UNSERE SPONSOREN

DIAMANT SPONSOREN



PLATINUM SPONSOREN



GOLD SPONSOREN



SILBER SPONSOREN



STARTUP SPONSOREN

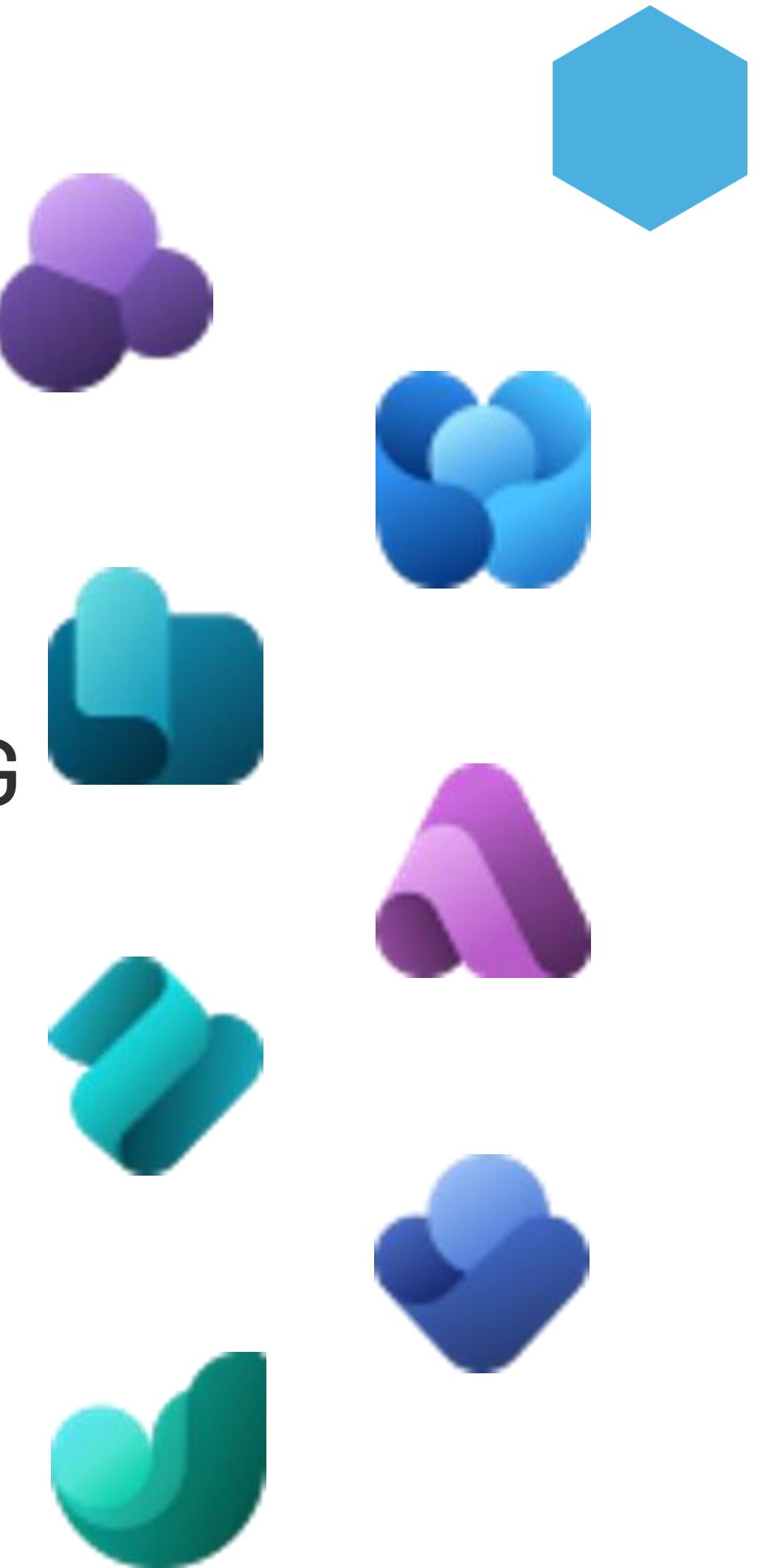


MEDIEN SPONSOR



AGENDA

- VIVA TOPICS
- VIVA ENGAGE
- VIVA LEARNING
- VIVA AMPLIFY
- VIVA PULS
- VIVA INSIGHTS
- VIVA GOALS

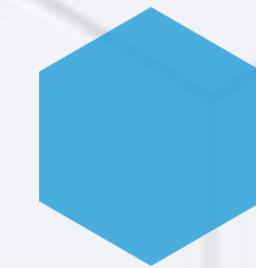


M365 Summit





VIVA ENGAGE



VIVA ENGAGE – Copilot und externe Benutzer

- Die Funktion "Externe Benutzer" wird am 1. Oktober 2024 eingestellt

- Copilot ([Microsoft-Viva-Engage_Copilot-editable-guide.pdf](#))

The screenshot shows the Microsoft Viva Engage interface. On the left, there's a sidebar with navigation links: New Teams (switched off), Activity, Chat (with 1 notification), Teams, Calendar, Calls, Viva Engage (selected), and Apps. Below these are sections for Favorites (All company, Giving Campaign, Sales Best Practices, Women ERG) and Communities (Connections WFH, Help Desk Support). The main content area has a search bar and tabs for Discussion, Question, Praise, and Poll. It features a large announcement from Laurence Gilbertson welcoming Carole Poland as the new Chief Executive Officer. To the right, there's a large image of a woman in a red cardigan, a section for Active campaigns (AboveAndBeyond, GoGreen, CutestDogContest), and a 'People You Might Know' section.

VIVA Engage - Copilot

The screenshot shows the Microsoft Viva Engage platform interface. On the left, there's a dark sidebar with various navigation options like Activity, Chat, Teams, Calendar, Calls, Viva Engage (which is selected), Storyline, Analytics, Favorites, and Apps. The main area is a post editor with a placeholder "Type or paste a draft here, or use Copilot to get started". A "Copilot" modal window is open, displaying a message from "Copilot" saying "Hi Mona Kane, I'm here to help you write a great post. Select one of the suggestions below to get started." It offers three suggestions: "Inspire" (Give me ideas for a post about...), "Draft" (Help me write a post about...), and "Ask" (Can you tell me how to write an engaging post?). At the bottom of the Copilot window, there's a text input field "Tell Copilot how to help you" with a character count of "0/2000" and a "Post" button. The background shows a blurred view of other Viva Engage features like "Engage with people across", "Express yourself and", "Bridge and experience.", and "Conduct".

New Teams

< > Q Search

Post as: [Mona Kane](#)

Type or paste a draft here, or use Copilot to get started

Copilot

Hi Mona Kane,

I'm here to help you write a great post. Select one of the suggestions below to get started.

Inspire
Give me ideas for a post about...

Draft
Help me write a post about...

Ask
Can you tell me how to write an engaging post?

More ideas

Tell Copilot how to help you
0/2000

Add people

Add topics

Paragraph Post

Community

Connect

Activity

Chat

Teams

Calendar

Calls

Viva Engage

...

All content

Giving

Sales

Women

Community

Connect

Engage with people across

Express yourself and

Bridge and experience.

Conduct

Live

Start policy

1 – Sept 29, 10:00 PM

Mary Phillips and 3+

Signs

Send

test

VIVA Engage - Copilot

A screenshot of the Microsoft Teams application interface. The main window shows a post from 'Mona Kane' with the placeholder text 'Type or paste a draft here, or use Copilot to get started'. A Copilot sidebar is open, titled 'Copilot', showing a summary of 'The Give Campaign'. It includes a 'Visit campaign' button and an 'Inspire' section with the prompt 'Tell me how I can contribute to this campaign'. At the bottom of the Copilot sidebar, there's a text input field with the placeholder 'Tell Copilot how to help you' and a character count of '0/2000'. The left sidebar lists various Teams features like Activity, Chat, Home, and Viva Engage. The bottom navigation bar includes icons for Paragraph, Bold, Italic, and More.

VIVA Engage - Copilot

The screenshot shows the Microsoft Viva Engage platform. On the left, there's a sidebar with various icons for Activity, Chat, Teams, Calendar, Calls, Viva Engage (which is selected), Favorites, All content, Giving, Sales, Women, Communities, and Connections. The main area has a dark header with 'New Teams' and a toggle switch, and a search bar. A post by 'Mona Kane' is displayed, discussing the qualities of effective mentors. A Copilot overlay is open, providing tips for writing authentic posts. The overlay includes a message from Copilot, a 'Added' status indicator, a note about AI-generated content, and a 'Keep it authentic' section with three tips: changing words, adding personal stories, and filling gaps with experience. It also features a 'Show me how' button, a 'More ideas' link, and a text input field for telling Copilot how to help.

