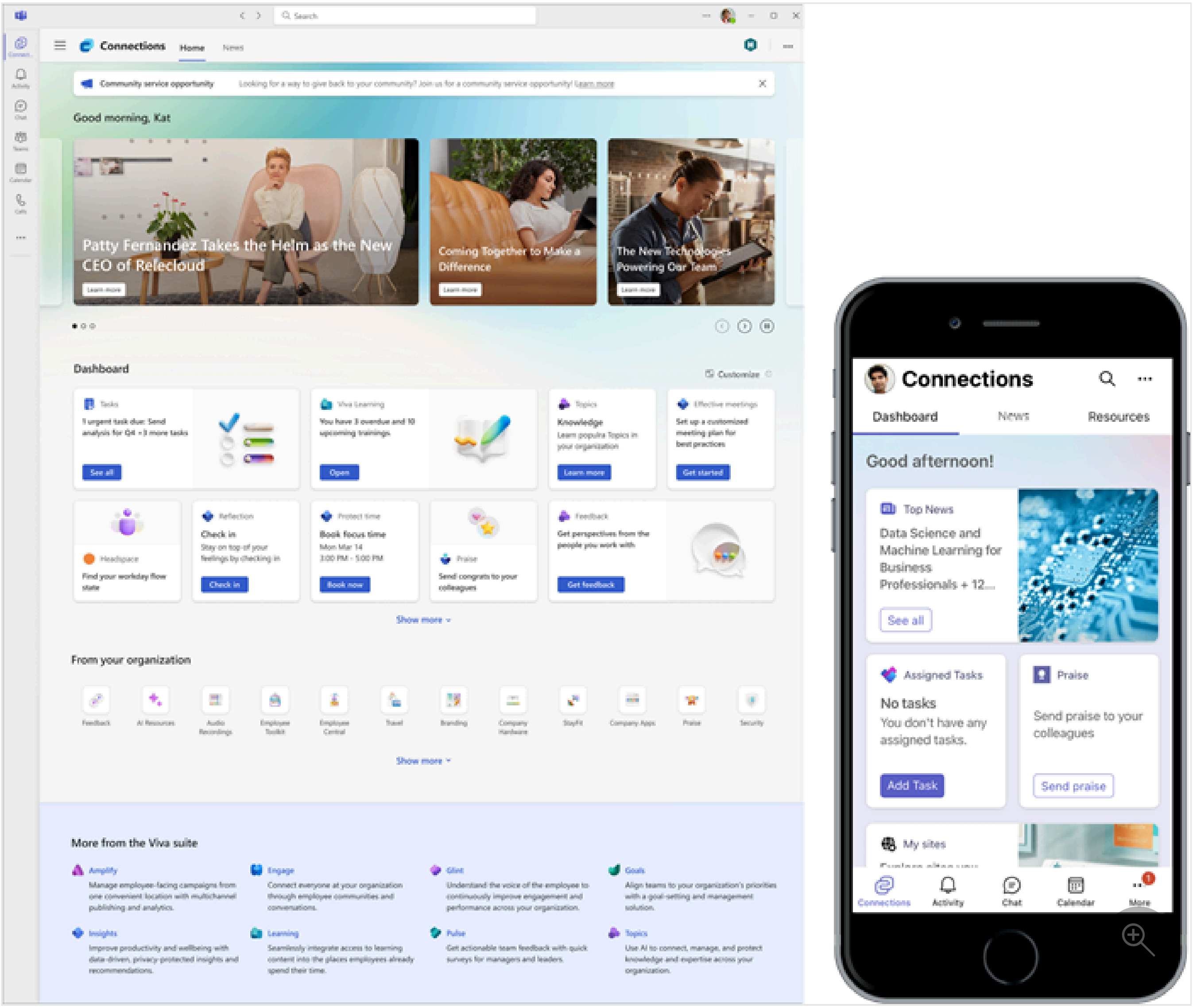
Tell us about your PDF experience.

Overview of Viva Connections

Microsoft Viva Connections is your gateway to a modern user experience and is designed to keep everyone engaged and informed. Connections is a customizable app that can be accessed through Microsoft Teams or the web from your desktop, mobile, or table device.

Connections gives different roles in your organization a personalized landing page where users can discover:

- Helpful tools to complete tasks;
- SharePoint news from organizational sites, boosted news, user followed sites, frequent sites, and from people the user works with;
- Resources in the form of links provided by the organization; and
- Other Viva apps your organization is licensed for.



Use the quick guide to set up Connections or get more detailed guidance on how to plan, build, and launch.

Connections is:

- A user experience app in Microsoft Teams that allows organizations to create unique experiences for different audiences like information workers, frontline workers, educators, researchers, or students.
- A gateway to other Viva apps and services with the ability to curate specific content and tools by providing easy access to resources, tools, relevant news, announcements, and popular destinations.
- Built on existing capabilities in Microsoft 365 like SharePoint, Teams, and Microsoft Entra.
- Easily accessed through the desktop, tablet, or mobile versions of the Microsoft Teams app, through your company's SharePoint home site, or by using the Viva Suite home website.
- Able to give users a consistent experience by being accessible through the desktop Teams app, a SharePoint home site, or via the Viva Suite home website. Refer to the section in this article on the Connections desktop experience for more detail.
- Accessing Connections through the Teams app on a mobile or tablet device provides a more compact experience and uses tabs to make it easier to scroll through content. Refer to the section in this article on the Connections mobile experience for more detail.
- Learn more about Microsoft Viva and Viva licensing.

> **Note**
>
> - A home site isn't a requirement for setting up Connections, but some organizations might choose to use a home site in addition to Connections to provide a secondary landing experience that's more focused on organizational content. **Learn more about home sites and how they complement Connections**.

Components to Connections

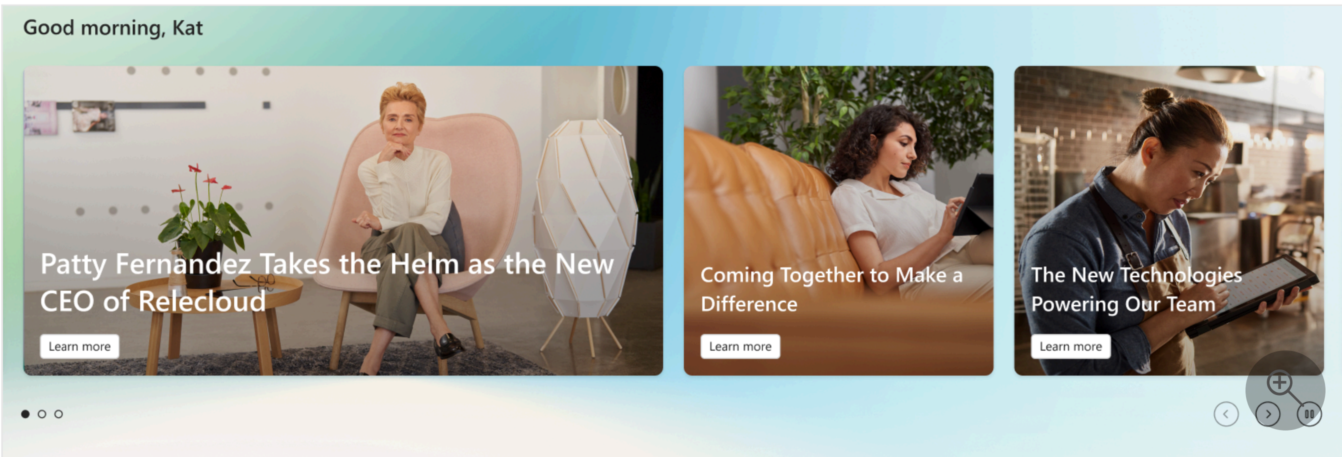
Connections is composed of three primary components - the News reader, the dashboard, and resources. All components can be accessed from the desktop, tablet, or mobile versions of the Microsoft Teams app, through your company's SharePoint home site, or by using the Viva Suite home website.

Expand table

Component	Description
Spotlight	At the top of connections experience, the spotlight dynamically displays content from the home site, news from SharePoint sites, or links to articles or sites. The spotlight can be customized to display up to 11 items.
News reader	The News reader provides users with SharePoint news from across the organizational sites, boosted news, user's followed sites, frequent sites, and people the user works with presented as news cards in a neat and easy to access immersive reader experience. Users can easily Like interesting news and Save content for later. Users with a Microsoft 365 Copilot license can access a Copilot powered news summary from the desktop version of Microsoft Teams; providing an AI generated summary of top news items to provide a quick overview of all the latest information. The news reader can be accessed from the News tab at the top of the connections experience.
Dashboard	The dashboard is your user's digital toolset that brings together the resources your users need whether they are in the office or in the field. The dashboard uses dynamic cards that users can interact with to do things like clock in for a shift, access training materials, review paystub information, or book a shuttle. It can also be used as a web part on SharePoint home sites. Cards in the Connections dashboard are based on adaptive cards and the SharePoint Framework (SPFx). They provide a low-code solution to bring your line-of-business apps into the dashboard. In addition, Connections desktop combined with SharePoint home sites can also be further customized and extended using SPFx web parts and extensions.
Resources	The Connections resources experience enables way finding across popular destinations. Organizations can curate a list of useful links that appear to users such as health benefits, important forms, and department websites.

Connections Spotlight

The spotlight sits at the top of the Connections experience and displays content from the home site, news from SharePoint sites, or links to articles or sites, providing a steady stream of information. Users can select links and news stories as they cycle through or use the navigation controls to scroll through the banner. If no items are available to display, this section collapses.

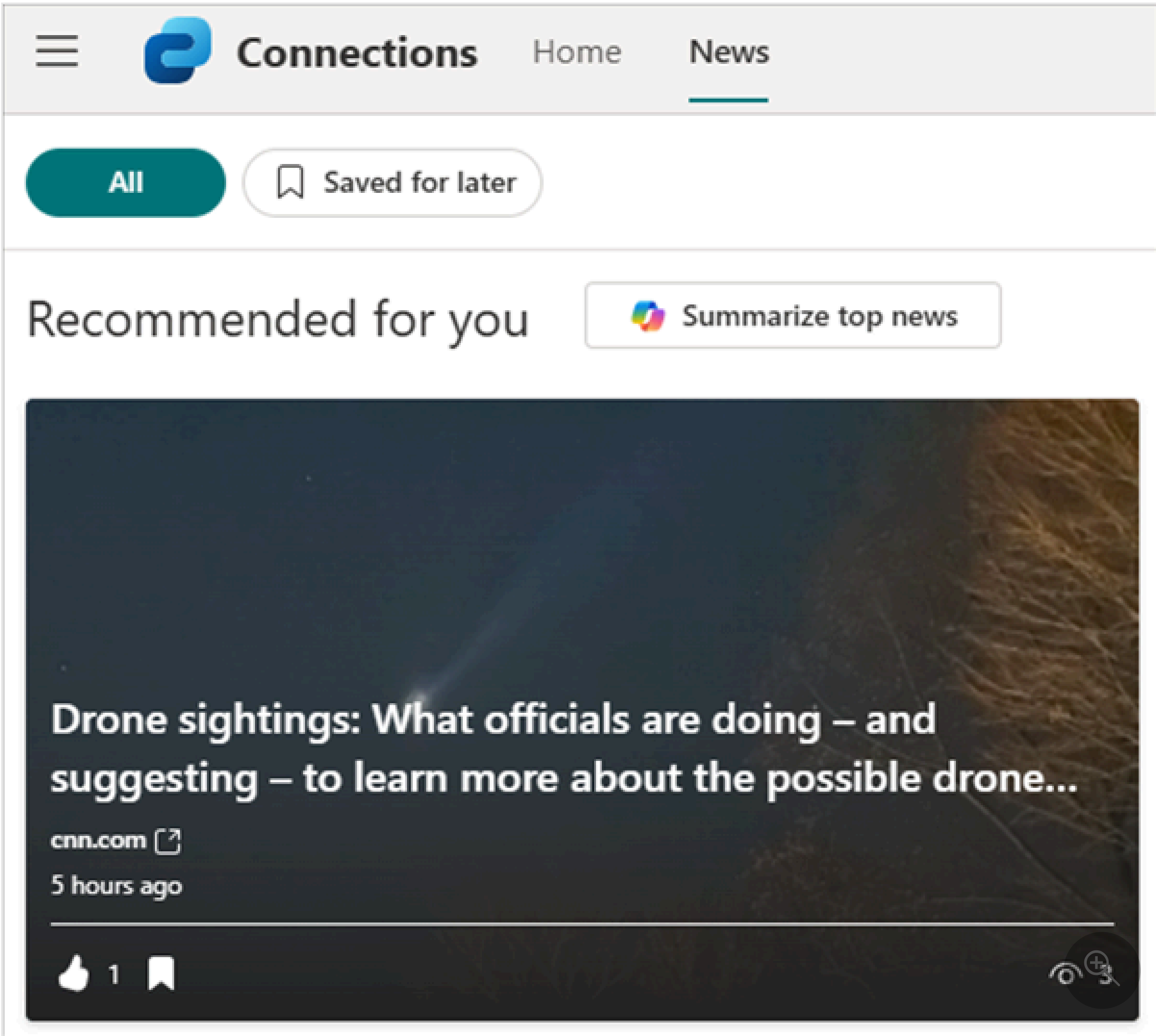


For more information on customizing the Spotlight, see the article on managing the spotlight.

Connections News reader

> **Note**
>
> - The news reader experience is being rolled out to users that will replace the current Feed experience across desktop, web, and mobile devices. This update is planned to roll out to all customers across all devices by the end of April 2025.
> - The Copilot powered news summary is currently only available through the desktop version of Microsoft Teams and is rolling out to users with a Microsoft 365 Copilot license.

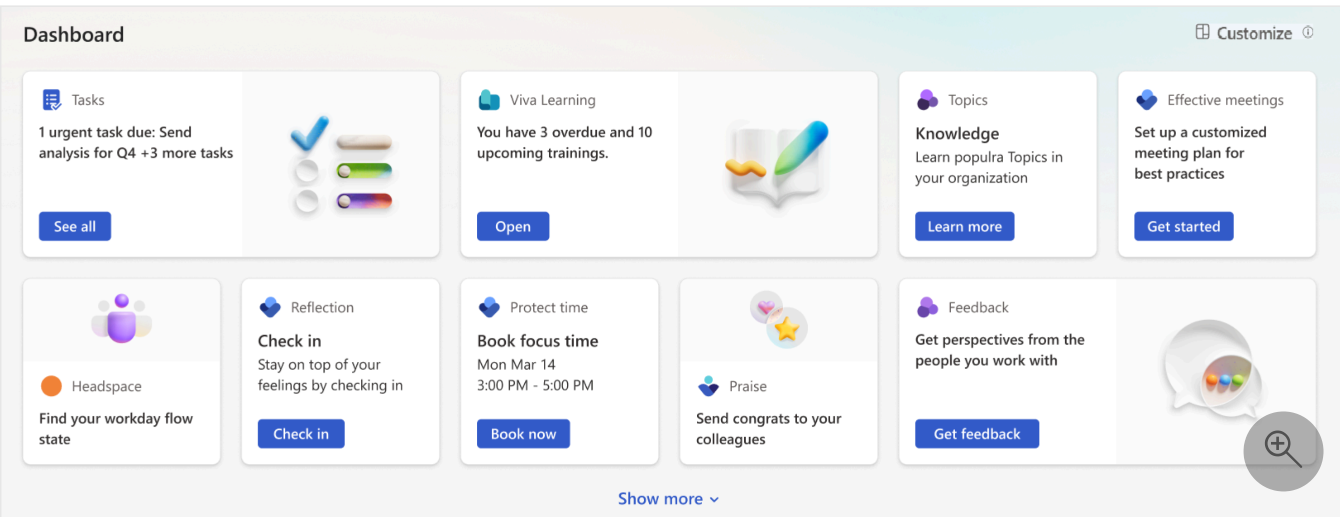
Additional news can be accessed from the News tab. Here, users can access their personalized news feed with relevant information ranging from organizational and industry news, boosted news, the users frequent and followed sites, trending sites, and news published by people the user works with. News will be displayed on cards with options to like and save posts for later. A Copilot powered news summary provides an AI generated summary of top news items in a user's feed to provide a quick overview of all the latest information.



For more information on the News reader, see the article on the news reader in Connections.

Connections dashboard

The Connections dashboard enables you to create a curated experience using dashboard cards that give your users' access to their most critical content and tools. These cards are designed to enable quick task completion either by interacting with a card directly or by opening a quick view in the dashboard. Think of the Connections dashboard as a digital tool set for your users.



The Connections dashboard is available as a Teams app for desktop, tablet, and mobile (iOS, Android) platforms, by accessing Connections using the Viva Suite website, and as a web part on SharePoint sites. The web part can be integrated into a SharePoint home site, which then is exposed as part of the Connections for desktop experience in Teams.

Anatomy of a dashboard

A dashboard is made of medium-sized and large-sized cards which users can interact with to get information or complete a task.

Users can select cards or click the buttons on cards to do things like:

- Displaying a quick view with more information or an input form
- Navigating to a SharePoint page
- Accessing a Teams app
- Integrate with partner apps, services, and other Viva apps

Some cards can also reflect dynamic content that refreshes based on a user action or other event. For example, users can see new tasks assigned or required training courses when they open the dashboard. As the users mark the tasks as complete, the card updates to reflect their new number of tasks.

The dashboard experience has been designed to be consistent across mobile platform and desktop, but there are some differences:

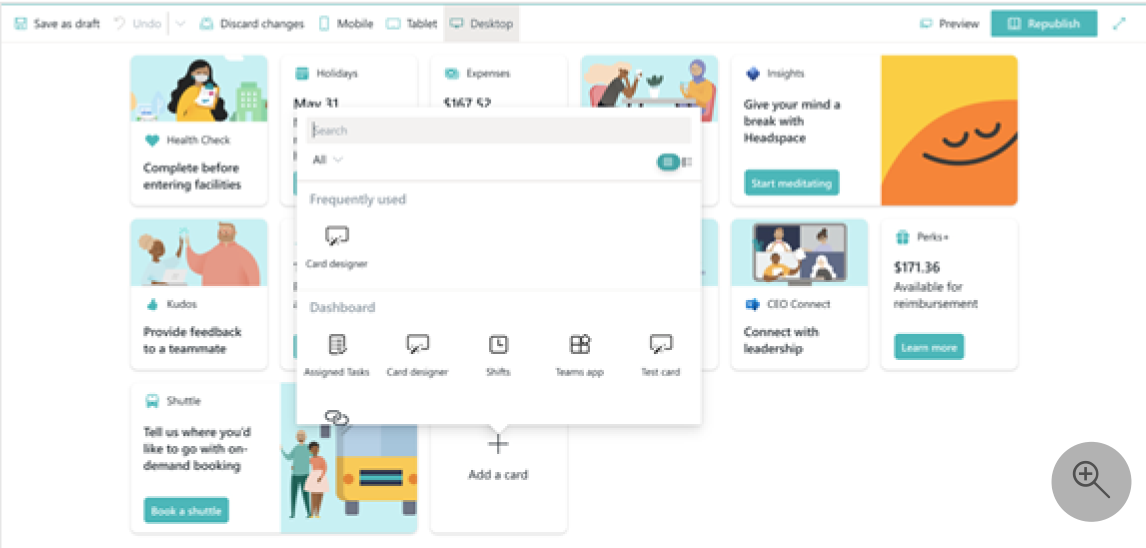
Expand table

Element	Mobile Experience **(Smartphone & Tablet)**	Desktop Experience **(Desktop & Web)**
Dashboard	Displays as the default tab in the Connections app in Teams.	It's prominently displayed in the desktop app and can be added to your SharePoint sites as a web part.
Dashboard layout	Fixed in portrait mode. Card sizes can be medium (which shows two cards on one row) or large (which shows one card on a row). Users can reorder, show, or hide the cards on their dashboard (These settings won't carry over to their desktop or tablet experience).	Can be portrait or landscape with varying numbers of cards on each row depending on whether the web part is used in a one, two, or three column page section layout.
Card UI	Native	HTML based
Card order	Same as in Desktop	Same as in Mobile
Card reflow	Same as in Desktop	Same as in Mobile

Element	Mobile Experience **(Smartphone & Tablet)**	Desktop Experience **(Desktop & Web)**
How many cards are shown	All cards without audience targeting plus audience-targeted cards where the viewer is part of the targeted audience.	The number of cards to show can be specified in the Dashboard web part settings, but which cards are shown might vary depending on audience targeting. Users can expand the number of cards show by selecting "See all."

Dashboard authoring

The dashboard can be authored directly in the Connections app in Teams desktop. If you're using a home site, the dashboard can also be authored from the SharePoint home site.

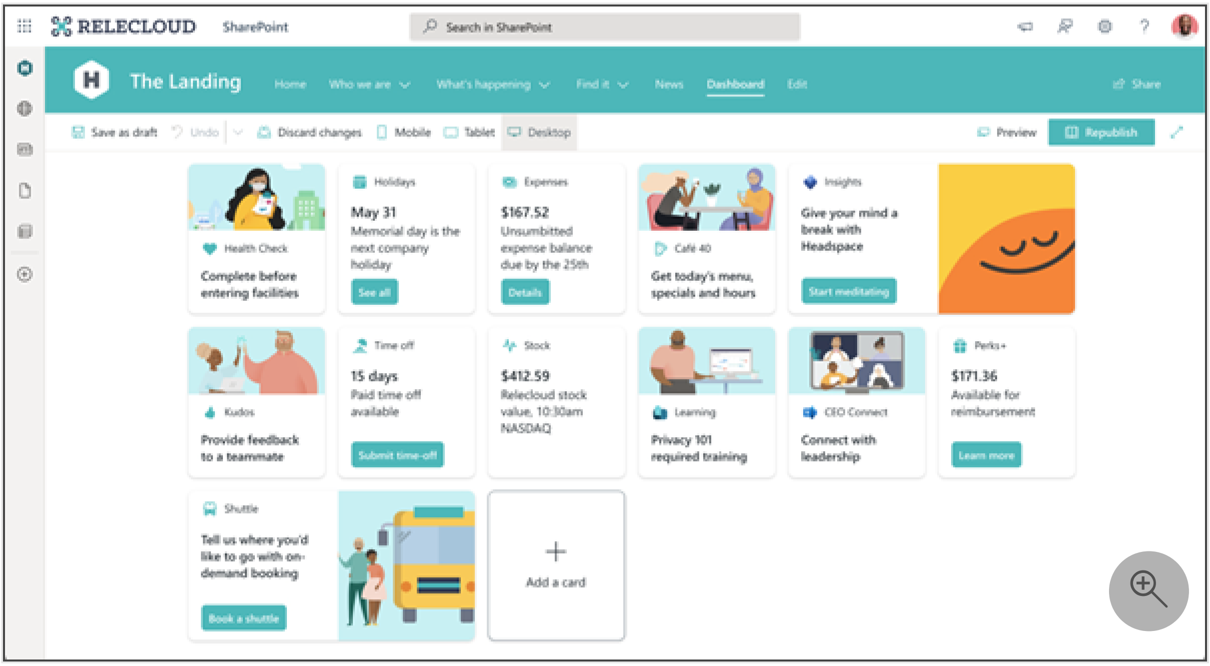


The layout of the dashboard, including the size of the cards (which can be individually set as medium or large) can be customized. The layout of the cards might look different depending on whether the dashboard is being viewed on mobile, desktop, or in the dashboard web part. Users with edit permissions can preview how the dashboard appears to users viewing on a mobile device or desktop.

For more information on customizing the dashboard, see the article on creating and editing a dashboard.

Dashboard cards

The Connections dashboard comes with a set of built-in cards, but is also designed to enable Software as a Service (SaaS) providers, system integrators, and in-house development teams to create their own cards to meet the needs of the organization.



Cards in the Connections Dashboard are based on adaptive cards and the SharePoint Framework (SPFx). They provide a low-code solution to bring your line-of-business apps into the Dashboard.

Learn more about the available dashboard cards.

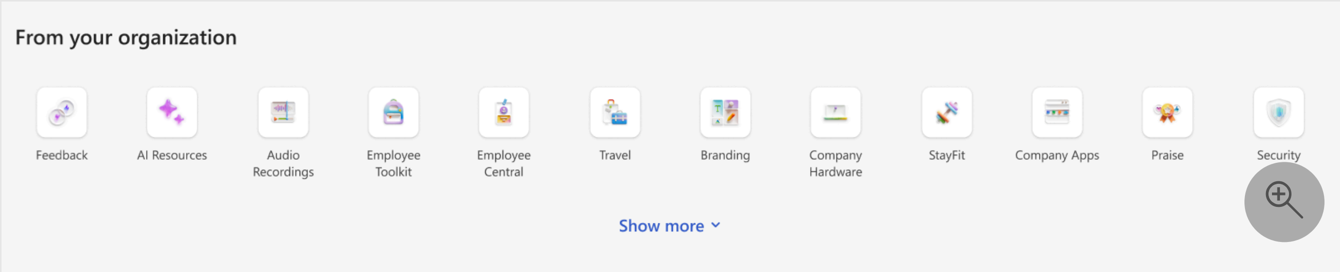
Discover more card options from partner services

Connections resources

Resources are navigational links that can be set up and customized both from the Teams app and web experience for Connections. Once set up, these resources are displayed on the desktop, web, and mobile experiences of Connections. They include customized links from any URL, whether it's external to your organization or internal to organization. Links can be further customized by applying audience targeting to each link.

Organizations with a SharePoint home site that created a global navigation bar can also provide users with links to resources. The global navigation bar can only be accessed outside SharePoint by users through the Connections app on Microsoft Teams by selecting the organizations logo on the Teams app rail. Links from the Global Navigation bar can also be imported into the Resources section of Connections.

> **Note**
>
> Up to 48 resource links can be created in the Resources section.



In the mobile app, users can view resources by selecting the **Resources** tab. This type of functioning provides users with a familiar navigation structure and allows them to open sites, pages, news, and more—right from their mobile devices.

For more information, see the article on editing the resource section.

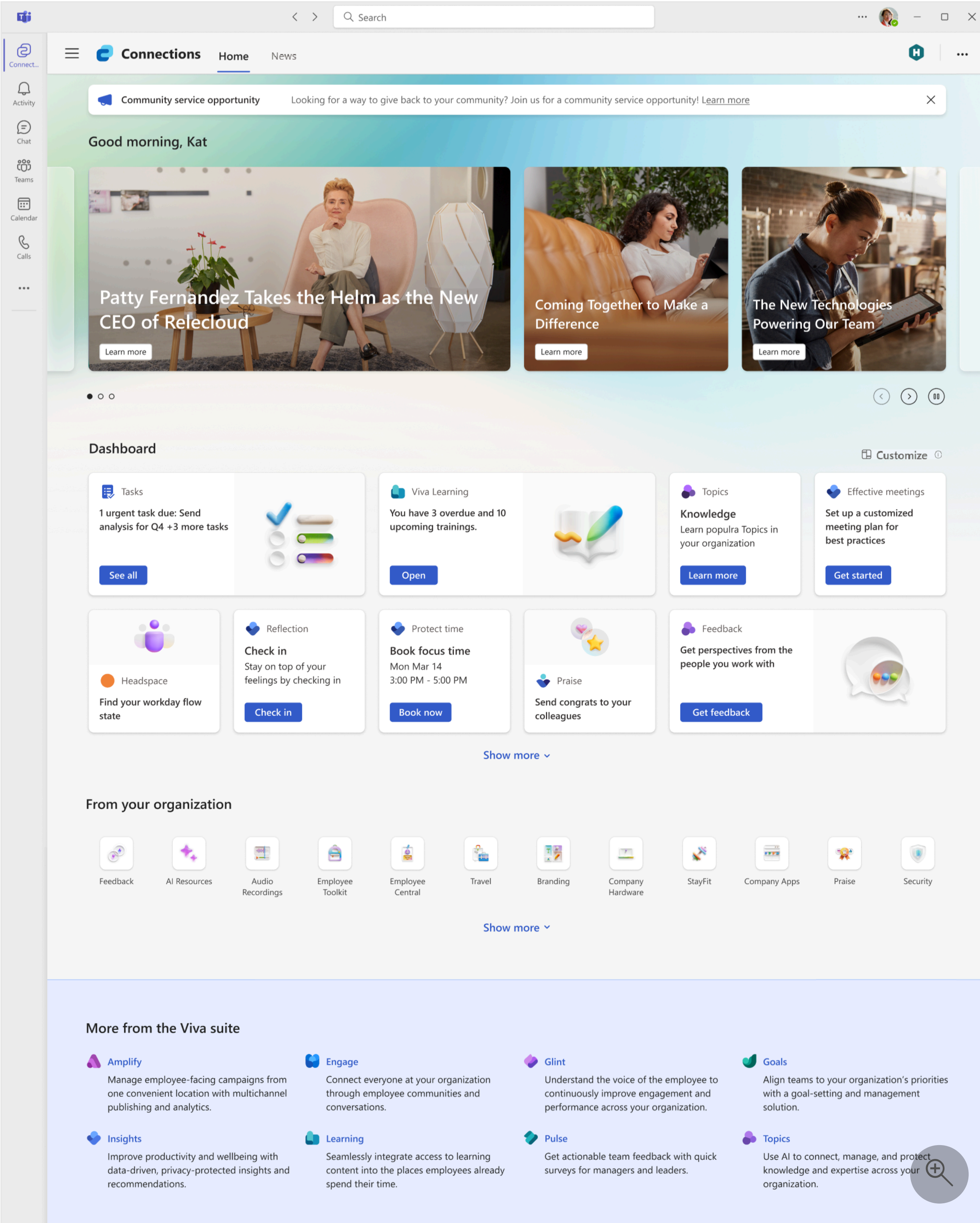
Connections mobile and desktop experiences

The desktop and mobile experiences are centered around the three main components of the dashboard, News reader, and resources sections. Users accessing Connections from the desktop app in Teams, SharePoint home page, or the Viva Suite home website features all three components at-a-glance, in addition to announcements, spotlight, and the Viva Suite footer.

Accessing Connections from a tablet or mobile device features a more compact experience for the three components and uses tabs to make it easier to scroll through content.

The Connections desktop experience

Users can access Connections via Teams, their organization's SharePoint home page, or the Viva Suite home website, thus providing a consistent experience through multiple entry points.



Key capabilities of the desktop experience:

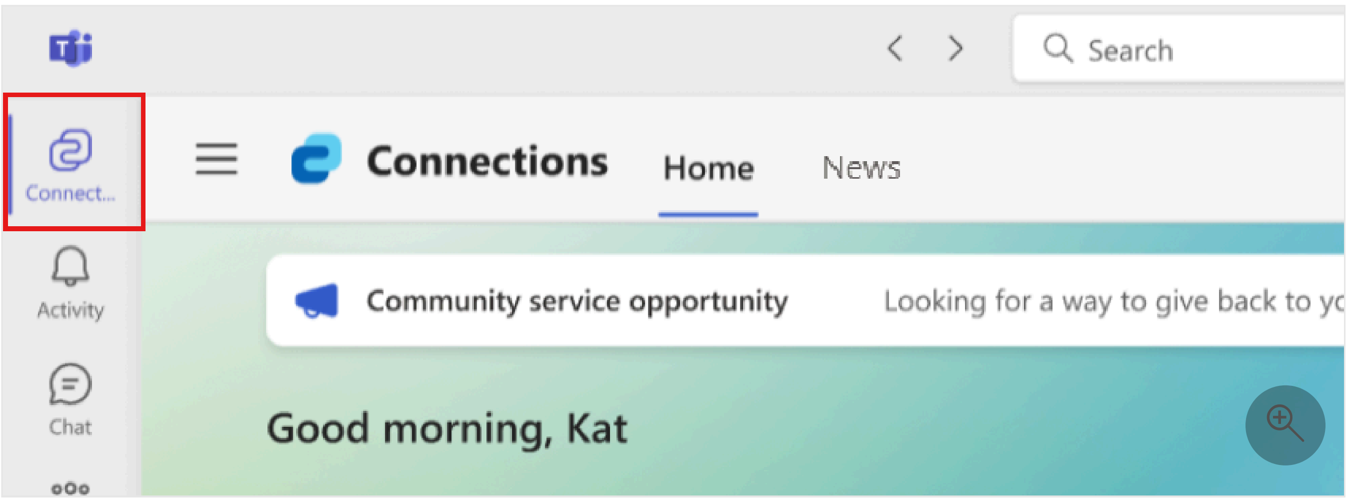
- **Access to the rest of the Viva suite:** The desktop experience of the connections app offers easy discovery and navigation to all the Viva modules that the user is licensed for, bringing together the connection, insight, growth, and purpose pillars of Microsoft Viva.
- **Accessible from the web:** Users can access Connections on the web can be accessed from your company's SharePoint home site or from the Viva Suite home website, without

needing the Microsoft Teams app.

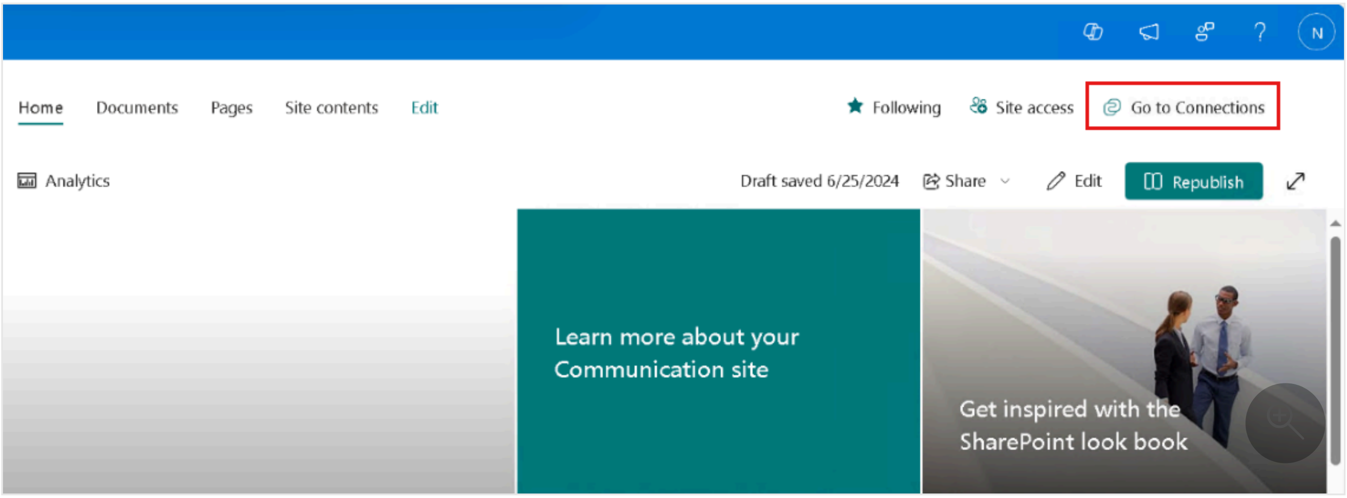
- **Navigation between other Viva experiences:** Navigational elements located in the top-right and top-left corners, navigational elements help viewers easily get to-and-from other landing pages and other Viva experiences.
- **Announcements**: Important time-sensitive notices targeted to users within the organization appear at the top of the Connections experience.
- **Company resources and way finding**: The desktop experience provides users the ability to navigate to important resources using links curated by your organization and the important sites your organization frequently engages with. This navigation panel appears when users select the branded app icon in Teams, and surfaces elements shared with the SharePoint global navigation.
- **Access specific tools based on roles**: Throughout the Connections experience, content can be targeted to specific audiences to ensure they have the right tools at the right time.
- **Stay updated on news personalized to the viewer**: Users can access the News tab to check their personalized news feed. In addition, the Spotlight on the Home tab cycles through news pulled from selected SharePoint sites, or links pinned by experience owners.
- **Easily share content**: Content consumed within Teams can be easily shared into chats or channels, making collaboration easier.

Accessing Connections from Microsoft Teams, SharePoint, or the Viva Suite home

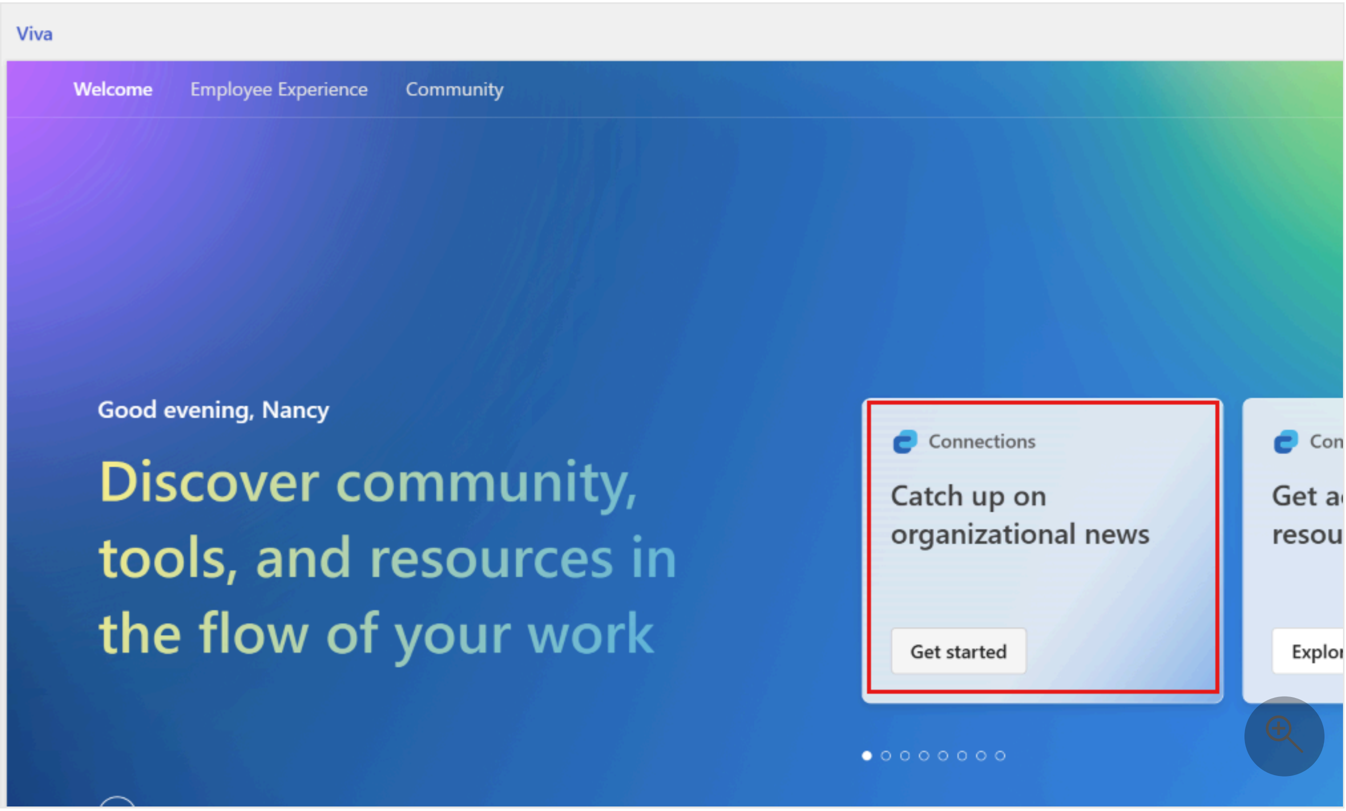
From the Connections app in Microsoft Teams: Select the **Connections app** from the Microsoft Team's app bar.