New Teams

< > Q Search

Post as: [Mona Kane](#)

Unlock the secrets of impactful mentors with three key qualities: empathy, providing spot-on guidance, and unwavering support. They act as seasoned guides, understanding challenges, and creating a space for open conversations to thrive. Constructive feedback becomes a growth potion, guiding you toward shining even brighter.

Effective mentors are not just teachers but inspirers, igniting a fire within you and encouraging independence. They lead by example, embracing lifelong learning and creating an environment where curiosity never grows old. Finding an effective mentor is like discovering a treasure chest on your career path—here's to mentors who guide with clarity and sprinkle inspiration on our journeys!

Copilot

more curiosity never grows old. Finding an effective mentor is like discovering a treasure chest on your career path—here's to mentors who guide with clarity and sprinkle inspiration on our journeys!

✓ Added

All-generated content may be incorrect

Keep it authentic

Try employing some of these tips before posting to keep your writing authentic:

- Change some of the words or structure to keep the post in your voice.
- Add a personal story to provide your own unique perspective.
- Fill in gaps with your experience and knowledge.

Show me how

More ideas

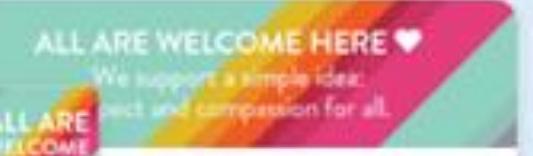
Tell Copilot how to help you
0/2000

VIVA Engage - Official Communities Discovery

Communities

See what's new in your communities and discover more across your organization

My communities



[View more](#)



[View more](#)

Discover communities

Official communities

Official communities in your organization



[View more](#)



[View more](#)

Company News & Events 

News and information for all employees

 42 members

Copilot Adoption 

This is your forum for Copilot internal preview discussions. Membership is restricted to Copilot PPV...

 15 members

 Joined

Sales Best Practices 

Contoso Retail Stores community

 24 members

 Joined

VIVA Engage - Karussell mit mehreren angepinnten News

The screenshot shows a Microsoft Viva Engage community page titled "Copilot Adoption". The page features a vibrant background image of a landscape with rolling hills and a colorful logo. A "Joined" button is visible in the top right corner. Below the title, there are tabs for "Conversations", "About", "Files", and "Events", with "Conversations" being the active tab. A "Share thoughts, ideas, or updates" section includes icons for Discussion, Question, Praise, Poll, Article, and Drafts. A call-to-action button says "Discover ideas and suggestions for your next post. Open Copilot". The main content area displays two pinned conversations: "Guide to Copilot in Viva Engage" by Megan Bowen from May 21, and "What's new in Copilot for Microsoft 365" by Megan Bowen from April 10. Both posts include a snippet of their content and a "See 2 comments" link. To the right, there are sections for "Community Guidelines", "Objectives", "Intelligent Importer", and "Campaigns". The "Members" section at the top right shows 15 members with a "BW" badge.

Copilot Adoption

Conversations About Files Events

Share thoughts, ideas, or updates

Discussion Question Praise Poll Article Drafts

Discover ideas and suggestions for your next post. Open Copilot

Pinned conversations

Pinned conversation

Megan Bowen May 21

Guide to Copilot in Viva Engage

Using Copilot in Viva Engage: Best Practices and Helpful Hints for a New Employee

Congratulations on your new job and

Be the first to comment

Announcement

Megan Bowen Apr 10

What's new in Copilot

Your monthly blog for all things Copilot for Microsoft 365

What's new in Copilot for Microsoft 365

Experience Copilot support for more languages

Rewire your Copilot, increase, and build

2 attachments

See 2 comments

Members • 15

BW

This is your forum for Copilot internal preview discussions. Membership is restricted to Copilot PPV participants and SMEs.

Edit description

Info

Welcome to the Copilot Adoption Community

This is your go-to hub for all things Microsoft Copilot in our company. Our mission is to streamline Copilot adoption, making our workflows smarter and more efficient.

Objectives:

- Enhance productivity through innovative AI integration.
- Foster a culture of tech-forward thinking.
- Ensure smooth Copilot integration in daily tasks.

Community Guidelines:

- Be respectful and supportive.
- Share insights and constructive feedback.
- Keep discussions focused on C...

More

Intelligent Importer

Populate questions and answers into your community with Intelligent Importer.

Campaigns

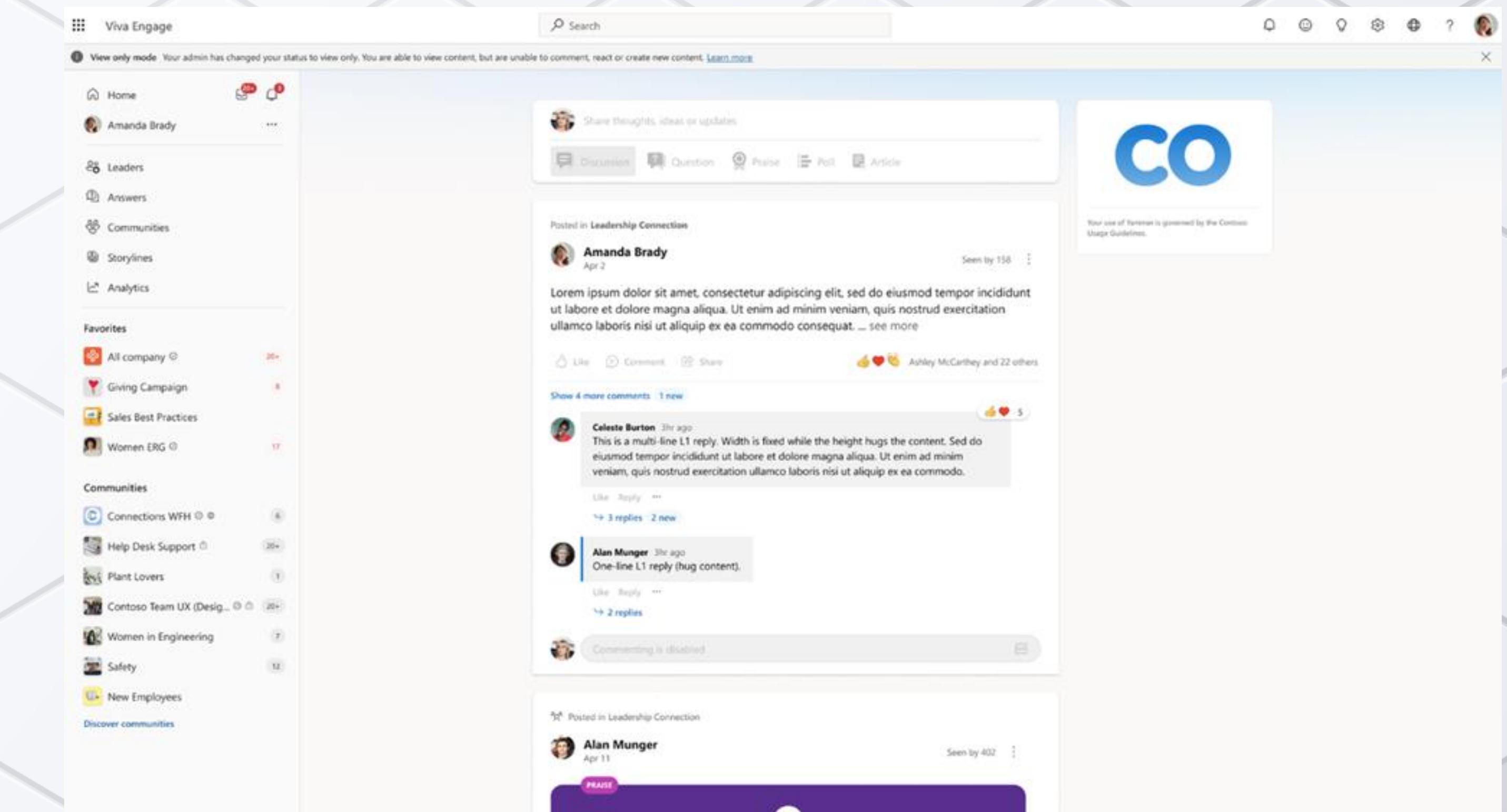
#LearnCopilot 4 posts

View all campaigns

Pinned

VIVA Engage – View-only Modus & Anonymisierung

- View-only Modus
- Anonymisierung für geschlossene Unterhaltungen



VIVA Engage – View-only Modus & Anonymisierung

- View-only Modus
- Anonymisierung für geschlossene Unterhaltungen

Posted in Leadership Connection

Amanda Brady Apr 2 Seen by 1,158

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. ... see more

Like Comment Share 1,158 Ashley McCarthey and 22 others

Show 4 more comments 1 new

Celeste Burton 3hr ago

This is a multi-line L1 reply. Width is fixed while the height hugs the content. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo.

Like Reply 3hr ago 3 replies 2 new

Alan Munger 3hr ago

One-line L1 reply (hug content).

Like Reply 3hr ago 2 replies

Commenting is disabled

VIVA Engage - Für Viva Suite

- MTO AMAs & Events
- MTO Communities
- Leadership Dashboard

The screenshot displays the Microsoft Viva Engage platform interface. At the top, there's a navigation bar with links for Home, Communities, Storylines, Leaders, and Answers. On the left, a sidebar lists various features: Activity, Chat, Teams, Calendar, Calls, Files, and Engage.

Leadership corner: This section is titled "Leadership corner" and "Stay caught up on content from leaders in your organization". It includes a "Share thoughts, ideas or updates" input field and three template cards: "Introduce yourself", "Ask your team what they want to hear", and "Share an important update".

Organization Summary: Shows data from July 11, 2022 - August 06, 2022. It includes two main metrics: "Employees reached" (158) and "Employees engaged" (38%).

Popular posts from your team: This section shows two recent posts. The first is an announcement from "Leadership Community" by Cameron Evans, dated yesterday at 3:24 PM. The second is a featured conversation from Andre Lawson's site, posted 12m ago. Both posts include a preview of the content and a "Be the first to comment" button.

Content from your leaders: This section shows a post from Bruno Zhao's storyline. Bruno posted an announcement about accessibility, which has been seen by 11,750 users. The post includes a link to a blog article: "Building accessibility into our products".

Leaders to follow: This section lists several leaders with their names, titles, and "Follow" buttons: Alan Munger (Sales Director, Canada), Aaron Buxton (CHIEF TEC-NIC...), Robin Counts (Vice President, Innovation), and Ray Taruka (DESIGN DIRECTOR).

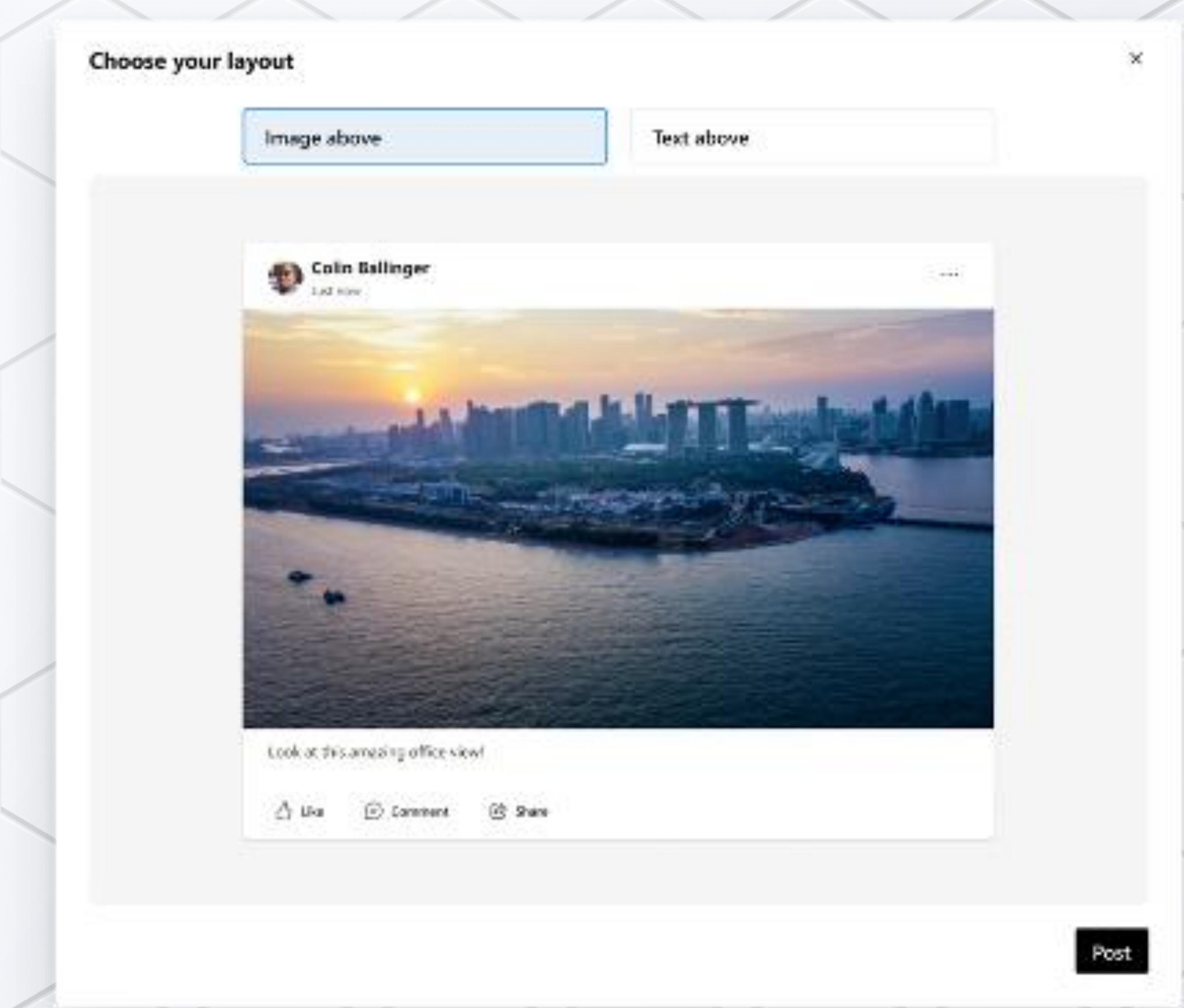
VIVA Engage - Neue Video- und Bilderlebnisse

- Einzelter Post

The screenshot displays the VIVA Engage interface. On the left, a sidebar lists various sections: Home, News, Stories, Answers, Communities, Storylines, Analytics, Revision, All company, Sales Best Practices, and Women D&D. Below these are Communities, Connections D&D, and Help Desk Support. The main content area shows a post from Carole Poland titled "Furthering accessibility is very dear and close to my heart. Recently we wrote this article on how we build accessibility natively into our products." The post includes a thumbnail image of a document with a large letter 'S' on it, a link to the article, and engagement buttons for Like, Comment, and Share. A sidebar on the right features a large 'CO' logo and a section titled "Explore your communities" with links to All Company, Sales Best Practices, Giving Campaign, Women D&D, Help Desk Support, Working From Home, and New Employees. There is also a "Discover more" button.