From your organization's SharePoint home site: Select **Go to Connections** from your organization's intranet or home site.

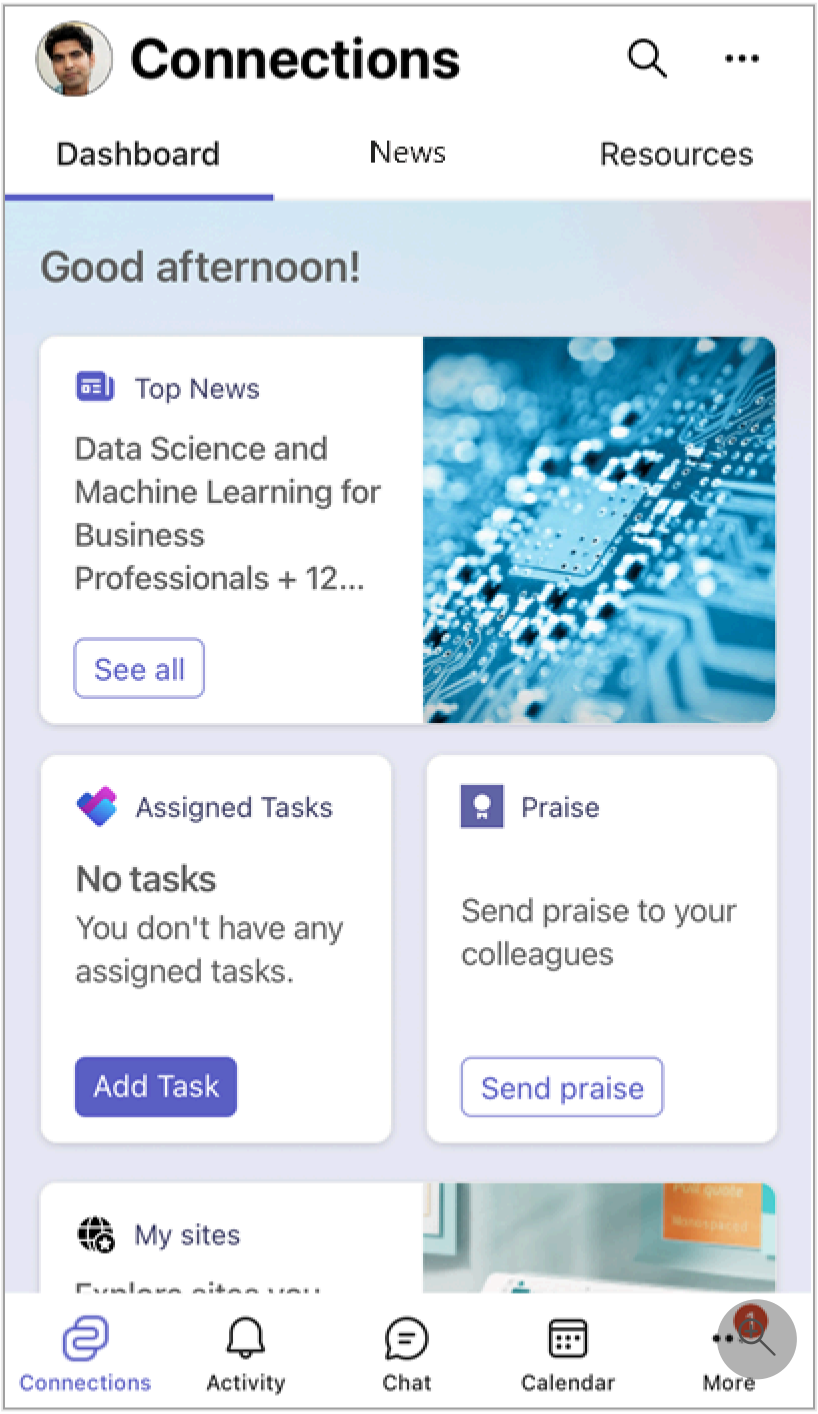


From the Viva Suite home website: Select the **Connections card** from the spotlight on the [Viva Suite home site](#).



The Connections mobile experience

The experience in the Connections mobile app is anchored around three key concepts: the dashboard, the news reader, and resources.



For more detailed information, see the article on Connections on mobile devices .

Curated experiences

Connections gives you and your content creators the tools to provide a curated experience. A curated experience is one in which the user sees content chosen by a site owner or author. For example, a site owner controls the content used on the site and whether the content is audience targeted. Audience targeting is accomplished using Microsoft Entra ID groups for card-level targeting in the dashboard and menu-item targeting in the global navigation.

- **Home site (optional)**: A home site isn't required for Connections, but can be used as a secondary landing destination for organizational content and news. A site owner controls the layout of the home site, the elements used on that site, and targeting content to specific audiences.

- **News reader**: By using audience targeting, you can show news content to specific groups of people. This is useful when you want to present information that is relevant only to a particular group of people. For example, you can target news stories about a specific project to only team members and stakeholders of the project. The news reader will then display all news based on the user’s frequented and followed SharePoint sites.

  News that is posted across the organization will also be featured in the spotlight at the top of the experience and can be customized to include links to other sites or information.

- **Dashboard**: A dashboard author controls the curation of the dashboard and can target each card on the dashboard to specific audiences using existing Microsoft Entra ID groups. This allows dashboard authors to create different experiences for each group. And because Viva Connection uses Microsoft Entra ID groups, authors benefit from dynamic group memberships to reduce administrative overhead. Authors can easily preview what the dashboard looks like across devices and audiences.

- **Resources**: The list of sites on the resources experience in mobile is controlled by a resource author who generates links for the organization and enables audience targeting so that users in different groups see relevant navigation items.

Branding

Matching your organizational brand is integral to your users' connection with your company's values and goals. The branding you apply in Teams to the Connections desktop app – including your logo and colors – is automatically applied to the mobile app. For information on how to apply your branding in an app, review how to customize apps in Microsoft Teams. The desktop app offers an opportunity for further branding by customizing the banner image and customizing the theme.

> ⓘ **Note**
>
> - Organization branding in the Connections app is currently disabled for users on mobile and desktop who have enabled dark mode under their Microsoft Teams Appearance and Accessibility settings.
> - Custom fonts are not supported by the Connections app on mobile.

Localization

Connections is available in most major languages used in Microsoft 365. Learn more about how to set up the Connections mobile experience in a specific language and how to create a dashboard in more than one language.

- **Dashboard:** Content can be set by dashboard authors to support multiple languages.
- **News reader:** The content is available in the format in which it was authored, and SharePoint news posts display author-translated posts in the user's preferred language.
- **Resources:** Content follows the site's default language.

Extensibility

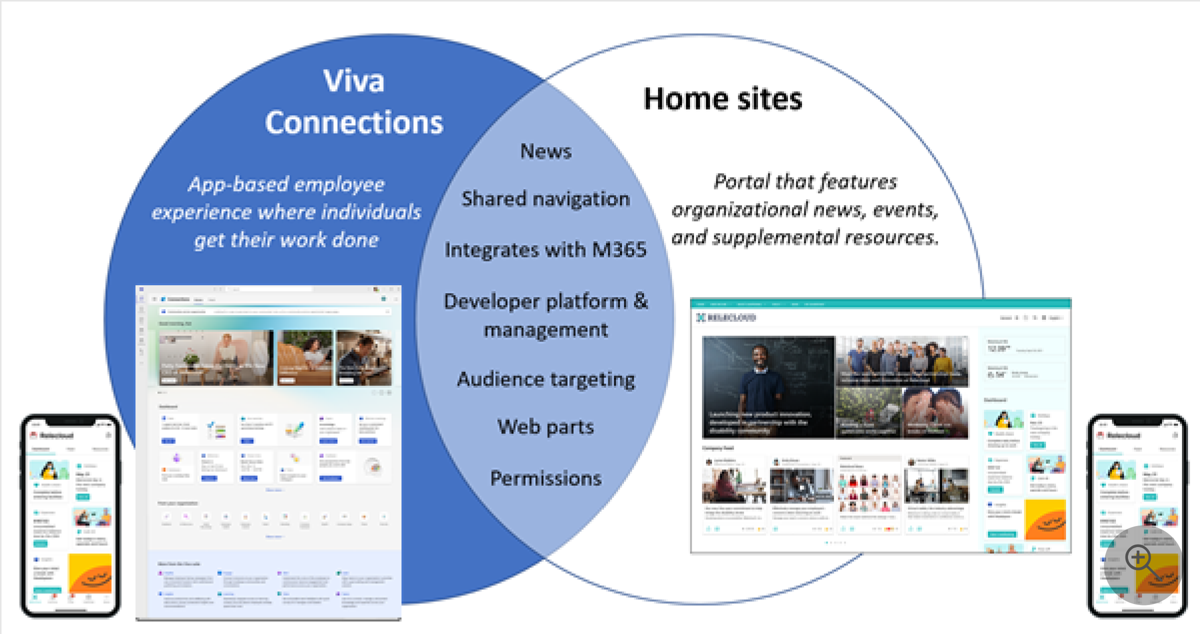
Many components to the Connections experience can be customized. The SharePoint Framework (SPFx) is the recommended SharePoint customization and extensibility model for developers because of the tight integration between SharePoint, Microsoft Teams, and Microsoft Connections. The SPFx is the only extensibility and customization option for Connections. Learn more about Connections extensibility.

How SharePoint home sites and Connections work together

Connections and home sites are two complementary methods to creating powerful user experiences that can be viewed on the web and in Teams. A SharePoint home site is a user experience that serves as a landing destination, news hub, and the main entry-point to your organization's intranet. Both Connections and home site experiences are designed to unite and empower your organization and automatically integrate with each other to form a cohesive and branded experience.

Use Connections as the primary destination where users access job-specific tools and news and home sites as a secondary source of organizational news and industry news, events, and resources. Connections is where individuals get access to curated content based on their role, and the home site is where they can find more organizational-focused resources.

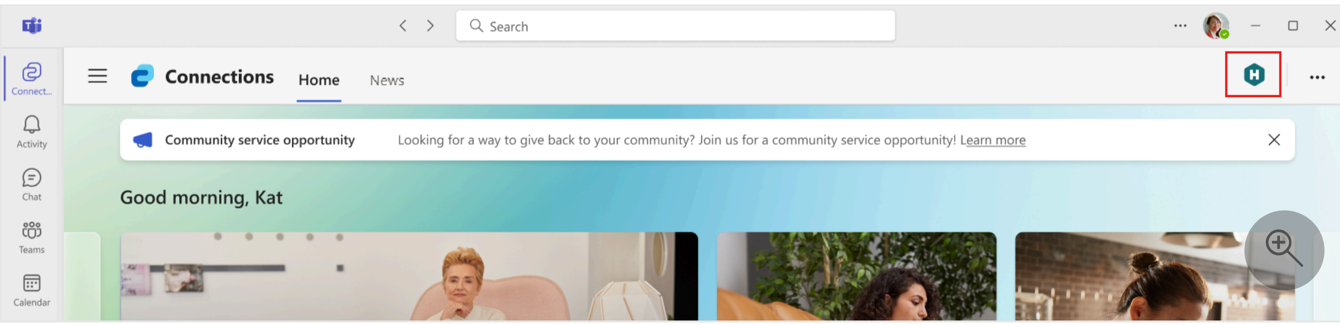
Shared functionality



Both share many common capabilities like news roll ups, navigation, and partner extensibility to ensure these solutions work together. Both types of experiences share basic functionality, like the ability to use audience targeting, distribute organizational news, industry news, and share the same permissions model to make it easy for editors to access and manage.

Connections automatically detects home sites

For organizations that already have a home site (or know they want one in the future) the home site is automatically detected by Connections, and a prominent link will display at the top-right of the desktop experience. Users can easily navigate between both – so you don't have to choose one over the other.



Connections allows for multiple home sites across multiple experiences

Depending on the size of your organization and the information to communicate, you might decide to create a separate experience for each audience you wish to target. Organizations are able to set multiple home sites by using multiple Connections experiences, creating a targeted experience that is content specific for that group of users (for example, a dashboard and resources with a frontline worker focus). This article provides some scenarios where you'd want to create more Connections experiences.

ⓘ **Note**

- SharePoint home sites are now set in the Microsoft admin center and can be set up when you create a Connections experience that builds off an intranet portal.
- You must have an Enterprise (E), Frontline (F), or Academic (A) license type to create a Connections experience.
- Users with a Microsoft 365 subscription (E, F, or A license) are limited to creating and using one experience. If you want to create or use two or more experiences (up to 50), then every user in your tenant must have a Microsoft Viva Suite or Viva Communications and Communities license. See **Microsoft Viva plans and pricing** for more info.

You can choose the default landing experience

Unless specified, Connections is the default experience for the desktop app in Teams. When Connections is the default, a link to the home site displays in the top-right corner to ensure easy navigation between the two experiences. We recognize that some organizations with a home site want the home site to be the default experience. When the home site is the default experience, a link to Connections will display in the top-right corner. Learn more about choosing the default experience.

Step-by-step guidance to prepare for Connections

There are several options to learn more about how to get Connections for your organization.

Expand table

Option	Description	Time to complete
Quick guide	Use the quick guide to get a high-level overview of how to get Connections	10 minutes
Plan, build, and launch guidance	Get more detailed guidance that focus on tasks in the plan, build, and launch phases.	30 minutes
Learning path	Get in-depth guidance that includes fictitious business stories and examples. Complete knowledge checks to confirm learnings.	Two hours

Privacy, Security, and Compliance in Viva Connections

Privacy, security, and compliance are essential aspects of your organization. Viva Connections takes advantage of Microsoft 365 tools and services, which are governed under the Microsoft Product Terms and the Data Protection Agreement (DPA). For more information, see the Microsoft Trust Center and the article on Microsoft Viva Compliance.

Learn more about how Microsoft Viva inherits privacy features and settings from Microsoft 365, Teams, SharePoint, and Viva Engage (where applicable).

Security for Viva Connections is largely inherited from Microsoft 365, SharePoint, and Teams. Owners and members setting up a Viva Connections experience should confirm who has access to certain sites within SharePoint to ensure only authorized users have access to certain data and features. For more information, see the article on understanding how security works in Microsoft Viva.

More resources

Join the discussion and see the latest events in the Connections Community.

Learn how to plan, build, and launch a home site

Connections adoption resources

Connections guidance for end users

Learn more about creating and editing a dashboard

Last updated on 04/16/2025

Set up Viva Connections in the Microsoft 365 admin center

Article • 01/22/2025

> **Note**
>
> - You must have an Enterprise (E), Frontline (F), or Academic (A) license type to create a Viva Connections experience.
> - Users with a Microsoft 365 subscription (E, F, or A license) are limited to creating and using one experience. If you want to create or use two or more experiences (up to 50), then every user in your tenant must have a Microsoft Viva Suite or Viva Communications and Communities license. See Microsoft Viva plans and pricing for more info.
> - You must have SharePoint admin permissions to access the Microsoft 365 admin center.
> - You must have Teams administrator (or higher) permissions to pin the Viva Connections app in the Teams Admin Center.
> - SharePoint home sites that are part of a multi-geo tenant outside of the main geo need to manage their permissions in the SharePoint Admin Center.

Microsoft Viva Connections is a user experience app in Microsoft Teams that brings together relevant news, conversations, resources, and tools in one place for every person. It's built on your current Microsoft 365 ecosystem to help you engage, inform, and empower your workforce. The Viva Connections experience is deployed and accessed in Microsoft Teams.

Use these step-by-step instructions to help you set up and launch Viva Connections experiences in the Microsoft admin center (MAC) for your organization.

Before getting started

Setting up Viva Connections only takes a few steps but there are some considerations to think through with other stakeholders at your organization before getting started:

- **Consider the type of experience(s) that are best for your organization**: You can create a stand-alone Viva Connections experience, or you can create a Connections experience that also builds off an existing intranet portal or SharePoint home site.

You can create a single Connections experience for your entire organization with dashboard cards targeted to specific audiences (that is, Centralized HR communication), or you can create multiple experiences to meet the needs of distinct audiences (for example, separate content for frontline workers, subsidiaries needing separate content and branding, etc.). Keep in mind that if you have multiple experiences with overlapping content, each experience needs to be updated separately. Learn more on how to plan, build, and launch Viva Connections.

- **Decide which audiences should be associated with each experience**: You can create more than one Connections experience if your organization has a need for different user experiences for distinct audiences. Decide which experiences should be associated with specific audiences. You want to consider the order of experiences that should be seen for audiences that might belong to more than one experience.

- **Think about who should have owner permissions to each experience**: Owners have full permissions to edit the experience and manage access for others. As a best practice, it's recommended that each experience has a minimum of two owners assigned to it.

- **Pick an icon and name for your app**: Choose an app icon and name to apply to your entire Connections app. This icon and label display as an app in the Teams app bar. Consider what the right branding elements are for your organization. You want to pick a name that aligns with your organization's brand, and that's also meaningful and recognizable to viewers.

> ⓘ **Note**
>
> Currently the app icon and name can be managed only at a tenant level. Organizations with multiple experiences won't see individual names and icons for each one in Teams.