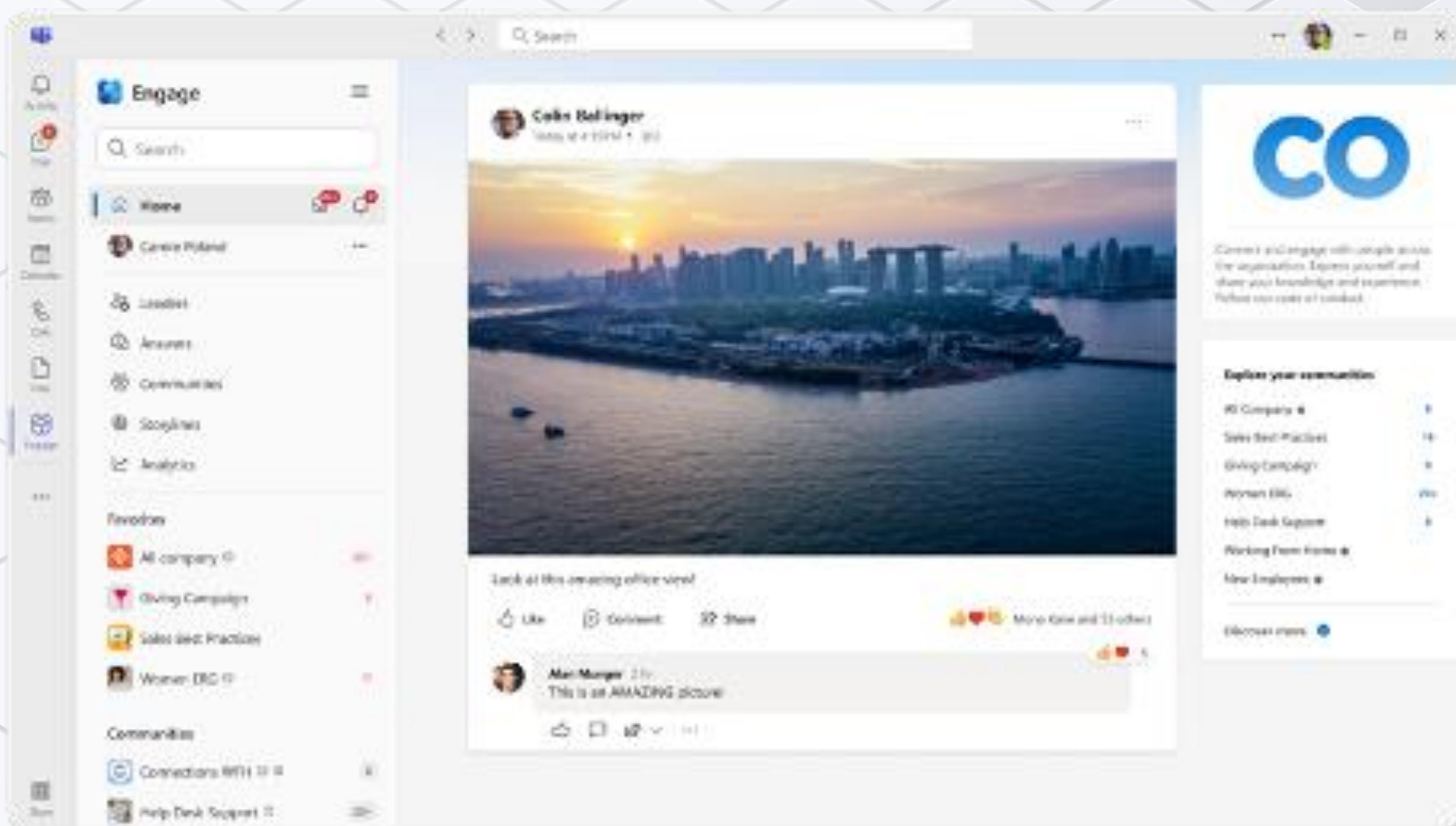
VIVA Engage - Neue Video- und Bilderlebnisse

- Einzelner Post
(Preview)



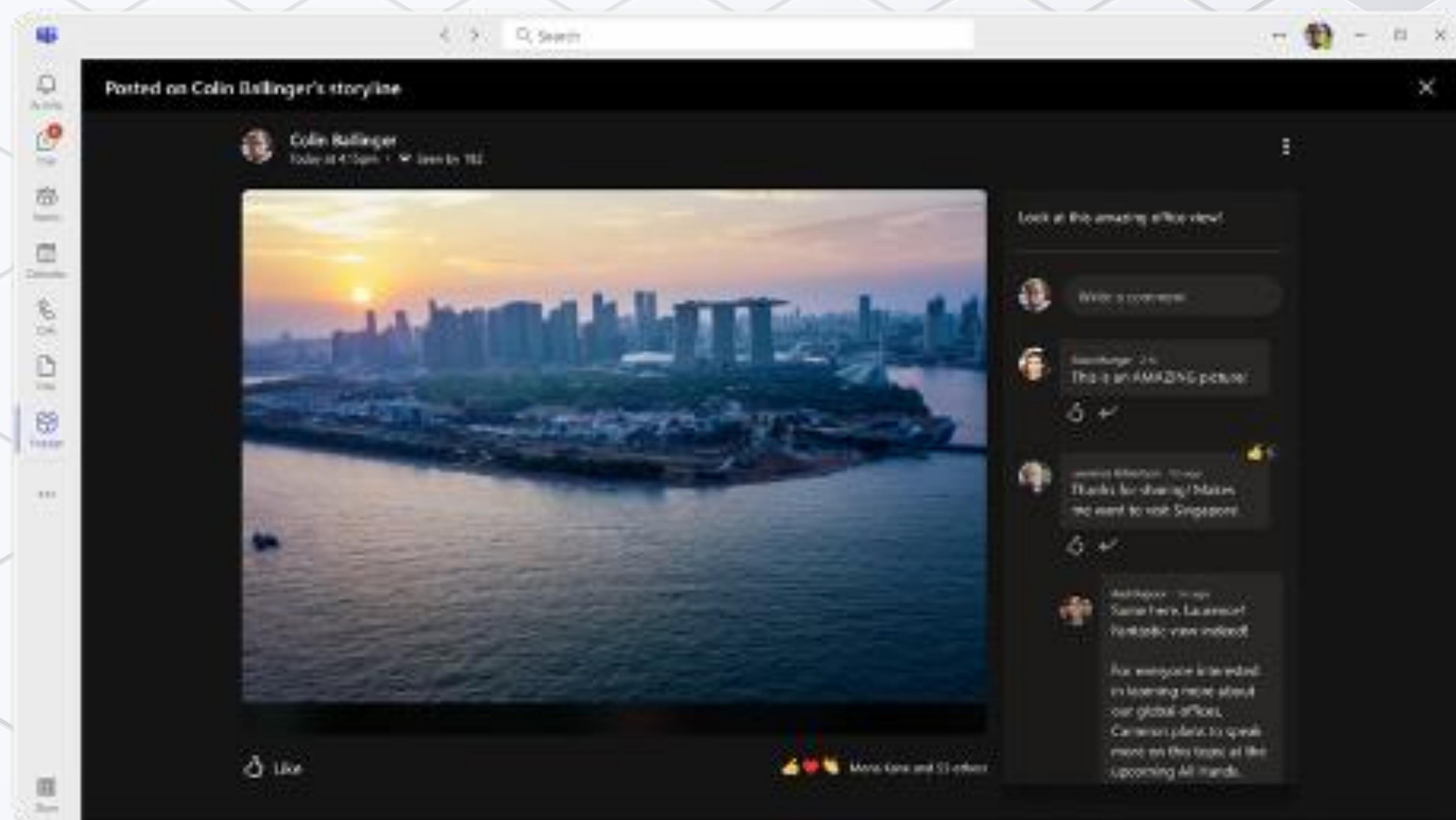
VIVA Engage - Neue Video- und Bilderlebnisse

- Storyline-Beitrag mit einem Video über dem Text.

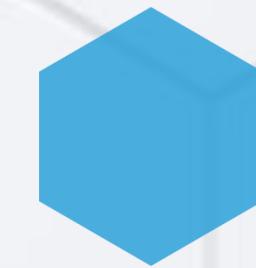


VIVA Engage - Neue Video- und Bilderlebnisse

- Immersive Ansicht



VIVA LEARNING



VIVA Learning - Microsoft Copilot Academy GA

The screenshot shows the Viva Learning interface. On the left is a vertical sidebar with icons for Activity, Chat, Teams, Calendar, Calls, Learning (which is selected), and three dots. The main header bar includes a back/forward button, a search bar, and navigation links for Home, My Learning, Academies (with a dropdown menu), and Manage. The 'Academies' dropdown is open, showing options for Legal Academy, Finance Academy, and Microsoft Copilot Academy, with 'Microsoft Copilot Academy' highlighted. The central 'Welcome' area features a profile for Serena, a Product Designer, and three quick actions: 'Take a quick tour', 'Pin to sidebar', and 'Bookmark content'. To the right, there's a 'Featured' course titled 'Organizing your Remote Office for Maximum Productivity' by Paula Rizzo, which is 26 minutes long. A small dog's head is visible in the bottom right corner of the course thumbnail.

Activity

Chat

Teams

Calendar

Calls

Learning

...

Viva Learning

Home My Learning Academies Manage

Welcome

Serena
Product Designer

Take a quick tour
Learn with Viva

Pin to sidebar
Easily access Viva Learning

Bookmark content
From 10,000+ courses

Legal Academy

Finance Academy

Microsoft Copilot Academy

Featured

Organizing your Remote Office for Maximum Productivity

Paula Rizzo | Course | 26m

Search Viva



Welcome to Microsoft Copilot Academy

Search Learning



Serena

Product Designer

04 Assigned to you
1 due this week02 Recommended to you
From your networkCurated for you
By your academy

Featured

Kickstart a presentation
with Copilot

Module | 1m



Curated for you

[Meet Copilot \(7\)](#) [Intro to prompts \(8\)](#) [Save time \(5\)](#) [Create & transform \(6\)](#) [Collaborate & engage \(5\)](#) [Put it together \(4\)](#) [Admins - Meet Copilot \(7\)](#)

This learning path will help you get started with Copilot. Find out what it can do, learn about privacy and security features in Copilot, and get started with creating your first Copilot prompt.



2 out of 7 completed

Great going! Continue to make progress on your learning.



▼ Start your Copilot journey 1 Item 7m

Introducing Microsoft Copilot

Microsoft 365 Training

New to Microsoft Copilot? Begin here. Learn more about Microsoft Copilot and how to get started.

★★★★★ (889 ratings) 903 views Module English (United States)

Completed

▼ Copilot and your data 2 Items 2m

Microsoft 365 Copilot: Security & Privacy

Microsoft 365 Training

Responsible AI

Microsoft 365 Training

Learn about Microsoft's commitment to responsible AI and the principles it uses as the foundation.

★ ★ ★ ★ ★ (22 ratings) 63 views Module English (United States)

Mark complete



2m

Start your chat

1 item 4m



Start chatting with Microsoft Copilot

Microsoft 365 Training

Learn how to ask questions about your work content to get relevant answers from Copilot.

★ ★ ★ ★ ★ (1.6k ratings) 2.9k views Module English (United States)

Mark complete

4m

Put it in practice

1 item 1m



Try Copilot for Microsoft 365

User Generated Content Web link

Now that you know a little more about Copilot for Microsoft 365, give it a try—ask a question about your work and see what it can do for you.

★ ★ ★ ★ ★ (2.1k ratings) 2.7k views URL English (United States)

Mark complete

1m

Resources

2 items 40m

Dive deeper into your learning journey with these additional resources.



Empowering responsible AI practices

User Generated Content Web link

Find out what principles Microsoft has defined to help empower responsible AI practices and development.

★ ★ ★ ★ ★ (777 ratings) 982 views URL English (United States)

Mark complete

40m

Explore generative AI with Copilot in Bing

Microsoft Learn

Interact with Copilot in Bing to learn about the capabilities of generative AI. Bring your personal creativity and passion to dream up a novel destination and create the content to help tell its story.

★ ★ ★ ★ ★ (589 ratings) 897 views Module English (United States)

Mark complete



40m

VIVA Learning - Microsoft Copilot Academy in M365 Copilot

The screenshot shows the Viva Learning interface. On the left, there's a sidebar with icons for Activity, Chat, Teams, Calender, Calls, and Learning, with Learning currently selected. The main header has a bell icon, the title "Viva Learning", and navigation links for Home, My Learning, Academies (which is underlined), and Manage. A search bar is at the top right. The main content area features a "Welcome" message for a user named Serena, Product Designer. Below this are three call-to-action buttons: "Take a quick tour" (Learn with Viva), "Pin to sidebar" (Easily access Viva Learning), and "Bookmark content" (From 10,000+ courses). To the right, a "Featured" course titled "Organizing your Remote Office for Maximum Productivity" by Paula Rizzo is displayed, showing a duration of 26m. A dropdown menu from the Academies link shows options: Legal Academy, Finance Academy, and Microsoft Copilot Academy. The background features a blurred image of a person working at a desk with a laptop.

Activity

Chat

Teams

Calender

Calls

Learning

...

Viva Learning

Home My Learning Academies Manage

Welcome

Serena
Product Designer

Take a quick tour
Learn with Viva

Pin to sidebar
Easily access Viva Learning

Bookmark content
From 10,000+ courses

Legal Academy

Finance Academy

Microsoft Copilot Academy

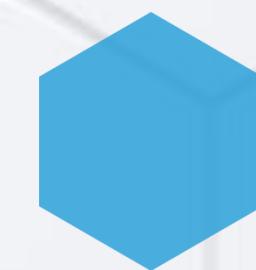
Featured

Organizing your Remote Office for Maximum Productivity

Paula Rizzo | Course | 26m

...

VIVA Amplify



VIVA Amplify - Copilot Deployment Kit

R Ready to Send - Copilot Deployment Kit DRAFT

Confidential \ Internal only

Chat in Teams Settings

Overview Campaign brief Publications Reporting

+ New Recycle bin All publications Filter

 Draft [Week 0] Get ready for Copilot for Microsoft 365! Distribution channels Outlook, SharePoint, Teams Publish ...	 Draft [Week 1 - Launch email] Unleash the power of Copilot for Microsoft 365:... Distribution channels Outlook, SharePoint, Teams Publish ...	 Draft [Week 2] Copilot in Teams: More productive meetings. Less time... Distribution channels Outlook, SharePoint, Teams Publish ...	 Draft [Week 3] Copilot in Word: Get writing faster. Summarize in seconds. Distribution channels Outlook, SharePoint, Teams Publish ...
 Draft [Week 4] Copilot in PowerPoint: Turn inspiration into presentation. Distribution channels Outlook, SharePoint, Teams Publish ...	 Draft [Week 5] Copilot in Outlook: Reduce inbox stress. Improve email... Distribution channels Outlook, SharePoint, Teams Publish ...	 Draft [Week 6] Copilot in Excel: Identify trends and create powerful... Distribution channels Outlook, SharePoint, Teams Publish ...	 Draft [Week 7] Microsoft Copilot: Your assistant for solving complex work... Distribution channels Outlook, SharePoint, Teams Publish ...

VIVA Amplify - Copilot Deployment Kit

The screenshot shows the VIVA Amplify interface. At the top, there's a navigation bar with 'Amplify' and tabs for 'Campaign', 'Distribution channels', and 'Writing guidance'. The status bar indicates 'Draft saved 2/28/2024' and includes 'Edit' and 'Next' buttons. Below the navigation is a large, blurred background image of hands interacting with a colorful, abstract digital interface. A white callout box contains the text '[Week 7] Microsoft Copilot: Your assistant for solving complex work problems'. Underneath this, a profile picture of Britt Boston and the title 'PRINCIPAL PRODUCT MANAGER' are visible. To the right, a detailed view of a Microsoft Copilot-generated email draft is shown. The email is addressed to 'Daisy Phillips' with the subject 'Updates on V-Next'. The body of the email reads: 'Here is a draft email to Daisy's Design Patterns.xlsx document. To: Daisy Phillips. Subject: Updates on V-Next. Dear Daisy, I hope this email finds you well. I've finalized the design with the team and would like to review the feedback on these updates. Best, Kat'. Below the email are 'Copy' and 'Edit in O' buttons. On the left, there's a sidebar with icons for 'Create', 'My Content', 'Feed', and 'Copilot' (which is highlighted with a circular overlay). At the bottom, a link 'Video: Generate new ideas with Microsoft Copilot' and a note 'Copilot is your brainstorming partner, using existing documents as inspiration.' are displayed.

[Week 7] Microsoft Copilot: Your assistant for solving complex work problems

Britt Boston
PRINCIPAL PRODUCT MANAGER

Here is a draft email to Daisy's Design Patterns.xlsx document.

To: Daisy Phillips
Subject: Updates on V-Next

Dear Daisy,

I hope this email finds you well. I've finalized the design with the team and would like to review the feedback on these updates.

Best,
Kat

[Copy](#) [Edit in O](#)

Video: [Generate new ideas with Microsoft Copilot](#)

Copilot is your brainstorming partner, using existing documents as inspiration.

VIVA Amplify - Copilot Deployment Kit

R Ready to send - Copilot communications DRAFT

Overview Campaign brief Publications **Reporting**

Campaign reach and engagement Last updated: Just now

Understand audience engagement across your entire campaign by viewing data that tracks how many people engage with your campaign across distribution channels. [Learn more about campaign reporting](#).

Unique viewers How many people opened this publication?

20% 24.1 K of 120.1 K people

Channel	Viewers	Promotions	Comments	Positive reactions	Negative reactions	Neutral reactions
Outlook (1)	12.1 K (20%)	600	0	12	1	2
SharePoint (3)	6.1 K (10%)	500	45	45	--	--
AC Group Site	3.6 K (6%)	300	0	11	--	--
EP Group Site	1.2 K (1%)	100	15	22	--	--
JP Group Site	1,200 (1%)	100	30	12	--	--
Teams (2)	6 K (5%)	500	151	1075	76	416
Engage (2)	6 K (5%)	500	1321	431	52	159
AC Community	4.8 K (4%)	250	334	139	20	75
JC's Storyline	1.2 K (1%)	250	987	292	32	84

Promotions How many times have items in this publication been promoted?

2.6 K

Channel	Promotions
Outlook	1.1 K
SharePoint	600
Teams	550
Engage	450

Detailed report View metrics for each distribution channel this item has been published to. Gain insights on audience engagement by understanding how audiences are reacting to this publication. Customize your view by grouping results according to distribution channel and organizational structure.