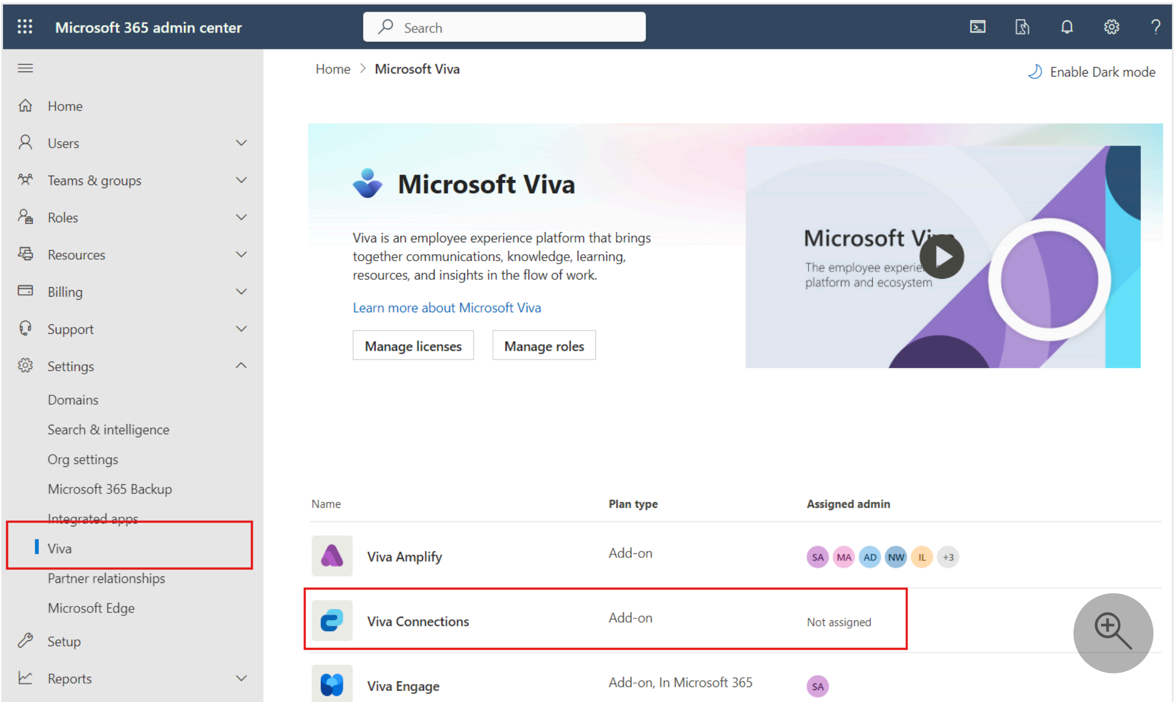
How to access Viva Connections in the Microsoft admin center

1. Navigate to admin.microsoft.com and sign in with your credentials.

2. Select **Settings** to expand the selection and select **Viva**.

> ⓘ **Note**
>
> If Settings doesn't show, select **show all** to reveal all available menu options.

3. Select **Viva Connections** to open the Viva Connections admin center.

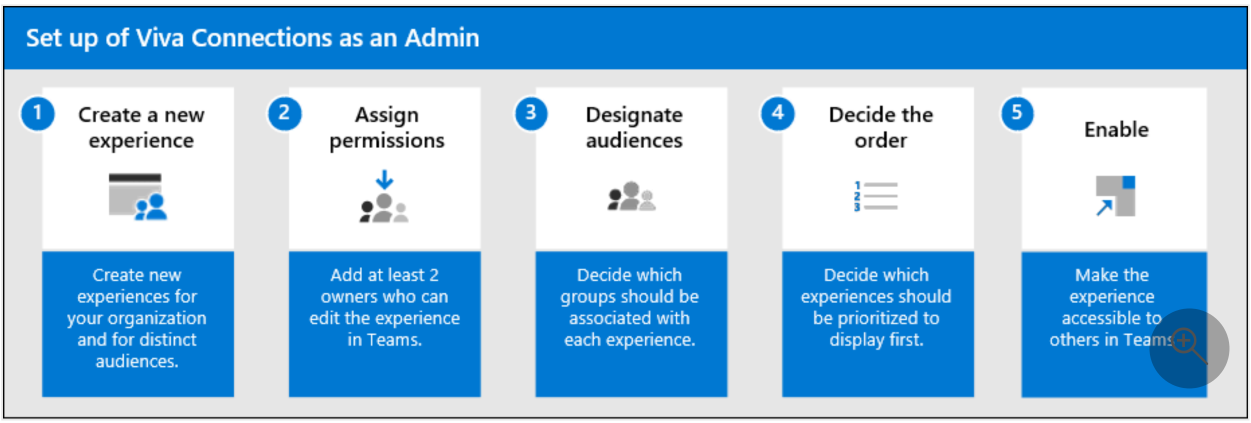


4. Select **Create and manage Viva Connections experiences**.

5. The Viva Connections admin center opens. If you already have a SharePoint home site (intranet portal), Viva Connections displays it as an experience automatically.

Create a new Viva Connections experience

Create an all-encompassing Connections experience for the entire organization, or for distinct audiences. Optionally, when you create a new experience, you can choose to create a stand-alone Connections experience, or to create a Connections experience and build off an existing intranet portal (SharePoint home site).



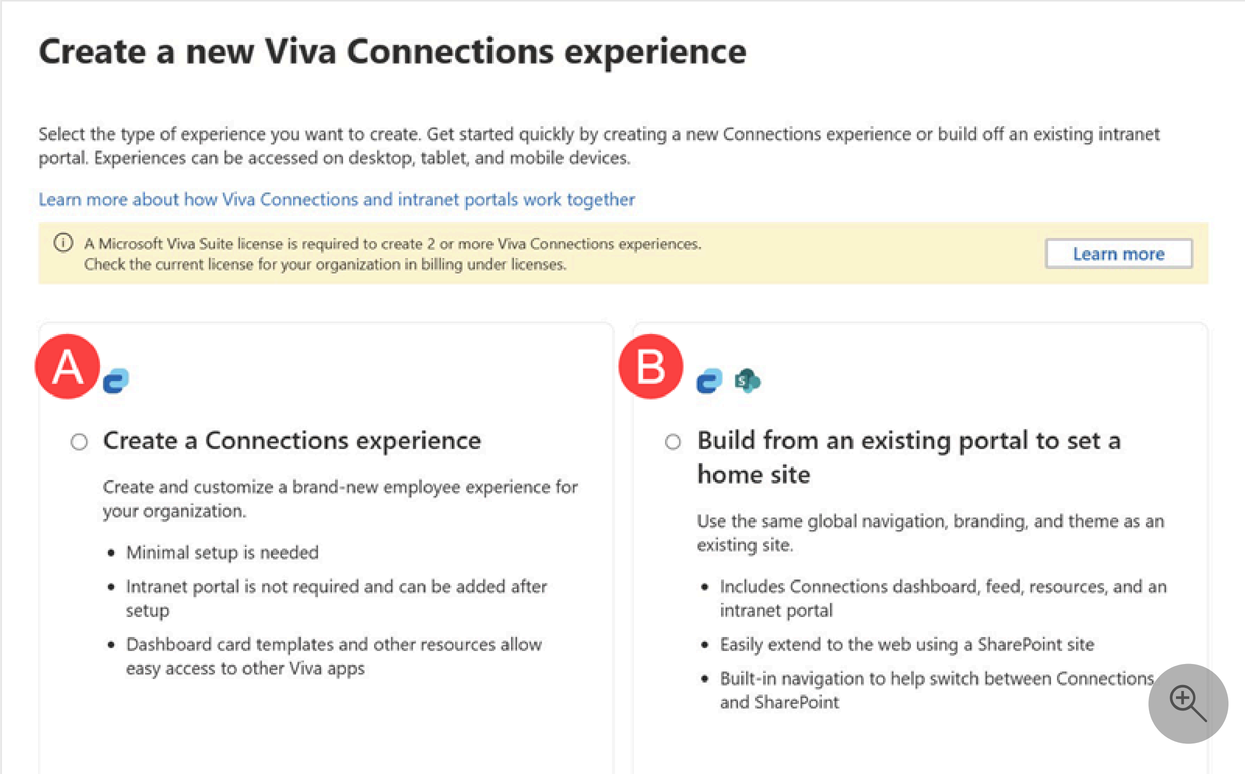
ⓘ **Note**

- A Microsoft Viva Suite license or Viva Communications and Communities license is required to create more than one Viva Connections experience. Check the current license for your organization in billing under licenses.
- Organizations are limited to creating a maximum of 50 Viva Connections experiences overall per tenant.
- You must have SharePoint admin permissions to access the MAC.

Step 1: Create a new experience

Admins are able to create multiple standalone experiences well as intranet home sites having their own Viva Connections experience. As a result, there are now two options for creating a new experience:

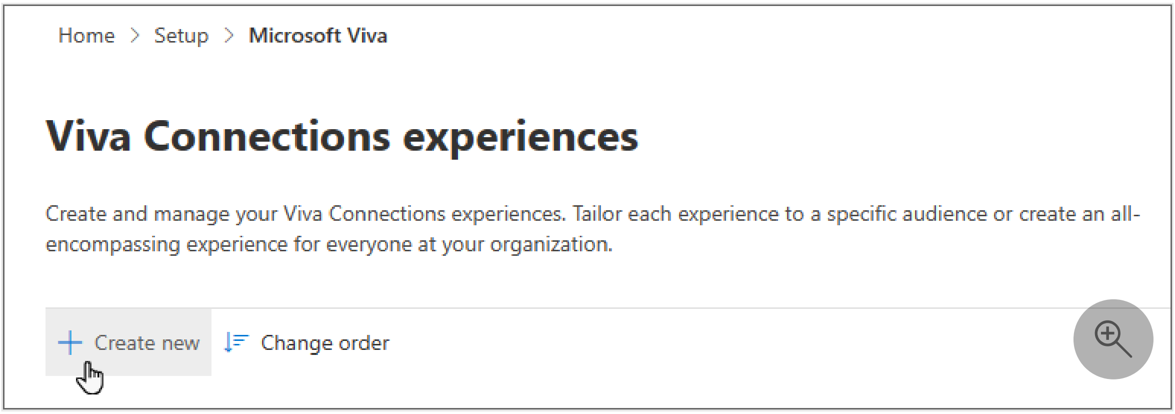
> **A. Creating a Connections experience**: This option is the fastest way to get started. It creates a standalone, out-of-the-box Connections experience as an app in Teams without the need for an existing intranet portal. A special site container will be created where the dashboard, resources, and overall Viva home experience are hosted and sourced from. Owners can then begin adding their own content. An intranet portal can be added at any time and designated as a home site.
>
> **B. Build from an existing intranet portal**: This option is ideal for organizations that already have a SharePoint communications site and would like to use their own content, or would like to add an intranet portal that includes Connections components that can easily be extended to the Web. This option creates a new Connections experience and automatically designates the communications site as a SharePoint home site (intranet portal) that displays navigational elements, and shares permissions.



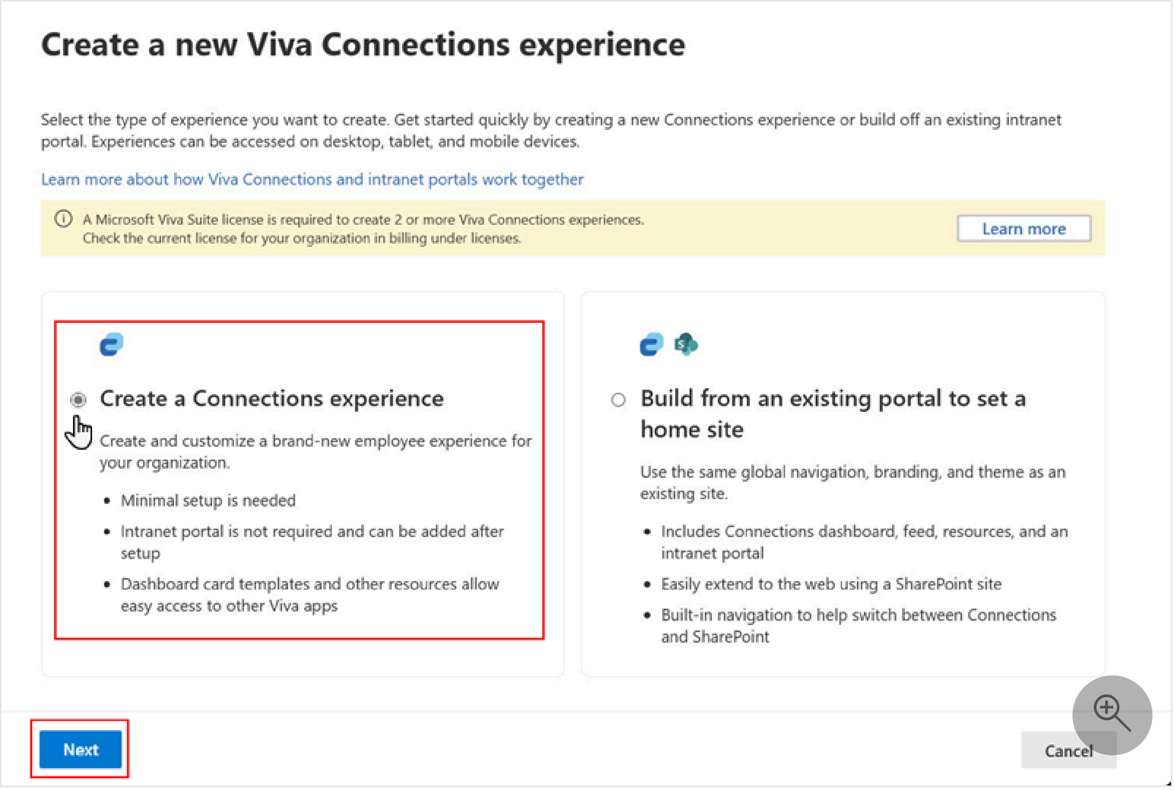
Create a Connections experience

This option is ideal if your organization doesn't have an existing intranet portal and just needs to create an experience. This option provides a lightweight experience without a SharePoint intranet portal that users can use to add their own content. Once the Connections experience is created, it can be set as a SharePoint intranet portal (it can be accessed from SharePoint).

1. Select **+ Create new**, displayed on top of the list of experiences.



2. Select **Create a Connections experience**, then select **Next**.



3. Give the new experience a name, add a description, decide the settings, and then select **Next**.

> ⓘ Note
>
> The name given to the experience in the MAC displays for owners and members who help manage and edit experiences.

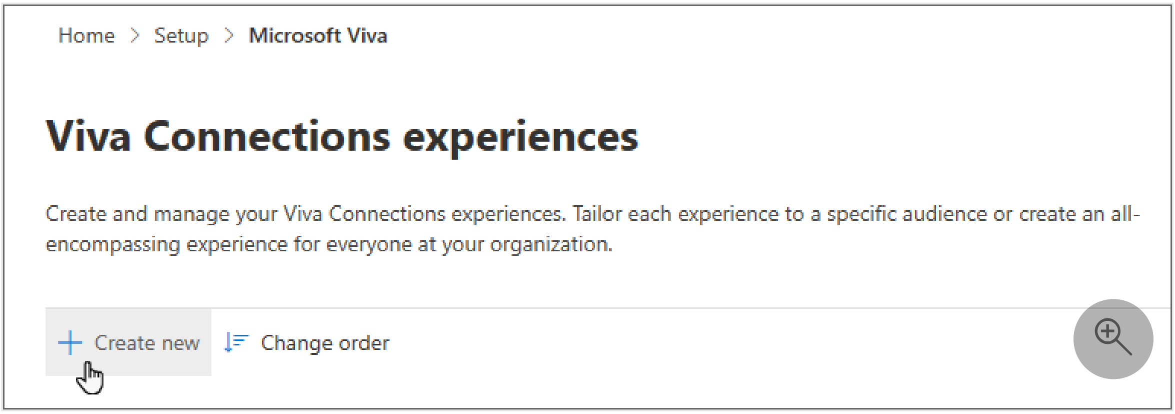
4. After reviewing your settings, select **Create experience**.

> ⓘ Note
>
> Each experience you create won't be accessible by viewers until permissions have been assigned by the experience's owners and it's been enabled.

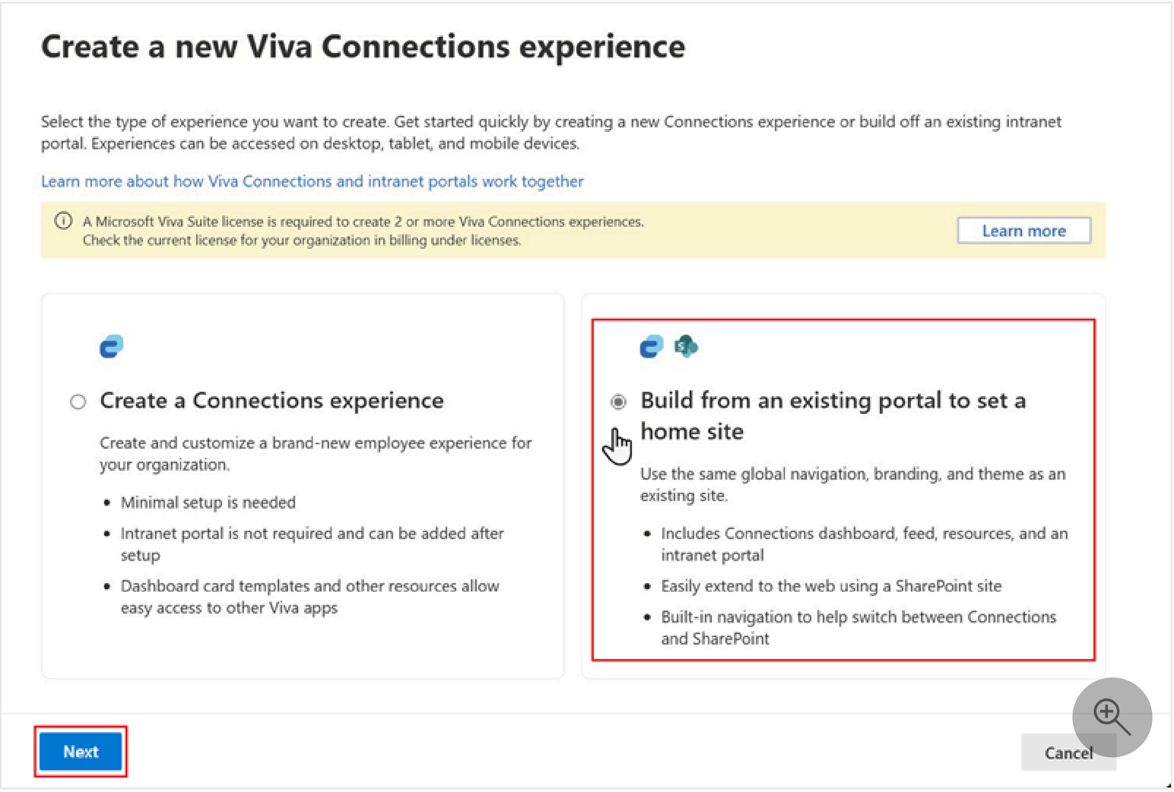
Build from an existing intranet portal

If your organization has an existing intranet portal, then this option allows you to use the existing content, or add an intranet portal that includes Connections components that can easily be extended to the Web.