Group by **Distribution Channel** Breakdown by **Audience**

Filters

Channel	Viewers	Promotions	Comments	Positive reactions	Negative reactions	Neutral reactions
Outlook (1)	12.1 K (20%)	600	0	12	1	2
SharePoint (3)	6.1 K (10%)	500	45	45	--	--
AC Group Site	3.6 K (6%)	300	0	11	--	--
EP Group Site	1.2 K (1%)	100	15	22	--	--
JP Group Site	1,200 (1%)	100	30	12	--	--
Teams (2)	6 K (5%)	500	151	1075	76	416
Engage (2)	6 K (5%)	500	1321	431	52	159
AC Community	4.8 K (4%)	250	334	139	20	75
JC's Storyline	1.2 K (1%)	250	987	292	32	84

VIVA Amplify - Copilot im Viva Amplify Editor

The screenshot illustrates the integration of Microsoft Copilot within the Microsoft Viva Amplify Editor. In the main content area, a campaign titled "Microsoft Viva" is being edited. The text editor contains a message to managers about the availability of Copilot for Microsoft 365. A context menu is open over the text, with the "Copilot" option selected, revealing a submenu with "Auto rewrite" and "Adjust". To the right of the editor, a "Writing guidance" panel provides campaign objectives and suggestions for tone and style. Below the main editor, a separate window shows the "Viva Learning" interface, specifically the "Microsoft Copilot Academy" section, which includes a search bar and a list of learning items.

Amplify

Campaign Save and close Undo Next

Microsoft Viva

Add a caption

Greetings, Managers.

As we've shared in recent communications, [organization's name] is excited to make available Copilot for Microsoft 365 to emp... to work smarter, be more productive, boost creativity, and stay better connected across the company.

We're starting our AI transformation journey and believe the real power of AI is reinvention. To reinvent, we need leaders who understand the power of AI, first-hand. We're empowering you to leverage Microsoft Viva in your own work and for you and your team to accelerate our AI transformation.

Copilot

Auto rewrite Adjust

Make it Concise Longer Make it sound Casual Professional Enthusiastic Engaging Creative

Campaign objectives

This campaign will communicate features and experiences in Viva designed to help your organization make the shift to AI-centered ways of working with Copilot for Microsoft 365.

of this campaign include:

g awareness of practical average Viva apps for AI nation

g usage of Viva apps that communications, skilling...

y messages

s a whole new way of involves both software and lultural shift. Microsoft Viva empowers leaders and organizations to make that shift.

In the era of AI, we're all looking to make working with Microsoft Copilot an everyday habit. But it takes time and effort to change the way we work—even when we know the change will expand our capacity and creativity in the long run.

Viva Learning Home My Learning Microsoft Copilot Academy Manage

Welcome to Microsoft Copilot Academy

Search Learning

Serena Product Designer

Featured

VIVA Amplify - Ziele für eine Kampagne

The screenshot shows the VIVA Amplify interface for creating a campaign brief. The left sidebar lists various features: Viva, Amplify, Connectors, Lasso, Grid, Status, Insights, Learning, Pulse, and Sales. The main area displays the following sections:

- Campaign goals:** Shows a progress bar for "Total unique viewers" from 0% to 70%, with a goal of 50%. A message indicates the goal has been reached. A legend shows categories: Total (dark blue), Connections (light blue), Engage (purple), Outlook (yellow), SharePoint (green), and Teams (orange).
- Campaign objectives:** A rich text editor with a toolbar. The text describes the Copilot deployment kit as a comprehensive set of communications to introduce employees to Copilot for Microsoft 365. It lists three objectives:
 - Drive excitement and user engagement.
 - Raise awareness and educate.
 - Encourage feedback.
- Key messages:** A rich text editor with a toolbar. The text states that the communications strategy will have two main components: 1. Emphasize educational and skill-building opportunities.

At the top right, there are icons for Chat in Teams, Settings, and a user profile. The top navigation bar includes "Amplify", "Search", and "Get started / All campaigns". The title of the campaign is "CB Ready to Send - Copilot deployment kit" with a status of "LIVE". A "Confidential / Internal only" note is present, along with a list of users (KP, LB, etc.) and a "View in Reporting" link.

VIVA Amplify - Analytics

Viva Amplify

Search

Home Campaigns

Contoso benefits enrollment campaign [unpublished]

Publishing timeline: 8/2/2022 8:00 AM - 10/10/2022 8:00 PM

Overview Campaign brief Publications Reporting File ... Chat in Teams Settings Download Edit your goal

Campaign reach and engagement

Understand audience engagement across your entire campaign by viewing data that tracks how many people engage with your campaign across distribution channels. [Learn more about campaign reporting.](#)

Progress toward goal of 50% [progress bar]

Select a timeframe for the data on this page: Last 1 7 30 90 days | 12 mo

Unique viewers [Copy as image](#)

How many people opened at least one publication in this campaign?

40.1% 48.1 K of 120.1 K people

This is the approximate number of people who have opened an item in this campaign compared to the approximate number of people in your audience.

Outlook (8.7%) 10.1 K

SharePoint (8.2%) 5.1 K

Teams (4.2%) 5.1 K

Engage (3.4%) 4.1 K

Last updated: 6 hours ago

Reactions [Copy as image](#)

What emoji reactions have publications in this campaign?

1.1 K

▲ 15% since last week

Last updated 6 hours ago

Positive sentiment: 251 Negative sentiment: 301 Inscrutable sentiment: 561

Heart 🌟 Thumbs up 🌟 Thumbs down 🌟

Misleading 😳 Sad 😢 Angry 😠

Surprised 😲 Neutral 😐 Confused 😔

Mentions [Copy as image](#)

How many times have publications in this campaign been shared?

8

▲ 15% since last week

Last updated 6 hours ago

Publication reports

View reports for each individual publication in your campaign. Track how your audiences engage with each publication through quick view data or select a publication to view detailed reports.

Microsoft Viva Amplify

Viva Amplify

Get ready to update your bene

← Back

Publication reach and engagement

Understand how audiences interact with this publication by viewing data that tracks unique viewers, reactions, and sentiment.

Select a timeframe for the data on this page: Last 1 7 30 90 days | 12 mo

Unique viewers

How many people opened at least one publication in this campaign?

20.1% 24.1 K of 120.1 K people

Outlook (8.4%) 10.1 K
SharePoint (4.2%) 5.1 K
Teams (4.2%) 5.1 K
Engage (3.4%) 4.1 K

Reactions

What emoji reactions have publications in this campaign have received?

556

• 11% since last week

Positive sentiment: 125 Negative sentiment: 150 Inscrutable: 281

Publication analytics for Teams

This is the detailed breakdown of publication data for the Teams distribution channel. You can filter by region or role for a more precise slice of the data.

Select a timeframe for the data on this page: Last 1 7 30 90 days | 12 mo

Region: All Role: Manager Minimum direct reports: 20 |

Reports to: Maria Howard, And Kapoor

Unique viewers

How many people opened the publication in the selected channel audiences?

10,000

5,000

0

Dec 1 2023 Mar 7 2024

Audiences:

- Teams Channel 1 (1.7 K views)
- Teams Channel 2 (1.2 K views)
- Teams Channel 3 (1.2 K views)

View breakdown

Promotions

How many times have publications in this campaign been shared?