1. Select + **Create new**, displayed on top of the list of experiences.

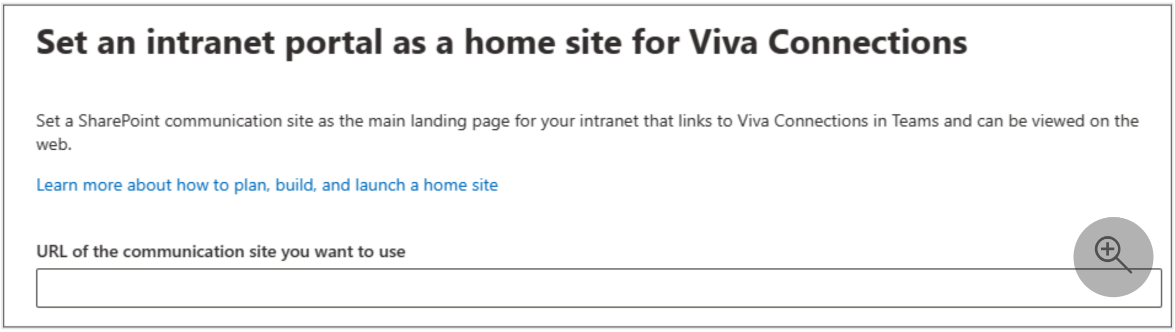


2. Select **Build from an existing intranet portal**, then select **Next**.



3. Paste the URL of your SharePoint communication site in the **URL of the communication site you want to use** field.

> ⓘ **Note**
>
> The name given to the experience in the MAC displays for owners and members who help manage and edit experiences.



4. After reviewing your settings, select **Create experience**.

> **Note**
>
> Each experience you create won't be accessible by viewers until it's been enabled, and permissions have been assigned by the experience's owners.

Choose the landing destination in the Viva Connections app

Customers building from an existing intranet portal are able to choose the landing destination for audiences in Teams via PowerShell command. (See Choose the default landing experience for Viva Connections desktop for more info).

PowerShell functionality is limited initially as follows:

Expand table

Command	Result
Get-SPOHomeSite	Returns the single SharePoint home site URL. With multiple Viva Connections experiences, a warning message and the first Viva Connection experience from the list is shown.
Set-SPOHomeSite	1. Initially it will continue supporting a single SharePoint home site setup. Setting up more SharePoint home sites can be done in the MAC. Support for setting up multiple SharePoint home sites will be supported at a later stage. 2. It updates the Viva Connections default landing destination (Viva Connections, SharePoint home site, or draft status for a SharePoint home site). This functionality will continue getting support in multiple Viva Connection experiences. The cmdlet can be run with the SharePoint home site URL to set the landing destination.
Remove-SPOHomeSite	This command won't be supported initially for multiple SharePoint home sites customers, but the MAC will support this operation. Users attempting to use the cmdlet will receive an error message and be redirected to the MAC.

When to use a separate experience vs dashboard card-level targeting

Depending on the size of your organization, and the information to communicate, you might decide to create a separate experience for each audience you wish to target. You can also use card-level targeting in your dashboard to provide a targeted experience.

When to create another Viva Connection experience

- If you have subsidiaries that need their own content.
- If you don't want users to have to visit the experience of another subsidiary.
- If you have international legal entities that need control over the content.
- If you're presenting international content in a different language that won't overlap with existing content (for example, English experience, Spanish experience, and so on).
- If you have content specific to frontline workers (for example, dashboard and resources with the frontline worker focus such as tasks, shifts, approvals, and top news).

If creating multiple experiences, make sure you don't have any overlap with your content authors, content plan, or audience groups. Overlap requires you to manually manage the content across each experience.

Scenarios for card-level targeting and end-user personalization

- Creating a mix of corporate- and department-specific content (for example, centralized HR or corporate communications).
- Decluttering the dashboard to prevent cards from appearing to users who wouldn't use them frequently.

When you're using card-level targeting, consider testing your dashboard with different audience groups to ensure your audiences are seeing the content you want them to.

Step 2: Assign permissions

Assign two or more owners to each experience so that they have full access to edit the experience and manage permissions and access for others.

1. After creating your Connection experiences, select the experience to assign owners to it.

2. Select the **Permissions** tab from the settings panel. The owners assigned to the experience display here.

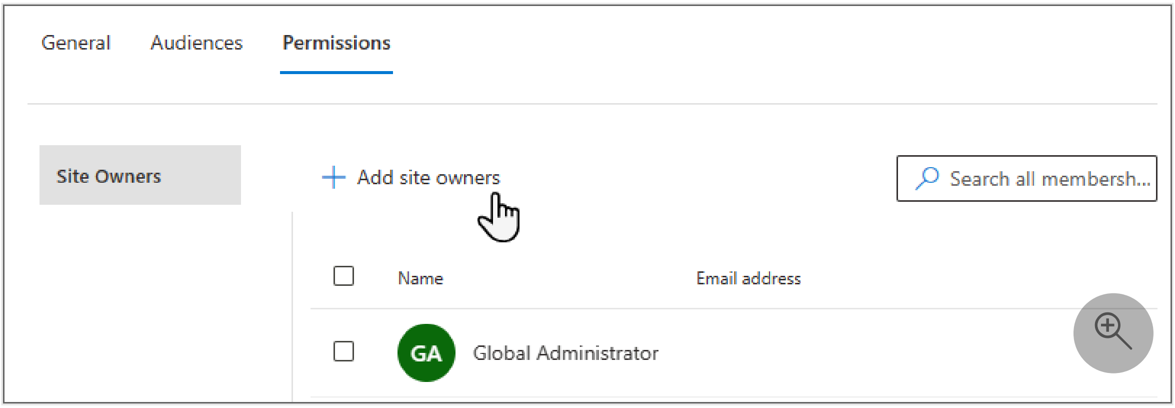
> ⓘ **Note**
>
> If your SharePoint home site is part of a multi-geo tenant outside of the main geo you need to manage your permissions in the SharePoint Admin Center.

3. Select **Add site owners**.

4. Enter the names of the people you want to assign as owners to this experience in the search bar.

5. Select **Add** after you've finished entering the names.

6. If you want to add more owners later, select **+ Add site owners** under the **Permissions** tab.



Step 3: Designate audiences

Decide which Microsoft Entra security groups or Microsoft 365 groups should be associated with each Viva Connections experience. Adding audiences doesn't grant permissions to the experience but creates associations to scope down who should see the experience by default. Later, owners assign member and visitor level permissions to grant access to the experience, and will further filter the experiences through audience targeting.

> ⓘ **Note**
>
> Visitors are set to **Everyone in the company except external users** by default.

Audience targeting can be set up by doing either of the following tasks:

- Assigning one or more Microsoft Entra security groups or Microsoft 365 groups to the experience (This situation is the most common scenario).
- Assigning license-level filtering, and choosing if frontline workers (F-license holders) or non-frontline workers should be targeted (This option has been introduced to account for a scenario where a targeted experience for frontline and information workers is needed.).

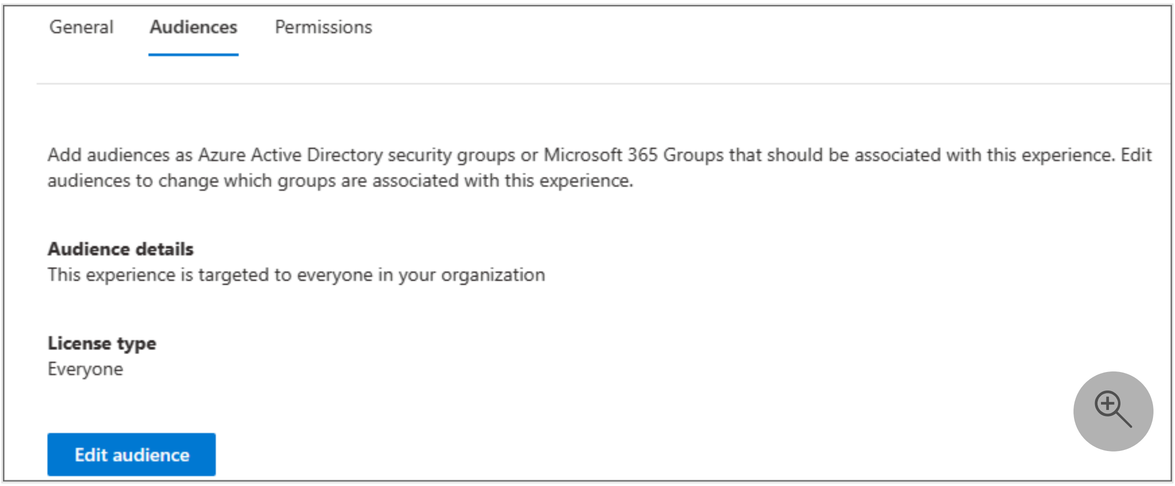
For example, Contoso Retail wants to target all sales frontline workers for a specific Connections experience. However, they have a Microsoft Entra group for ‘*Contoso Sales All*’ that includes sales directors and higher who are non-frontline workers.

To set up the audience targeting, the Microsoft Entra group ‘*Contoso Sales All*’ license filtering option should be set to **frontline workers**. This setting filters down the experience to only members of the ‘*Contoso Sales All*’ group who are also frontline workers (F-license holders).

If the end user selects both the group ('*Contoso Sales All*'), and license filtering option (F-license holders), an ‘AND’ operation is created. The end user has to satisfy both the group and the license filtering criteria to access the experience.

Users who have already designated audiences for their experiences can use the following steps to manage their audiences:

1. After creating your Connection experiences, select the experience to assign audiences to it.
2. Select the **Audience** tab from the settings panel.
3. Select **Edit audience**.



4. To create an experience for the entire organization, select **Everyone in the organization**.

5. To create an experience for a distinct audience, select **Scope down the audience for this experience**. Then, you can filter audiences by license type, by Microsoft Entra group or Microsoft 365 group, or by both.

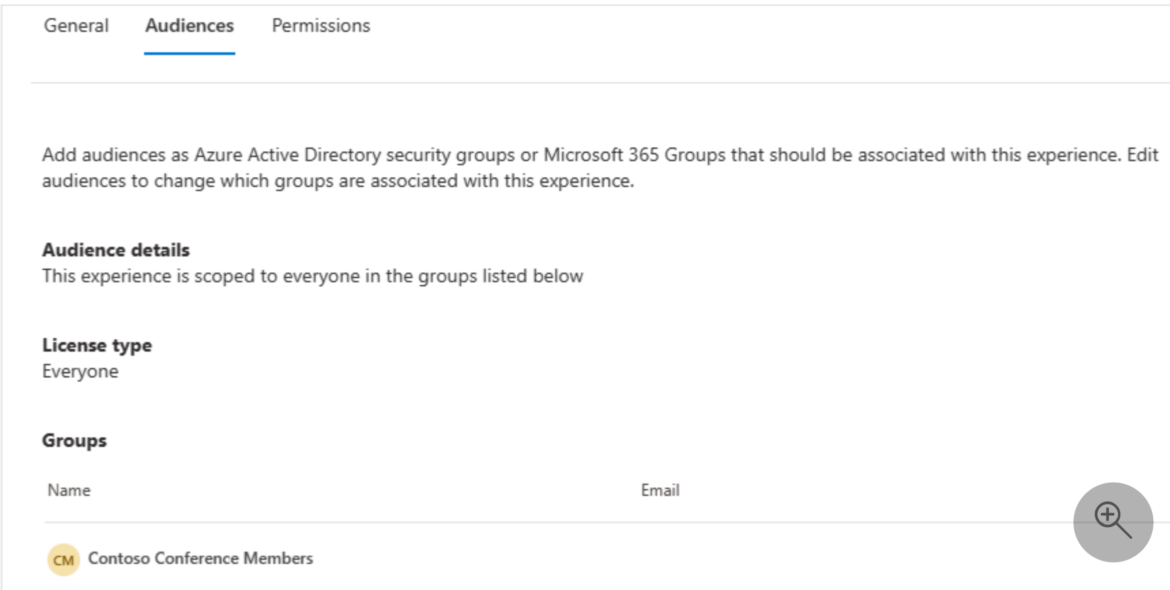
   a. **Filter by group**: Filter based on the Microsoft Entra group or Microsoft 365 group by typing one or more group names in the search bar.

   b. **Filter by license type**: Filter based on the subscriber license type (Everyone, frontline workers, or information workers).

   > ⓘ **Note**
   >
   > If filtering by Microsoft 365 group and license options, only audiences who belong to both will be associated. For example, an administrator might want to create a distinct experience for a subset of all the frontline workers.

6. Select **Save** when you're done.

   The audiences will display here under **Groups** and can be edited in the future.

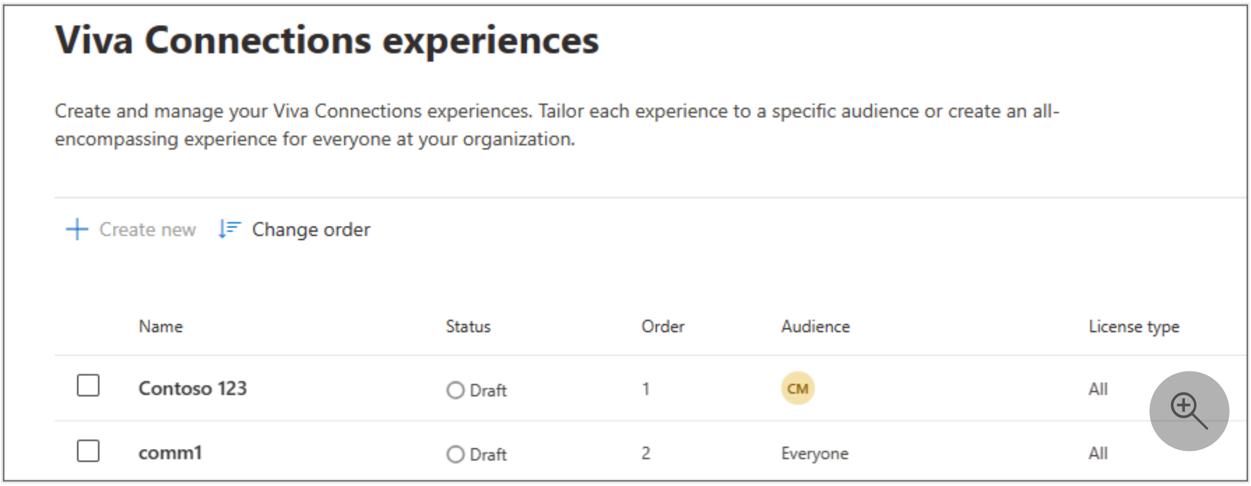


Step 4: Decide the order

If your organization has multiple experiences, some audiences might belong to more than one. By setting an order for each experience, you can determine the priority in which experiences are seen first. Experiences should be ordered based on the size of the targeted audiences, from the smallest to the largest. This pattern ensures your smaller audiences see their tailored experience without being flooded with information that larger, more general, audiences might receive.

Example of how ordering works with multiple experiences

In the example screenshot, there are two Connections experiences for an organization. Both experiences are enabled and can be seen by viewers.



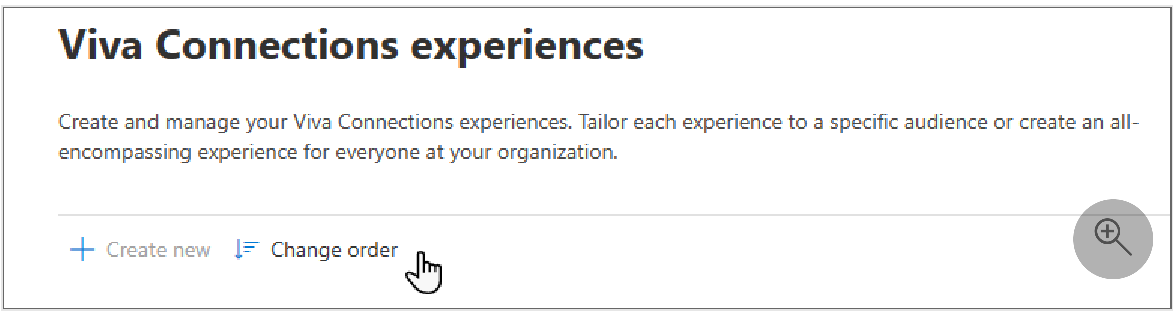
The experience named **Contoso 123** is scoped to workers at the organization who are members of the CM (Contoso Members) group. The **comm1** experience is targeted to all users at the organization and provides information targeted to everyone.

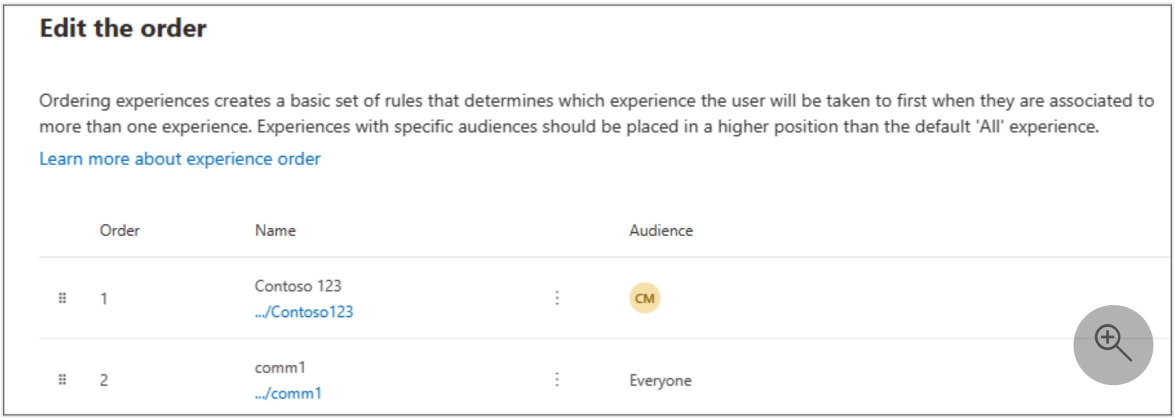
Since the CM workers belong to more than one experience, the **Contoso 123** experience should be ordered to come before the experience set to the **Everyone** audience. By ordering the scoped experience first, you create a rule that prioritizes displaying this experience over the default experience for users who belong to more than one experience.

If the example organization creates another experience scoped to a subset of the audience, they need to reorder experiences again to ensure the most scoped experiences are prioritized over the default experience.

To set the order of experiences

1. Select **Change order**.
2. Drag and drop the handles next to each experience to reorder as desired.
3. Select **Save** when you're done.





Configure the dashboard

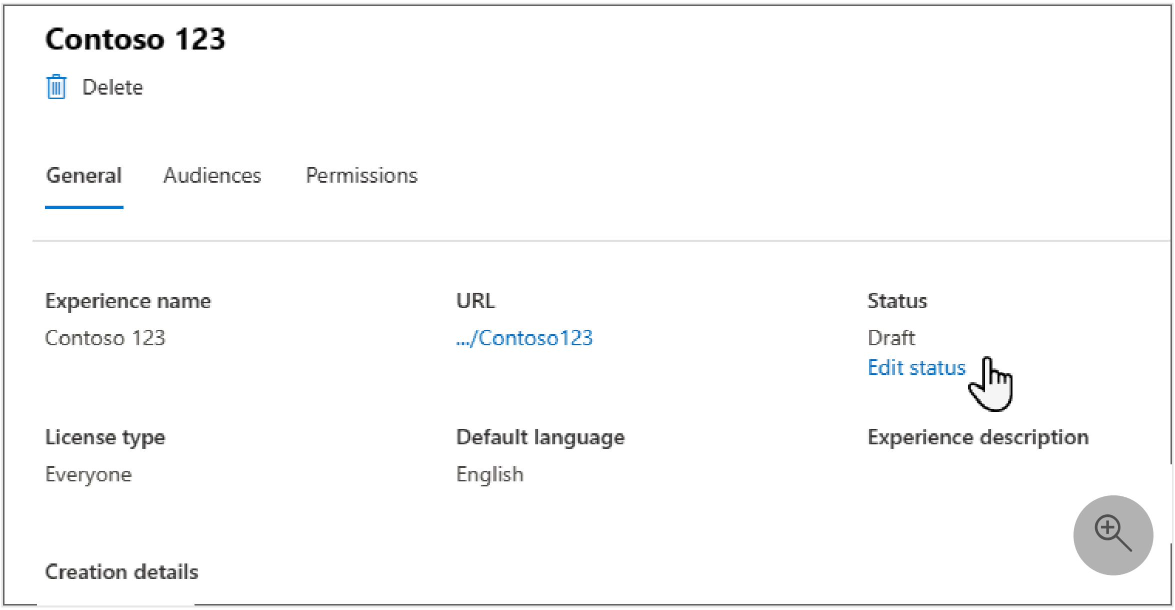
Follow the steps to create the dashboard to choose what your users see when they open Viva Connections.

Step 5: Enable the experience

Enable each Viva Connections experience to make it visible to your audience.

1. Select a Connection experience.

2. In the **General** tab, under **Status**, select **Edit status**.



3. Select the **Enable experience** checkbox, and then select **Save**.

If you need to update the experience, you can also return it to **Draft** status and hide it from viewers.

Pin the Viva Connections app in Teams

ⓘ Note

- The Viva Connections app is part of the tailored apps experience. Frontline users who see the tailored app experience have Viva Connections pinned in the first position in the Teams app bar on both mobile and desktop. If you don't want the app prepinned, either turn off tailored apps for frontline workers, change the app settings, or edit how apps in Teams are managed.
- When pinning by a policy, revisit your pinning policy to make sure the Viva Connections app is pinned correctly for intended users every time you add a new experience. See Manage app setup policies for more info.
- Teams administrator (or higher) permissions are required.

Viva Connections creates web parts for organizations who build off existing intranet portals, or home sites which can be accessed via Microsoft Teams. The app is auto enabled in the Teams app bar by default.

If you want to reorganize the app's location in the Teams app bar, follow these steps:

1. Navigate to **Teams admin center** > **Teams apps** > **Setup policies**.
2. Select **Global (Org-wide default)** (default policy for all users).
3. Scroll down to **Pinned apps**.
4. Select + **Add apps**.
5. In the search field, search for the Viva Connections app you enabled with the name you gave it; for example, Intranet.
6. Select **Add** next to the app name, and then, select **Add** at the bottom of the panel.
7. Use the two horizontal lines next to the app to drag it to the top of the app list.
8. Select **Save** at the bottom of the page.

Options in the Connections experience settings panel

The following settings are available in the Connections experience settings panel:

ⓘ Note

Analytics data for Connections experiences can be accessed from its SharePoint site or the Connections app in Microsoft Teams.

1. **Delete**: Permanently delete the selected Viva Connections experience.

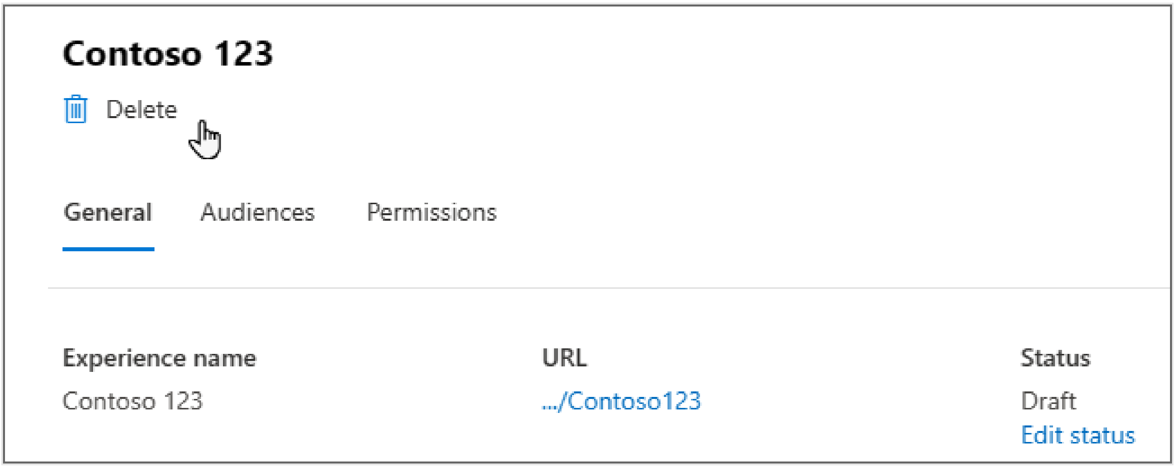
2. **General tab**: Provides settings to manage the selected experience.
3. **Audience tab**: Create audiences to associate with the selected experience.
4. **Permissions tab**: Assign owners who have permission to edit content in the selected experience.
5. **Experience name**: Edit the name of the selected experience (visible only to administrators in the MAC).
6. **URL**: Location of the intranet home site (if one has been added) or the special site container (if the experience wasn't created from an existing intranet portal).
7. **Status**: Indicates if the status of the selected experience is **Draft** or **Enabled**.
8. **License type**: Which license type the experience has been created for (for example, frontline workers, enterprise, or all).
9. **Default language**: What default language the experience is set as.
10. **Experience description**: A brief description of the experience for administrators (not commonly seen by users).
11. **Creation details**: Information on the creation of the experience.

Delete a Connections experience

> ⓘ **Important**
>
> Deleting a Viva Connections experience removes it from your list of experiences. However the site will still remain available under the list of active sites in the SharePoint Admin Center (SPAC).
>
> - If the experience was tied to an intranet portal-based experience, the SharePoint home site designation will be removed and the site will become a regular SharePoint communication site again.
> - If the experience was a standalone Connections experience, it will be removed from the list but the special site container, and the content, will still be available through the active sites in SPAC.
>
> Move expired or 'out of service' experiences to a draft state to keep the experience intact.

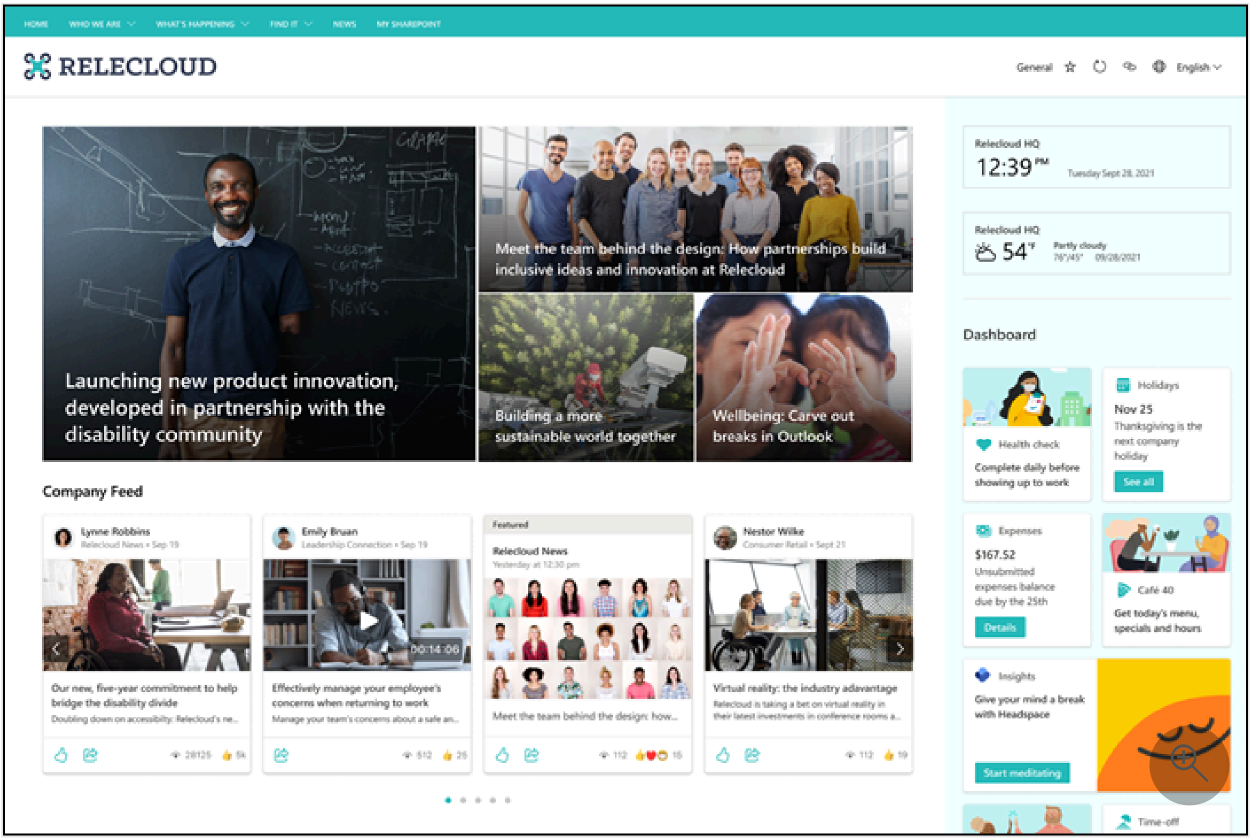
1. Select the experience you wish to delete.

2. In the settings panel, select **Delete**.



3. A confirmation screen displays. Select **Delete** to remove the experience.

Setting a home site after setting up a standalone Connections experience



> ⓘ **Note**
>
> - Organizations that aren't Viva Suite or Viva Communications and Communities subscribers are limited to creating one Viva Connections experience.

Viva Connections experiences and SharePoint home sites (also referred to as intranet portals) are two complementary methods to creating powerful user experiences that can be viewed on the web (via SharePoint) and in Teams. Users can choose to create a Viva Connections experience with or without selecting to build from an existing SharePoint communication site. Learn more about how Connections and homes sites work together.

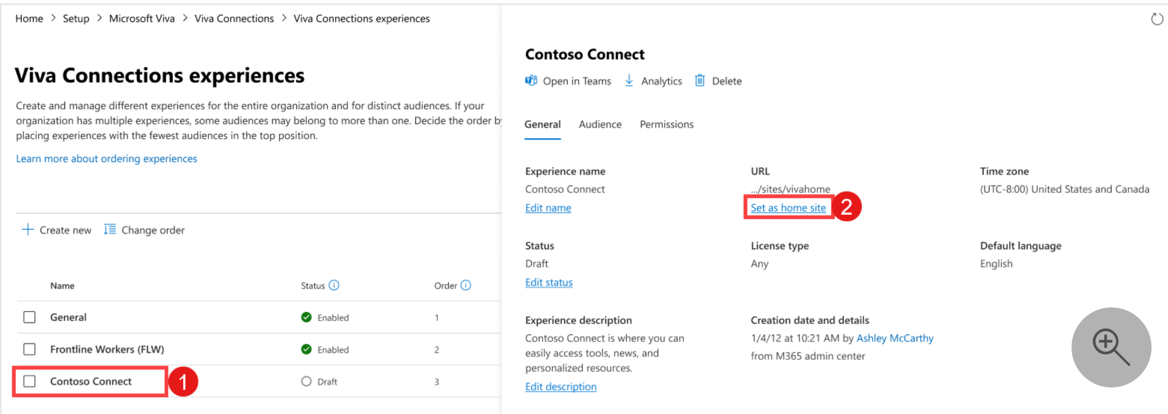
If you chose to create a Viva Connections experience without using your own SharePoint communication site as an intranet portal, you can set the special site container that was created to house your content as the home site. Doing so ensures you get the home site features on the existing site, without losing any of the previously configured Connections experience.

> ⓘ **Important**
>
> Find the special site hosting the Connections experience in the list of active sites in SharePoint admin center. Have the site owners make necessary content updates to that site. This step should be performed once your site is ready to be launched as the home site. Learn more about [planning, building, and launching a home site for your organization](#).

To set the site that was created when creating your Viva Connections experience as a home site:

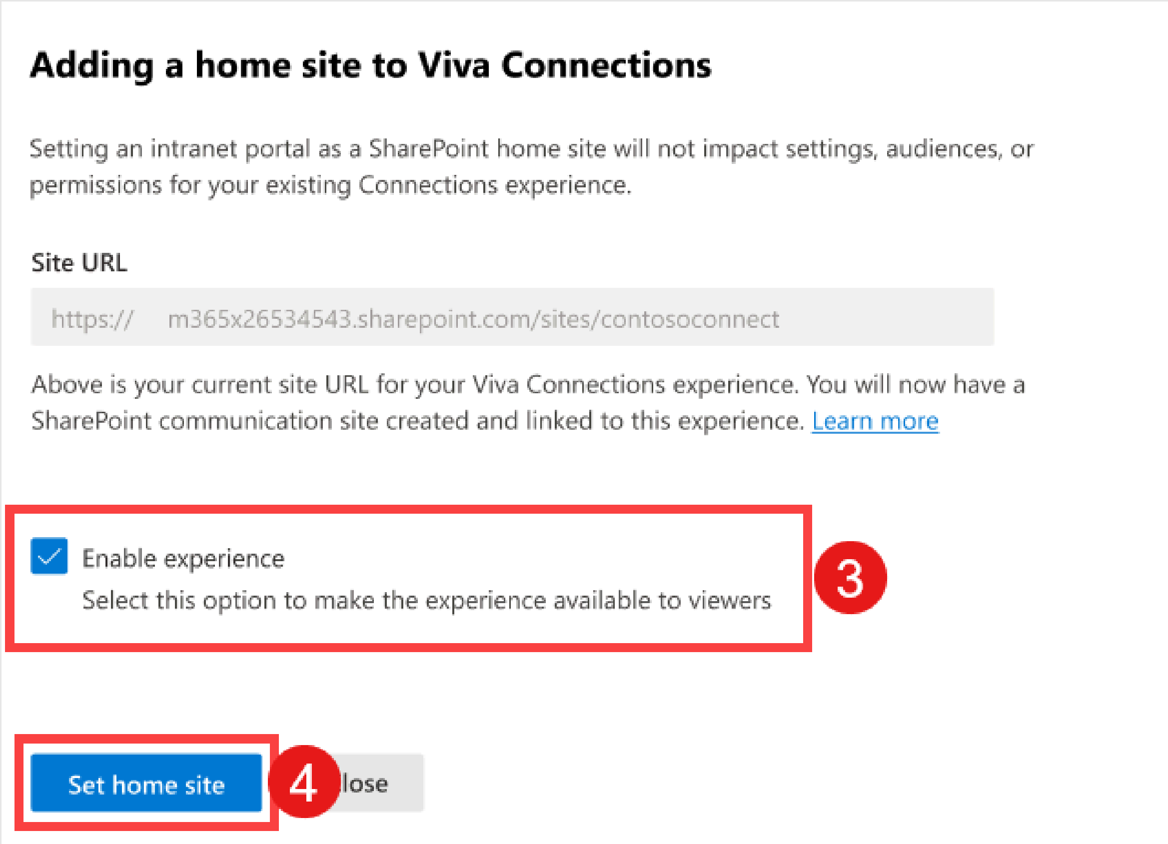
1. Select the experience from the Viva Connections admin page.

2. In the **URL** section, select **Set as home site**.



3. If the selected Viva Connections experience is in a draft state, you can select **enable experience** to take it out of the draft state and make it available to viewers.

4. Select **Set home site**.



Once your home site is set up, it's time to plan the launch of the experience and make sure the rest of the organization can find and use the home site. Learn more about launching your SharePoint home site.

Frequently Asked Questions

I already have a SharePoint home site but I haven't set up a Connections dashboard yet. Where do I get started to set up a Connections experience?

If you already have a SharePoint home site, you can see it in your Microsoft 365 admin center under **Setup** > **Viva** > **Viva Connections** > **Create and manage Connections experiences**.

To manage the dashboard, visit the site as site admin, owner, or member, and select **Edit** above the dashboard.

Will I be able to customize the Viva Connections app name and icon in Teams for each experience that I create?

You can only choose one icon and app name regardless of how many experiences you set up, so you need to choose an icon and name that make sense to your entire organization. All of your users see the same name and icon, but when they select the app icon, they'll land on their targeted experience.

I already have dashboard set up with card-level audience targeting. Will that change?

Card-level audience targeting continues to be supported. This type of targeting is ideal for targeting a subset of cards for departmental scenarios where most cards are still common across the organization.

I'm looking to set up additional SharePoint home sites but not ready yet to deploy Viva Connections. What are my options?

Viva Connections and SharePoint home site administration are being combined in the Microsoft 365 admin center. If you only want to set up another SharePoint home site, choose the option to set up Connections by building from an intranet portal. This option designates the intranet portal as the SharePoint home site. Enable the experience so the SharePoint home site can be accessed by others. Each additional SharePoint home site comes with the default Viva Connections dashboard content, so it’s simple to set up Viva Connections. You can set up Viva Connections later and pin the app in Teams for your users.

I would like my users to access more than one Viva Connections experience in Teams. Is that supported?

In Teams, users will only be able to see the experience that they're targeted to. If the users are targeted to more than one experience, they see the one with the highest rank order. On the web, users will still be able to access more than one SharePoint home site based on the site access permissions.

The multiple experiences feature is designed for subsidiaries and conglomerates who have nonoverlapping content for their users such that users don’t need to access more than one experience.

Can content authors (operators) access more than one experience for updating the content?

Yes, content authors can update intranet-portal-based Viva Connections experiences directly through the web as long as they have the required permissions.

Additionally, if a content author has Owner or Member permissions to the Connections experience in Teams, they're able to switch among the different experiences that they have the permission to edit. Select **Switch Experience** in the settings menu.

I just changed the status or the rank order of an experience. How soon will the changes take effect for the users?

It might take up to 24 hours for changes to fully propagate. Consider this timing when you plan to make changes.

My current SharePoint home site is set up on the SharePoint root site. Now I want to set up additional SharePoint home sites. How do I ensure that the users targeted to the new SharePoint home site don't see the news posts from the existing SharePoint home site (root site)?

If your SharePoint home site is set up on the root site, all your users should have access to the root site for SharePoint access. This means that if some of your users are targeted to a new SharePoint home site, they might still see content in their feed from the existing SharePoint home site (root site). To avoid this, it's recommended to not use root site as a SharePoint home site if you plan to set up multiple SharePoint home sites. Alternatively, you can decide to publish content on the existing SharePoint home site (root site) that is broadly applicable to everyone.

> ⓘ **Note**
>
> A new Enterprise News reader experience is being rolled out to users that will replace the current Feed experience across desktop, web, and mobile devices. This update is planned to roll out to all customers by the end of April 2025.