100

50

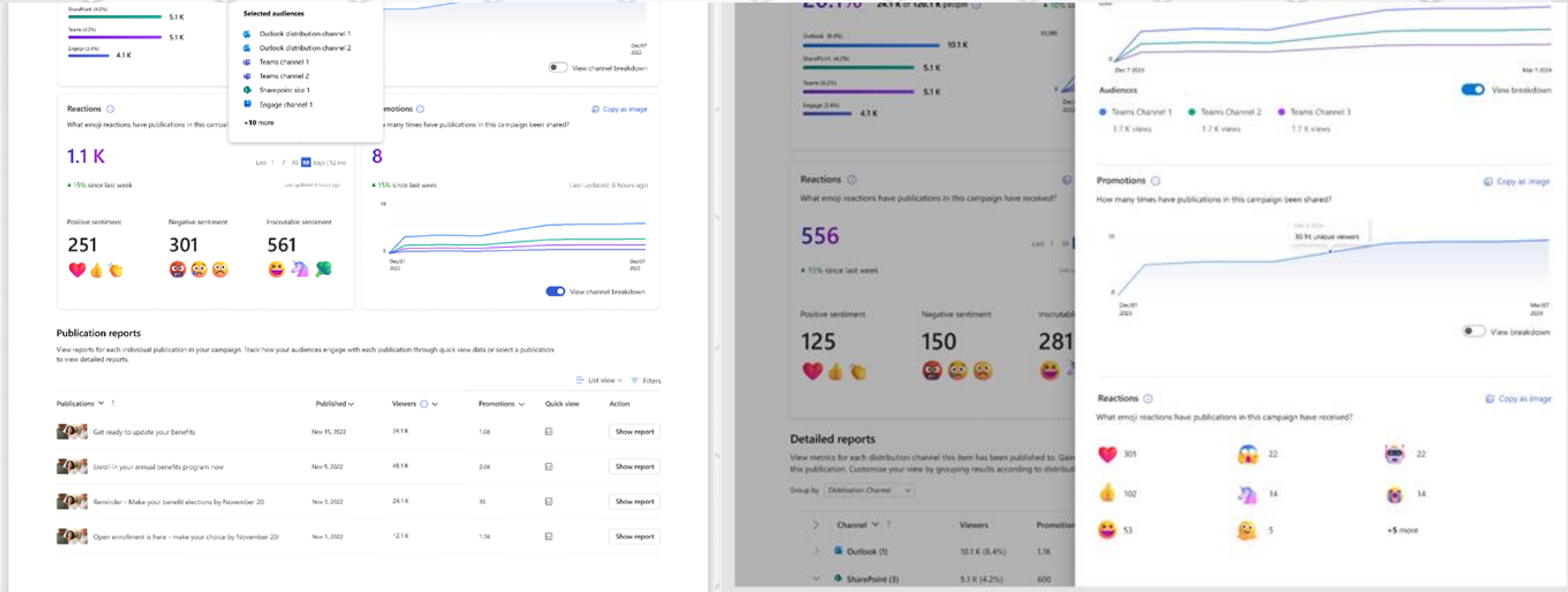
0

Dec 1 2023 Mar 7 2024

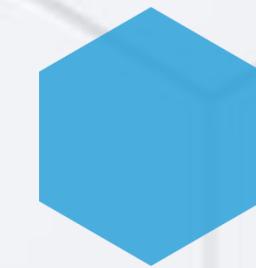
30.9K unique viewers

View breakdown

VIVA Amplify - Analytics



VIVA PULS



VIVA Pulse – Vertrauliche 1:1- Gespräche in Berichten

Search

Pulse Home Manage

Home > Hybrid Working

Hybrid Working Closed on April 23, 2023

25% Response Rate • 25 out of 100 people provided feedback

Share

All questions

Expand/Collapse All

I am able to cope effectively with work-related stress.

Average Score 1/5
-4% previous

What can our team do better to support you?

5 choices selected

What else is on your mind?

4 responses

10 of 15 responded (66%)

I love that we get feedback regularly. But sometimes it feels like too much

Tia is a great, but she tends to get wrapped up in details

I wish Tia was a better manager

I love that we get feedback regularly. But sometimes it feels like too much

Tia is a great, but she tends to get wrapped up in details

Next steps for feedback

Share Share your results directly with others Share results

Discuss Determine next steps with your team Review discussion guide

Follow-up conversation

What else is on your mind?

Participant's response

I love that we get feedback regularly. But sometimes it feels like too much

through feedback. I prefer having them offline because I want heads down time to work.

June 18, 2023, 4:45 PM

Celeste Burton

Thank you for clarifying. Here's another line to show how the container expands in height. It should be dynamic so that the user can continue to type.

June 18, 2023, 4:45 PM

Celeste Burton

What does "too much" mean? Is it time commitment or something else?

June 18, 2023, 4:45 PM

Pulse Participant

I feel like we spend too much time in our meetings going through feedback. I prefer having them offline because I want heads down time to work.

June 18, 2023, 4:45 PM

Celeste Burton

Thank you for clarifying. Here's another line to show how the container expands in height. It should be dynamic so that the user can continue to type.

June 18, 2023, 4:45 PM

Celeste Burton

Type a message to the participant to request specific follow-up feedback about the selected question. The participant will be notified and can reply to you privately.

Viva Pulse - Viva Pulse Karte in Connections

The screenshot shows the Microsoft Viva Pulse interface integrated into the Microsoft Teams Connections tab. The top navigation bar includes the Microsoft logo, back/forward arrows, a search bar, and user profile icons. The left sidebar features a vertical menu with icons for Connect, Activity, Chat, Teams, Calendar, and Calls.

The main content area displays a "Good morning, Kat" greeting and three featured stories:

- Patty Fernandez Takes the Helm as the New CEO of Relecloud** (Learn more)
- Coming Together to Make a Difference** (Learn more)
- The New Technologies Powering Our Team** (Learn more)

Below these stories is a "Dashboard" section with the following cards:

- Tasks**: 1 urgent task due: Send analysis for Q4 + 3 more tasks. Includes a "See all" button and a progress bar.
- Viva Pulse**: Request feedback from your team. Send and respond to project or theme-based surveys that recipients can complete in email, Microsoft Teams, or on the web. Includes a "Send a pulse" button.
- Topics**: Knowledge. Learn popular Topics in your organization. Includes a "Learn more" button.
- Effective meetings**: Set up a customized meeting plan for best practices. Includes a "Get started" button.
- Headspace**: Find your workday flow state. Includes a "Check in" button.
- Reflection**: Check in. Stay on top of your feelings by checking in. Includes a "Check in" button.
- Protect time**: Book focus time. Mon Mar 14 3:00 PM - 5:00 PM. Includes a "Book now" button.
- Feedback**: Get perspectives from the people you work with. Includes a "Get feedback" button.
- Praise**: Send congrats to your colleagues. Includes a "Praise" icon.

At the bottom of the dashboard, there is a "Show more" button.

VIVA Pulse – zeitlich geplante Pulse

The screenshot shows the Microsoft Viva Pulse interface for creating a new survey. The process is divided into three steps: Choose a template, Customize template, and Add recipients & note. The current step is 'Set recurrence'. The recurrence is set to start on 08/08/2024, repeat every 1 month(s), and occur on day 8. The end date is set to 12/31/2024. A note at the bottom states: "Occurs on day 1 of every month, starting on 08/08/2024 and ending on 12/31/2024." Below the recurrence settings, there are sections for 'Finalize your request', 'Request feedback from', 'Send on', and 'Add a personal note (optional)'. The 'Pulse' icon is highlighted in the left sidebar.

Activity Chat Teams Calendar Calls Pulse Apps

Viva Pulse Home

Home > Create a pulse

Choose a template Customize template Add recipients & note

Set recurrence

Start 08/08/2024

Repeat every 1 month(s)

On day 8
 On the fourth Thursday
 On the last Thursday

End 12/31/2024

Occurs on day 1 of every month, starting on 08/08/2024 and ending on 12/31/2024.

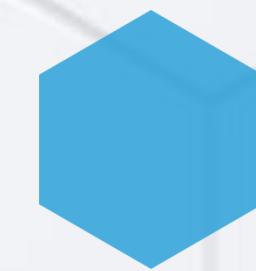
Save Discard

Your pulse will be sent immediately and closes in 7 days on 08/15/2024.

Add a personal note (optional)

Hey team! I'm hoping to get a read on how you're doing with work-life balance and...

VIVA INSIGHTS



VIVA Insights - Microsoft Copilot Dashboard in M365 Copilot

The Microsoft Copilot Dashboard provides a comprehensive overview of Copilot usage across various platforms. Key metrics include:

- Active Copilot users:** 127,370
- Copilot actions taken:** 1,786,203
- Copilot assisted hours:** 183,290 hours

Highlights:

- Meetings:** 34,452 meetings summaries created by Copilot, 15,607 meetings summarized by Copilot, 12,354 meeting hours summarized by Copilot.
- Emails:** 18,890 emails sent using Copilot, 14,984 email thread summaries created by Copilot, 6,435 emails drafts using Copilot.
- Teams chat:** 16,265 chat message drafts composed using Copilot, 6,683 chat messages composed using Copilot, 6,352 chat conversation summaries created by Copilot.
- Documents:** 18,967 document summaries created by Copilot, 18,687 document drafts created using Copilot, 9,410 rewrite text actions taken using Copilot.
- Copilot chat:** 91,490 Copilot chat (work) prompts submitted. (More Insights coming soon!)

Copilot licensed employees: 20,518

Active Copilot users: 15,370

Adoption by group: Which groups are adopting Copilot the most quickly?

Group	% of Copilot users
Cecil's group	~85%
Mona's group	~80%
David's group	~78%
M.J.'s group	~75%
Kat's group	~72%
Kayo's group	~70%
Cal's group	~70%

Adoption by app: Which apps have the most Copilot usage?

App	App totals	Cecil F.	Mona K.	David P.	M.J. P.	Kat L.	Amanda B.	Miguel S.
Group totals	13,852	4,235	195	305	372	3,232	3,790	239
Teams	9,665	3,738	93	235	201	1,251	2,984	179
Outlook	6,062	2,461	84	130	133	1,915	1,285	114
Word	5,625	1,126	94	108	186	1,415	1,337	109
PowerPoint	4,924	2,806	86	113	136	988	968	108
Excel	4,115	1,596	53	85	79	541	595	48
Copilot Chat	8,108	2,651	90	163	163	1,480	1,142	139

Viva Insights
Learn about how your privacy is protected.

Is this helpful? Yes No

Microsoft Copilot Dashboard
This data represents 20,518 (62%) of 33,127 Copilot licensed employees.

Readiness Adoption Impact Learning

Scope: Your group, Organizations (All), Job function (All)

Time period: Mar 31 - Apr 27

VIVA Insights - Microsoft Copilot Dashboard - Zusammenfassung der Copilot-Einführung

Viva Insights Copilot adoption report 

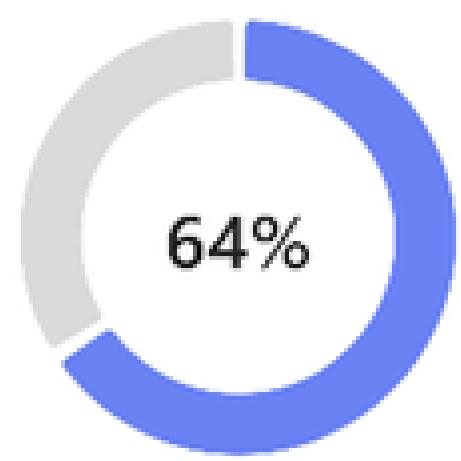
Copilot adoption summary

Get an overview of Microsoft 365 Copilot adoption across the company.

Start date: 2/3/2023 End date: 5/3/2023 Filter by: LevelDesignation Value: All

11K total people  

Copilot adoption rate



Active Copilot users: 64%
Copilot licensed employees with no activity: 36%

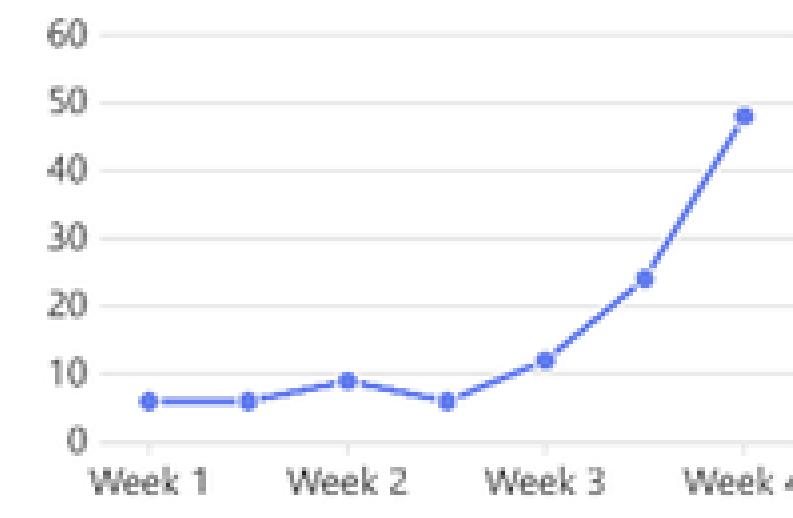
Copilot activation steps

Copilot licensed users: 78K
Active Copilot users: 78K

[Customize definition](#)

Change in active Copilot users in the past month

10 %  Increased



Week	Users
Week 1	~5
Week 2	~8
Week 3	~12
Week 4	~48

Top used app with Copilot

 Microsoft Teams
Copilot within Teams was used the most number of times by employees

Organization with highest Copilot usage

 Loreen Hope's org
Copilot was used the most by employees in this organization.

Top action taken using Copilot

 Generate email drafts actions
Copilot was used to generate email drafts 1500 times.

[View glossary](#)

Learn more about who makes up:
Copilot licensed users and active Copilot users.

[How does Copilot usage compare across apps? >](#)

VIVA Insights - Microsoft Copilot Dashboard

The screenshot shows the Microsoft Copilot Dashboard within the VIVA Insights platform. The dashboard is titled "Microsoft Copilot Dashboard" and is categorized under "Impact". It displays two main metrics: "Copilot actions taken" (1,786,203) and "Copilot assisted hours" (5,000 hours). Both metrics show a significant increase from April to July. The dashboard also includes filters for scope (Your group, Organizations (All), Job function (All)) and time period (Mar 31 - Apr 27).

Copilot impact overview

Copilot actions taken: 1,786,203

Copilot assisted hours: 5,000 hours

Hours and value Calculator

Readiness Adoption Impact Learning

Scope: Your group Organizations (All) Job function (All)

Time period: Mar 31 - Apr 27

View glossary Share

Back to Home

Insights

View Amplify Connections Engage Goals Pulse Sales Topics

VIVA Insights - Copilot Value Calculator

The screenshot shows the Microsoft Copilot Dashboard within the VIVA Insights application. The dashboard displays various metrics and a detailed value calculator.

Hours and value calculator

Hours calculator Value calculator

Currency: USD | Average hourly rate: 72

The value calculator estimates the value of impact in terms of time given back to employees to re-invest in higher priority or higher impact work. The estimation is derived by multiplying Copilot assisted hours by an average hourly rate. [About this estimation](#)

Copilot capabilities	Copilot assisted hours	×	Average hourly rate	=	Copilot assisted value
Meeting hours summarized by Copilot	2,800		\$72		\$202K
Email	300		\$72		\$22K
Teams chat	200		\$72		\$14K
Documents	100		\$72		\$7K
Copilot chat (work) prompts submitted	900		\$72		\$65K
Total					\$310K

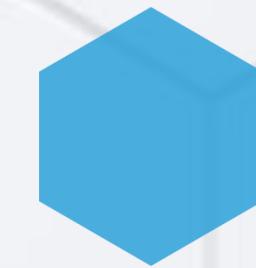
Done

Active Copilot users: 127,370

Highlights

- Meetings:** 34,452 Meetings summaries created
- Meetings:** 15,607 Meetings summarized by Copilot
- Meeting hours summarized by Copilot:** 12,354
- Email thread summaries created by Copilot:** 6,435 Emails drafts using Copilot
- Chat messages composed using Copilot:** 6,352 Chat conversation summaries created by Copilot

VIVA GOALS



VIVA Goals – Erstelle Ziele mit Copilot

Viva Goals
Contoso Electronics

- Search
- Notifications
- Explorer
- Teams
- Users
- Feed
- Admin
- Pinned
- My OKRs
- Contoso Electronics OKRs
- Marketing OKRs

Help Admin

Megan Bowen ↗

OKRs Initiatives Dashboards Activity

Follow

Time Period: Q1 2024

Summary

Title	Owner	Team	Status and progress	Last updated	Last check-in note
Simplify & clarify our product, messaging, presentation of things we do	Megan Bo...	Unassigned	On Track 44% Measure as 100% complete	2mo	No check-in notes
Grow pipeline	Megan Bo...	Unassigned	On Track 24% Measure as 100% complete	2mo	No check-in notes
Host a live virtual event for customers in September to drive expansion opportunities	Megan Bo...	Unassigned	Behind 65% Measure as 100% complete	2mo	No check-in notes
Create massive marketing momentum for the launch	Megan Bo...	Marketing	At Risk 50% Measure as 100% complete	2mo	No check-in notes

+ Objective

VIVA Goals – Erstelle Ziele mit Copilot und Vorlagen

Viva Goals
Contoso Electronics

- Search
- Notifications
- Explorer
- Teams
- Users
- Feed
- Admin
- Pinned
- My OKRs**
- Contoso Electronics OKRs
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Create massive marketing momentum for the launch	Megan Bo...	Marketing	At Risk 50% Measure as 100% complete	2mo	No check-in notes

+ Objective

...

Help Admin

**Vielen Dank für Eure
Aufmerksamkeit!**





Geben Sie uns Feedback

1. Barcode mit dem Handy abfotografieren
2. Kleines Video (1 min) als Feedback aufnehmen
3. Name und Titel eintragen





Die Konferenz rund um Microsoft ® 365

www.m365-summit.de