I would like to restore my original setup. How do I get back to my original setup?

Assuming you already had a single experience set up when you added another experience, you can take the following steps to restore your original setup:

1. Change the audience to **Everyone in the organization** for your original experience and change the rank order to one. This starts serving the experience to everyone.
2. Either change the status of new experiences to draft or delete them from the experiences list.

I don't see any experience listed in the Viva Connections experience list. However, I still see a dashboard experience in the Viva Connections app in Teams. Why am I seeing this experience?

Viva Connections offers a default out-of-the-box experience without any initial setup. This experience shows tailored out-of-the-box dashboard cards to information workers and frontline workers. When a SharePoint admin edits the experience for the first time, a special site container gets created to host the customization, which then becomes visible in the Viva Connections experiences list in the Microsoft 365 admin center as **Viva Home**. For more information about editing the out-of-the-box experience, see Customize and edit the Viva Connections experience.

Related Articles

- Overview: Viva Connections
- Microsoft Viva Adoption
- Overview of Viva Connections Extensibility
- Customize and edit the Viva Connections experience

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Provide product feedback

Overview of how to plan, build, and launch Viva Connections

Article • 01/29/2025

Use Viva Connections to engage and empower different user groups like frontline workers and information workers across your organization. Integrate Microsoft 365 apps and tools to create experiences that users can use where they are and keep them updated on news, announcements, and provides access to resources from a desktop, mobile, or tablet device.

ⓘ **Note**

- You must have an Enterprise (E), Frontline (F), or Academic (A) license type to create a Connections experience.
- Users with a Microsoft 365 subscription (E, F, or A license) are limited to creating and using one experience. If you want to create or use two or more experiences (up to 50), then every user in your tenant must have a Microsoft Viva Suite or Viva Communications and Communities license. See Microsoft Viva plans and pricing for plan information and a comparison table.
- There are no requirements to get started with Viva Connections.
- You must have SharePoint admin permissions to access the Microsoft 365 admin center.

Use Connections to create experiences that engage and empower different user groups like frontline workers and information workers across your organization. Manage your existing Connections experiences in the Connections admin center where you can create an experience with or without an existing SharePoint home site. Here you can also assign permissions, designate targeted audiences, order the view priority of your experiences, set existing SharePoint communication sites as a SharePoint home site (allowing for multiple experiences, each with their own SharePoint home site). Learn more about setting up Connections using the Microsoft 365 admin center.

ⓘ **Note**

- Setting a SharePoint home site can be done in the Viva Connections admin center.

- Use this guide to prepare your organization for Viva Connections through the planning, building, and launching phases.
- Review the different roles and activities in each phase.
- Discover planning considerations and best practices.
- Get guidance for change management, adoption, and end-user training.

Step-by-step guidance to provision Viva Connections

There are three options that provide in-depth information about how to get Connections for your organization.

Expand table

Option	Description
Quick guide	Get basic instructions on how to set up Connections.
Plan, build, and launch guidance	Get detailed guidance that focus on tasks in the plan, build, and launch phases.
Learning path	Take the training for even more in-depth guidance that includes fictitious business stories and examples. Complete knowledge checks to confirm learnings.

Overview of setting up Viva Connections

A Connections experience can be created as a standalone experience, and use an intranet home site to create the experience. A SharePoint home site isn't required to get started. Creating an experience requires minimal setup and includes default cards on the dashboard to help get you started.

Some tasks are optional, or might only apply to customers who plan to use a SharePoint home site to complement the Connections experience.

Overview of activities in each phase

Expand table

Phase	Steps and tasks
Plan	**Step 1: Plan for Viva Connections** Identify and align on key tasks and scenarios that can be supported by Connections. Learn more about how Connections and SharePoint home sites work together. **Step 2: Set a SharePoint home site (Optional)** Determine if a standalone Connections experience or an intranet portal is needed. If you decide on an intranet portal, prepare your communications site. **Step 3: Plan the dashboard** Learn more about the different kinds of cards and how they can support specific scenarios. **Step 4: Get ready for the Feed** Consider ways to influence the order of content in the Feed. **Step 5: Plan Resources** Determine which links belong in the resources section. **Step 6: Create an adoption plan** Create a plan to help the rest of the organization adopt Connections. Learn more about Connections adoption. **Step 7: Consider success metrics** Think about how your organization determines if Connections is meeting your specific needs. **Step 8: Plan for maintenance over time** Consider which parts of the experience might need to be refreshed over time.
Build	**Step 1: Start creating a Viva Connections experience in the Microsoft admin center** Choose to create a single experience for the whole organization, or multiple experiences that service distinct audiences. You can create standalone experiences or choose to build off an existing intranet portal to set it as a SharePoint home site. **Step 2: Pin the Viva Connections app in Microsoft Teams (Optional)** After the creation of your first experience, pin the app in the Teams admin center to make Connections easily discoverable to users. If your users have an F license, Connections is pinned by default. **Step 3: Ensure high-traffic sites and portals are healthy** Run a health check and make sure everyone has access to the right content. **Step 4: Test and refine the experience** Find people in your organization who can test the experience before being released more broadly.
Launch	**Step 1: Consider tactics to spread the news** Think about where different audiences usually get news.

Phase	Steps and tasks
	Step 2: Announce Viva Connections Use more than one communication channel to reach audiences. **Step 3: Use champions and provide continued support** Continue to use early adopters to help others get the most out of Connections.

Overview of roles in each phase

Expand table

Phase	Roles
Plan	Work with **your organization's stakeholders** and business partners (from groups like HR, operations, facilities, communications specialists, and technology advocates) to identify the most valuable workflows and tasks that can be completed in Connections. **Key administrative stakeholders typically include:** - **Business owners**, who lead efforts in different departments like sales, operations, design, engineering, etc. - **HR professionals**, who manage team members and oversee company and organizational structure and efficiency. - **Internal communication specialists**, who facilitate and manage communications between users and various internal teams. - **Communications coordinators and specialists**, who execute and maintain company-wide communications and brand management. - **Administrative assistants**, who complete and oversee various administrative tasks.
Build	- The **Microsoft admin center admin** will set up the initial experience, add audiences, designate owners who can edit and customize each Connections experience, and pins the app in Teams (if needed). - **Site owners and authors for the SharePoint home site** design the SharePoint home site content, global navigation, and the dashboard. - Other **site owners and authors** can be involved to update content or news posts that are relevant to the Connections experience.
Launch	- Collaborate with **champions** (early adopters) to help other people at the organization implement Connections. - Use **executive sponsors** who can help evangelize Connections at large company meetings and in broad communications. - **Business owners and managers** at all levels can help teams and individuals find value and adopt new ways of working.

Next, plan Viva Connections for your organization

After reviewing the phases, tasks, and roles needed to get Connections, you're ready to begin planning Connections for your organization.

Learn more

Overview of security and compliance in Microsoft Viva

Combine Viva modules for a more powerful experience

Feedback

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Plan Microsoft Viva Connections for your organization

Article • 04/16/2025

In the planning phase, build a team of stakeholders to align the goals and primary use cases for your organization's user experience strategy, then start by planning for each component of the experience. Consider success metrics and adoption tactics to ensure Connections meets the needs of your organization and users.

> **Note**
>
> - You must have an Enterprise (E), Frontline (F), or Academic (A) license type to create a Connections experience.
> - Users with a Microsoft 365 subscription (E, F, or A license) are limited to creating and using one experience. If you want to create or use two or more experiences (up to 50), then every user in your tenant must have a Microsoft Viva Suite or Viva Communications and Communities license. See Microsoft Viva plans and pricing for more info.
> - You must have SharePoint admin permissions to access the Microsoft 365 admin center. Connections is available on mobile and tablet devices in GCC, GCC High, and DoD environments with limited features. For more information, see the list of service availability.

The following steps marked with an asterisk (*) are optional or might only apply to customers who use SharePoint home sites to complement the Connections experience.

Step 1: Plan for Connections

Connections is designed to help users complete high-priority tasks and easily access important information. This experience can be built over time as your organization adapts and scales. Organizations can use an existing SharePoint intranet home site (if available), or create a standalone Connections experience.

Connections is composed of three main components – the dashboard, the news reader, and resources:

> **Note**

The news reader experience is being rolled out to users that will replace the current Feed experience across desktop, web, and mobile devices. This update is planned to roll out to all customers across all devices by the end of April 2025.

- **Dashboard**: The dashboard is your user's digital toolset. It brings together the tools your users need, enabling quick and easy access whether they are in the office or in the field.
- **News Reader**: Found on the News tab, the News reader pulls SharePoint news from organizational sites, boosted news, user's followed sites, frequent sites, and people users work with in an immersive reader experience.
- **Resources**: Resources provide links to the most popular destinations at your organization. Create your own links or import them from a SharePoint home site (if available), or create links targeted to specific audiences.

The three components making up your Connections experience are featured across desktop and mobile devices, but display differently. For more information, see the section in this article to learn more about the differences between the desktop and mobile experience.

Step 2: Consider using a SharePoint home site to complement the experience* (optional)

A Connections experience can be created without a SharePoint home site (a communication site that has special capabilities), but providing one can complement the user experience. A SharePoint home site acts as the front door to your organization's intranet and a gateway to other popular portals that are relevant to the entire organization. Some organizations use a SharePoint home site to complement the Connections experience and extend the experience to the web. If you decide not to create a SharePoint home site now, an existing Connections experience can have a SharePoint home site added to it at any time.

Create a SharePoint home site for your organization* (optional)

A SharePoint home site is a SharePoint communication site that acts as a front door to your organization's intranet. Once a SharePoint home site is set, the news posted from that site is prioritized across the intranet.

A SharePoint home site can be set in the Connections Admin Center when creating a new experience, or assigned to an existing SharePoint home site. Having a SharePoint home site also allows you to take advantage of the SharePoint app bar.

For more information, see how to plan, build, and launch a SharePoint home site for your organization.

Set up global navigation in the SharePoint app bar* (optional)

> ⓘ **Note**
>
> Users need a SharePoint home site to take advantage of the SharePoint app bar.

Once you have a SharePoint home site, you can set up the SharePoint app bar to improve navigation to intranet resources through global navigation, and personalized content like sites, news, files, and lists. Links from the Global Navigation bar can also be imported into the Resources section of your Connections experience.

For more information, see the introduction to the SharePoint app bar.

Review, prioritize, and modernize content to align with key scenarios and tasks* (optional)

After defining the key scenarios and tasks in the planning phase, prepare for Connections by ensuring priority content is located on modern SharePoint communication sites and team sites. Both modern and classic sites can be used, but only modern sites appear in the Microsoft Teams app. Classic sites open in a separate browser window.

If you have many SharePoint sites, make sure you focus on sites, pages, and content that are relevant to the Connections experience. Sites and content that are unrelated to key tasks and scenarios can be modernized later.

Sites that should be reviewed and prioritized:

- Sites that dashboard cards link to.
- Sites that are displayed in global navigation.
- Sites that frequently publish organizational news.
- Sites that help users complete the most important day-to-day tasks or access important information.

Resources to help you modernize:

- Use the SharePoint modernization scanner to create a dashboard that helps you determine modernization readiness.

- Learn more about how to transform classic sites to modern sites, or consider creating new modern sites using SharePoint site templates.

- See the article on healthy portal guidance for high-traffic sites for more guidance on how best practices and recommendations for popular sites that are expected to get a high amount of traffic.

Step 3: Plan the dashboard

Start by identifying the key scenarios that Connections needs to support and identify owners of those user experiences. Common scenarios include view paystubs and vacation hours, submit help tickets, catch up on news, check daily lunch menus, find people in a directory, and shift management. For more information, see the full list available dashboard cards. If your organization has a specific need that calls for a custom card, consider using the card designer to build your own.

These scenarios can be targeted to specific audiences using Microsoft 365 Groups. Consider which groups of users need access to specific resources.

Expand table

General	For information workers	For frontline workers
- View pay and benefits - Submit a ticket to the help desk - Access lunch and café options - Catch up on news and announcements	- Find people and team information - Complete required training - View company holidays	- View and manage shifts - Access time sheets and popular forms - View workplace policies and resources

Collaborate and align with business groups that manage these experiences to determine the best design. Review the Adoption center's best practices from successful Connections customers for more information on common scenarios and how to identify user experiences that result in lasting adoption.

Planning process

As you work with business owners and key stakeholders to align your Connections design strategy, answer the following questions for each task:

- Who is the audience?

- What do users need to accomplish or learn?

- What tools or technology do they use today?

- What tools or technology do you want visitors to use to accomplish their key tasks?
- What information needs to be promoted?

Design with your audience in mind

As a best practice, it's important to make decisions that are rooted in specific tasks for certain audiences:

- Consider using a common framework for scenario planning that starts by selecting a certain role or audience "In my role as a...".
- Then, narrow down the objective in "I need to...".
- Next, consider the ideal tool or process to meet the objective in "So that I...".
- Lastly, script out what success looks like in "I know this is successful when...".

For example, create a table like the following to list business scenarios that you want to address with cards in the dashboard:

Expand table

In my role as...	I need to...	So that...	I know this is successful when...
Full time user	Easy access to benefit and payroll information	I can quickly check important information without needing help from HR	Requests for help with benefits and payroll to the HR team are reduced
Frontline worker	Clock in and out from a mobile device	I can create efficiencies in my workflow	Schedules and breaks are managed from Connections
People manager	Welcome and onboard new team members	I can grow and develop talent	I spend less time managing standard onboarding functions
Sales representative	Access specific product training materials while on a mobile device	Can quickly resolve customer issues	Most customer issues get resolved in real-time
HR specialist	Promote the use of the self-service benefits	I can spend more time working with users on unique benefits questions and scenarios	All of my user interactions are about individual critical scenarios

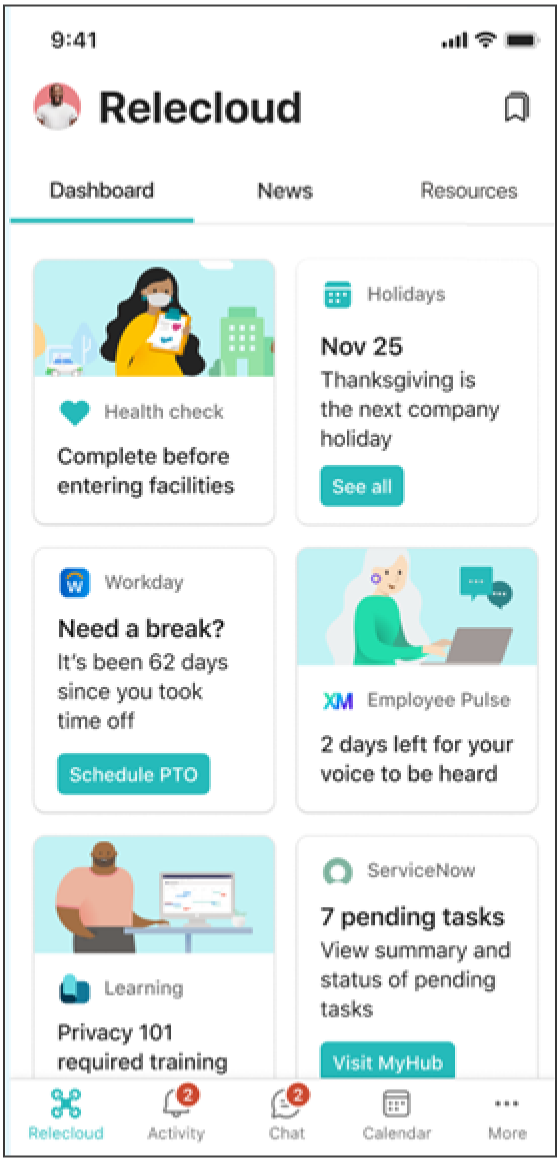
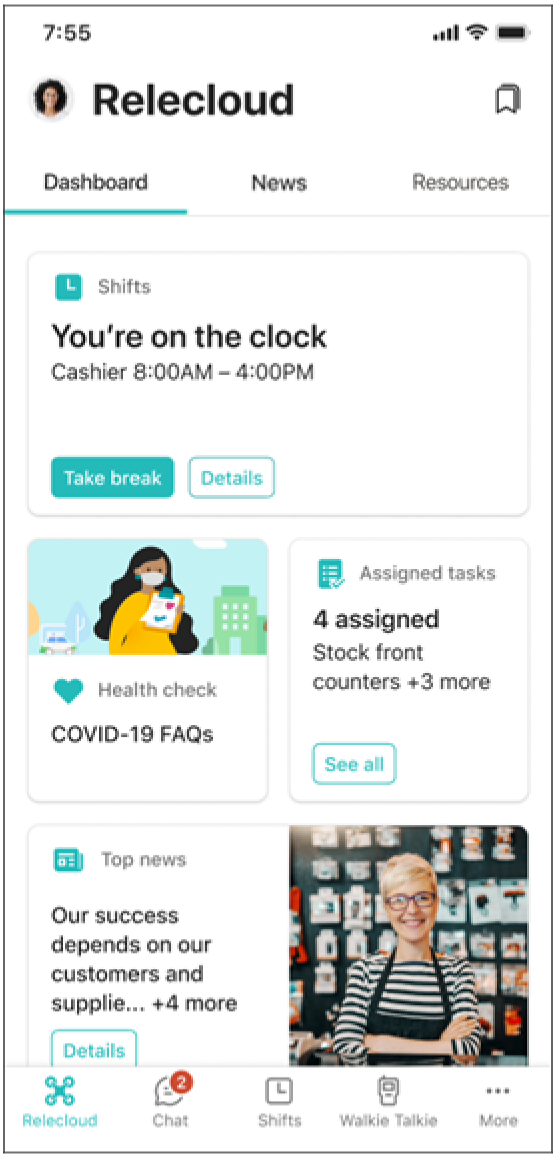
Keep in mind that not every task should be turned into a card on the Dashboard. Focus on tasks that are the most impactful to your users that can be executed within a short amount of time.

Examples of different dashboard designs

The dashboard should focus on the most important tasks. Tasks that are specific to certain audiences should be targeted to make sure users only see cards that are relevant to their day-to-day jobs.

For example, the following mobile dashboards are designed around different worker roles and the dashboard cards that more closely relate to their roles.

Expand table

Information workers	Frontline workers
	

Content for planning Dashboards

- Create and customize a dashboard.
- Review the dashboard cards available, or use the card designer to build your own.
- Review the permissions model for Connections.
- Use existing Microsoft 365 Groups or create news groups if needed so that you can quickly create cards and target them to specific audiences.

Step 4: Get ready for the news reader

> **Note**
>
> The news reader experience is being rolled out to users that will replace the current Feed experience across desktop, web, and mobile devices. This update is planned to roll out to all customers across all devices by the end of April 2025.

The news reader presents SharePoint news from organizational sites, boosted news, user's followed sites, frequent sites, and people users work with in an immersive reader experience. This gives content publishers a reliable method of distributing important news and information, while keeping frontline workers, information workers, and hybrid workers alike engaged and informed on important news and announcements.

Audience targeting can be used to show news content to specific groups of people if you want to present information that is relevant only to a particular group of people. For example, you can target news stories about a specific project to only team members and stakeholders of the project. For more information, see the article on audience targeting.

Users can access their news from the news tab on the Connections experience. For more information, see the article on the News reader in Connections.

Step 5: Plan the resources

Resources are the navigational links to portals and other popular destinations. Resources should be the most important and popular portals for your target audience and can be targeted to specific audiences.

Organizations with a SharePoint home site that created a global navigation bar can also provide users with links to resources. The global navigation bar can only be accessed outside SharePoint by users through the Connections app on Microsoft Teams by selecting the organizations logo on the Teams app rail. Links from the Global Navigation bar can also be imported into the Resources section of the Connections experience.

For more information, see the article on editing resources. For more information on SharePoint navigation, see the introduction to SharePoint information architecture.

Step 6: Create an adoption plan

Planning for change and helping users adopt new resources are different for every organization. Use the considerations and best practices here as a starting point to creating an adoption plan that fits your organization’s needs. Include considerations for change management and training materials for end-users in your plan.

Adoption considerations

- Users can access Connections from Microsoft Teams, SharePoint, and the Viva Suite home on desktop or mobile devices.
- Use early adopters and champions to extend their enthusiasm to the rest of the organization.
- Plan to engage with users where they typically meet and share information (for example, if your organization already meets in Teams, plan to post in channels.)
- Determine where questions about Connections should go, and who should answer them. Consider using Viva Engage, a SharePoint site, or Teams channels to allow users to ask questions or see commonly asked questions.
- Learn more about adoption, best practices, and get communication templates in the Viva adoption center.

Change management considerations

- Start by creating awareness and interest in multiple channels to appeal to different audiences. Consider common spaces for on-site users like the break room or conference rooms. For remote workers and the rest of the organization, plan to post announcements in Teams, Viva Engage, and SharePoint.
- Make sure different audiences of end-users can easily understand how this new tool helps improve their day-to-day work.
- Create opportunities for users to ask questions, get help, and see live demonstrations. Consider setting up weekly training sessions or office hours during the first month of

adoption. Use champions where possible.

- Reinforce change by creating incentives for using the new tools.
- Clearly explain how to use Connections on desktop and mobile devices, how to engage with the Dashboard, the Feed, and Resources, and where to view the latest news and announcements.
- Create specialized guidance for different audiences like frontline workers or hybrid workers.

Training considerations

- Use training to help raise awareness about how to use Connections on desktop and mobile devices.
- Showcase different ways to connect and engage with cards on the dashboard.
- Consider providing different training guidance for different audiences.
- Highlight popular links that can be found in the Resource tab when on a mobile device.

Step 7: Consider success metrics

Part of the planning process includes determining which metrics will be used to measure how effective Connections is in bringing your organization together and keeping specific audiences informed.

- **Use the analytics feature within Connections:** Use analytics to understand how and when users engage with components of the Connections experience, the content types users engage with, and the platforms used to access Connections.
- **High-level view of usage across M365 apps:** Use Microsoft 365 usage analytics to access a prebuilt dashboard that contains several prebuilt reports that focus on adoption of Microsoft 365 apps, usage, communication, and collaboration.
- **Site or page level data:** Get site level and page level usage reports in SharePoint to gauge engagement and learn more about when users access content and what devices they're using.
- **Get direct feedback from users:** Usage analytics aside, you can ask users directly about their overall satisfaction. Consider creating a card on the Dashboard that links to a Microsoft Form where you can ask users to rate satisfaction and provide feedback.

Step 8: Plan for maintenance over time

As your business grows and evolves, you'll likely identify new scenarios that can be supported by Connections. Over time, you might decide to retire cards on the dashboard or rearrange global navigation in resources.

Additionally, users will share feedback that can be used to improve the experience. Each of these scenarios requires time to implement and to communicate as needed. Plan to have a point-person, or team of people, who can manage these tasks over time.

- **Dashboard:** Once the owner or member has designed and tested the experience, the dashboard will only need to be updated to support new scenarios or retire old scenarios.
- **Feed:** Content is dynamically displayed and aggregated from SharePoint news posts and Viva Engage.
- **Resources:** Like the dashboard, once links to sites have been established, the Resources will only need updates as needed.

Next, build and customize Connections for your organization

After you meet requirements (for customers who want a SharePoint home site), have a plan for the dashboard, and are prepared to help users adopt Connections, it's time to move on to the build phase.

Build and test your design for Viva Connections

Article • 01/30/2025

After deciding which tasks, audiences, and resources to promote using Viva Connections in the planning phase, you're ready to move onto the building phase.

You know you're ready to move onto the building phase if you've met the following requirements and reviewed best practices:

- The most valuable tasks and processes can be completed using Connections.
- Considerations have been made for specific audiences.
- You have an adoption and launch plan along with success metrics.
- (Optional) You've got a modern SharePoint home site.

Start by creating your Connections experience in the Viva Connections admin center with a standalone Connections, or use an existing intranet portal. Once your experience has been created, set-up, and enabled, have your site owners customize the Connections dashboard with tools and resources to help with their daily tasks. Use site traffic and analytics to understand how and when users engage with your site, then continue to build and refine your Connections experience.

Step 1: Create your Connections experience in the Connections admin center

Access the Viva Connections admin center from the Microsoft Admin Center to begin. Create an all-encompassing Connections experience for the entire organization, or for distinct audiences. You can choose to create a stand-alone Connections experience or use an existing intranet portal for your site.

Once you've created your experience:

- Assign permissions
- Decide which Microsoft 365 groups to associate with the new experience
- Set the order of experiences (if more than one is created)
- Enable the experience.

For more information, see setting up Connections in the Microsoft 365 admin center.

Step 2: Customize the Connections dashboard

The dashboard brings it all together; providing a personalized landing experience for users and is designed to be the central destination where everyone can discover your organization's resources and complete daily tasks. Users with site owner and site member permissions are able to customize the dashboard, apply audience targeting to role-specific cards, preview, and publish the dashboard.

Step 3: Ensure high-traffic content provides an ideal viewing experience

For a smooth launch, you want to make sure information can be easily accessed and that high-traffic sites and pages are high-performing.

1. If your organization used an existing SharePoint home site to create the Connections experience, test the performance of the home site to ensure an optimal viewing experience (A site can always be added to a Connections experience later).

2. Check the performance for any SharePoint sites that receive a high amount of traffic.

   For example, sites that relate to human resources, organizational news, and popular services like transportation or café menus.

3. Share the SharePoint home site with the entire organization (if available) before launching. Make sure that the target audiences for the cards in the Connections dashboard are shared with the right audiences.

4. Consider using the Portal launch scheduler to monitor performance for high-traffic sites that are being shared for the first time.

Step 4: Test and refine the Connections experience

Before sharing Connections with the rest of your organization, recruit a small group of users to test and refine popular workflows to ensure end-users have a great experience using Connections for the first time. Consider recruiting specific people from different audiences to complete popular tasks.

If your organization has a Viva suite or Viva Communications and Communities license, use analytics data for that Connections experience to review data on overall traffic, usage, and engagement. Make improvements until the experience is ideal for the rest of the organization.

Best practices for testing:

- Test Connections through Microsoft Teams and the Viva Suite home site .
- Test Connections through SharePoint if a home site was used to create the experience.
- Depending what devices your organization prefers, test Connections on desktop, mobile, and tablet devices.
- Make sure all links are active and there aren't any dead ends.
- Pay attention to labels on dashboard cards and buttons – do they make sense to the rest of the organization?
- Evaluate the quality and effectiveness of icons and images.
- Check for performance issues like slow loading times or missing images.
- Ask testers about the navigation experience.
- Test with early adopters and champions and capture their feedback.

Next, launch Connections for your organization

After you have finished planning, building, and testing Connections, it's time to let the rest of the organization know that it's available for use. Learn more about how to launch Connections.

Feedback

Was this page helpful? Yes No

Provide product feedback

Launch Viva Connections for your organization

Article • 10/04/2024

After your organization has finished the planning, building, and testing of Viva Connections, it's time to let the rest of the organization know that it's available for use.

Step 1: Consider tactics to spread the news

Consider where and how different audiences get news and announcements. For example, frontline workers might get the most important news in team meetings and hybrid workers might be used to getting SharePoint news in Outlook.

- **Announce your organization's instance of Viva Connections at an event:** Kick off the announcement about the availability of Viva Connections at an all-hands or Town Hall meeting where everyone in the organization attends or can view a recording later.
- **Use communication tools like SharePoint news and Viva Engage communities:** Share details about the Viva Connections launch along with any change management guidance or end-user training in an organizational news post, Viva Engage communities, and Microsoft Teams channels.
- **Consider hosting training events or offering office hours:** Make sure end-users get the most from Viva Connections by offering ongoing support the first 30 days after launching.
- **Use the Viva email and poster templates:** Get a jump start on creating communication materials for the Viva Connections launch.

Step 2: Announce Viva Connections

One final task is announcing Viva Connections. Communications should be engaging and interactive where possible. Ensure end users can quickly understand how this new tool improves their jobs and makes getting news and access to important resources easier than before. Emphasize that Viva Connections is a customized and personalized experience that is accessed in Microsoft Teams or through SharePoint (if the experience was created using an existing intranet home site).

Best practices for launching Viva Connections

- Plan to engage with users where they already meet and share information (for example, if your organization already meets in Teams, plan to post in channels.)
- Reach most of your target audience by using multiple communication methods and channels.
- Continue to engage early adopters and champions and use their enthusiasm and expertise to engage the rest of the organization during meetings or training sessions.
- Regularly revisit success metrics over the first 90 days to track progress and learn more about how audiences engage with Viva Connections.
- Ask end users for feedback and provide multiple ways to connect so that the experience can be improved over time

Step 3: Use champions and provide continued support

Champions are critical to the success of adoption. They're power-users with a desire to help others along the way. Often, they're closest to the business outcomes your organization is trying to realize. Empower them with our programs or become one yourself by learning in our world wide community. Use champions to help others adopt Viva Connections by providing ongoing support in training events and other learning opportunities. See the example of using a champion program for Microsoft Teams for some ideas when creating a champion program for Viva Connections.

Learn more

Microsoft Viva adoption resources

Combine Viva apps for a more powerful experience

Feedback

Was this page helpful? Yes No

Provide product feedback

Microsoft Viva: Privacy, Security, and Compliance

Article • 05/05/2025

Privacy, security, and compliance are essential aspects of your organization. Microsoft Viva takes advantage of Microsoft 365 tools and services, which are governed under the Microsoft Product Terms and the Data Protection Agreement (DPA). For more information, see the Microsoft Trust Center.

For a more detailed look at security, compliance, and privacy for the Microsoft Viva suite, see the following articles:

Viva Privacy

Understand how privacy works in Microsoft Viva.

Viva Security

Learn how security works in Microsoft Viva.

Viva Compliance

Understand how compliance works in Microsoft Viva.

Understand how privacy works in Microsoft Viva

Article • 05/05/2025

Microsoft is transparent about the specific policies, operational practices, and technologies that help you ensure the privacy of your data across Microsoft Viva.

- You control your data.
- We're transparent about where data is located and how it's used.
- We secure data at rest and in transit.
- We defend your data.

Privacy is built into all Microsoft Viva experiences. Microsoft Viva and the Viva apps adhere to the Microsoft Privacy Statement and follow Microsoft's compliance with General Data Protection Regulation and the Microsoft EU Data Boundary.

Microsoft Viva inherits privacy features and settings from Microsoft 365, Teams, SharePoint, and Viva Engage, where applicable.

In addition to the inherited controls, each Viva app has its own set of privacy controls that lets you customize the information you share. The following information describes how the Viva apps handle and store data, who can access it, and, if applicable, how you can manage it.

GDPR compliance

Microsoft Viva and the Viva apps support compliance with General Data Protection Regulation (GDPR) requirements.

Additionally, see the following GDPR information for specific apps:

- Viva Connections and Viva Learning (SharePoint): Safeguarding your SharePoint data
- Viva Engage: Manage GDPR data subject requests in Viva Engage
- Viva Glint: Set up a successful Works Council program
- Viva Insights: Personal Insights privacy guide

Data residency

Data residency refers to the geographic location where data is stored at rest. The way that data is transferred and stored in Microsoft Viva is defined in the Microsoft Products and Services Data Protection Addendum (DPA).

If you are using Viva Connections, you can purchase the Advanced Data Residency add-on in Microsoft 365, which provides more tools to address data residency requirements.

All data within Viva is stored within the customer tenant for any given Viva application and follows the standard Microsoft 365 data storage guidelines by available geography. The following table provides information about where the data for each app resides, along with links to more information.

Expand table

Viva app	Where the data resides	More information
Viva Amplify	Data is stored in the data center where the associated Microsoft 365 tenant resides. If your organization is using SharePoint, Amplify follows the SharePoint data residency policy.	Privacy and security in Microsoft Viva Amplify
Viva Connections	Data is stored in the data center where the associated Microsoft 365 tenant resides. For tenants located in Germany or the EU, none of the data is transferred to a third country. **Note:** Data from third-party apps is governed by the data and privacy agreements for those apps. This information applies to data from Microsoft apps.	Data Residency for Viva Connections
Viva Engage	Committed to storing message bodies and files attached to messages at rest within a specific geographical area (Geo). Data is stored in either Engage cloud storage or SharePoint. Files saved in SharePoint are stored in SharePoint per your SharePoint data residency policy. Mobile push notifications require sending data to a third party notification service (Apple or Google), which might be outside your Geo.	Data residency for Viva Engage
Viva Glint	The data region for Viva Glint is determined by the default geography of the tenant, not individual users, and is stored in US or EU data centers based on central tenant location.	
Viva Insights	**Personal insights** - Processed and stored in the employee’s Exchange Online mailbox. Data residency is based on the employee's mailbox location. **Manager/Leader/Advanced Insights** - The data region for Manager/Leader and Advanced is determined by the Default Geography of the tenant, not individual users. Data at Rest (header info and metadata sourced from	Viva Insights - Advanced/Manager/Leader Viva Insights - Personal

Viva app	Where the data resides	More information
	Exchange Online and Teams, but not message content or attachments) is stored in US, EU, EMEA, APAC based on central tenant location.	
Viva Learning	Integration with SharePoint is currently only supported for sites hosted from the home geography of the tenant. For example, a French tenant can only link SharePoint sites hosted in France to Viva Learning.	Viva Learning data residency
Viva Pulse	Data for customers located in the European Union Data Boundary (EUDB) is stored in data centers located in the EU. The data for all other tenants is stored in data centers located in the United States	Data residency for Viva Pulse

For more information, see:

- Microsoft 365 data locations
- Microsoft Privacy - Where is Your Data Located
- Licensing Documents (microsoft.com)

App-specific data information

Each of the Viva apps collects and stores data in different ways, based on the intent of the app. You control your data, but how you control it differs depending on the app.

Viva Amplify

Viva Amplify campaigns are set as private by default because campaigns are designed to be a private collaborative space for campaign team members to work and build their communications. Changing this setting is not recommended.

For more information about Viva Amplify, see Overview of Microsoft Viva Amplify.

Viva Connections

Privacy and security controls:

- You control what content is available through the app.
- Privacy settings inherited from SharePoint, Teams, Viva Engage/Viva

Expand table

What info is available?	Who can access it?	How is it managed?
Conversations, resources, and apps from Microsoft services (like Teams and SharePoint) and third-party apps (by using the SharePoint Framework) For users with elevated permissions, aggregated analytics data about traffic, usage by experience, and usage by platform.	Users with access to the SharePoint resources For analytics, users with site member or higher access to the SharePoint home site that supports the Connections instance.	Information is visible to users based on the setting and their role in the organization Different permission levels are required based on the content creator role (for example Home site or Dashboard). Dashboard authors can target the cards to specific audiences by using Microsoft Entra groups.

For more information about Viva Connections, see Overview of Viva Connections.

Viva Engage

Privacy and security controls:

- Security and privacy settings are managed as a part of Viva Engage.
- Role-based access

Expand table

What info is available?	Who can access it?	How is it managed?
Public announcements, private messages, posts, polls, and videos shared in communities, the inbox, and the Storyline. User profiles (through Viva Engage) Questions and answers Rewards and recognition Sentiment/usage analysis (personal analytics, audience analytics, campaign analytics, Answers analytics)	All users with a paid Microsoft or Office 365 subscription (as part of the Viva Engage license) and accessible through Microsoft Teams. By default, private content is restricted to the participants in the content (for example, the sender and recipient of a private message); however, admins can be temporarily granted access to private content. (You'll need to manually remove this access as well.)	The Engage admin can set up and configure Viva Engage through the Engage admin center (present in the Teams app).

For more information about privacy in Viva Engage, see Overview of security and compliance in Viva Engage.

Viva Insights

Privacy and security controls:

- Role-based access
- Everyone's data is kept private
- Mailbox security through Exchange

Expand table

What info is available?	Who can access it?	How is it managed?
Personal insights (visible only to the individual) Manager and leader insights (always aggregated and deidentified) Organization insights (aggregated and deidentified, with data access restricted to assigned analysts) **Note:** A manager or leader needs to have nine direct reports for the data to be aggregated. The admin can increase this threshold.	Insights only available to licensed users (Personal Insights) and assigned analysts or managers (Manager / Leader / Organization insights)	Admins can configure what information to include in insights, set access levels, and opt individual users in or out by using the Microsoft 365 admin center. Individual users can opt in or out by going to the Settings > Privacy menu in the Viva Insights app in Teams or on the web.

For more information on how to manage access to data in Viva Insights, see Managing who has access to data.

For more information about privacy and data protection in Viva Insights, see the following articles:

- Privacy guide for the Insights app
- Privacy guide for admins
- Technical privacy guide for organization insights and advanced insights

Viva Learning

Privacy and security controls:

- SharePoint integration supports local content
- Role-based access

Expand table

What info is available?	Who can access it?	How is it managed?
Training content from Microsoft, third party providers, and customer-owned content. Learning object content metadata, such as title, description, author, and language User data, such as bookmarks, recently viewed, recommended courses, assigned courses, and completion records Required service data, such as error logs Diagnostic data	The Viva Learning app is discoverable to all users with a paid Microsoft or Office 365 subscription and access to Microsoft Teams. Individual completion data and recommendations are available to those individuals and anyone that they share recommendations with.	Admins can control whether individual users can use Viva Learning and what they can do by changing user and group settings in the Teams admin center. Admins can also turn on or off the storage of diagnostic data.

For more information about Viva Learning, see Microsoft Viva Learning.

More resources

- Microsoft Viva compliance
- Microsoft Viva security
- Viva admin roles and tasks

Understand how security works in Microsoft Viva

Article • 05/05/2025

Microsoft Viva and the Viva apps work with and integrate into Microsoft 365. This means that the Microsoft 365 security capabilities—like role-based access, identity and app management, and others—apply to Microsoft Viva. The Viva apps can also use specific settings and policies of the apps that Viva interacts with. For example, while all users can access Viva Learning in Microsoft Teams by default, you can use app permissions policies in Teams to allow or block access for specific users.

Before setting up Microsoft Viva, consider the following security recommendations:

- Protect data by implementing appropriate access controls and role-based access controls so only authorized users have access to certain data and features. Use Microsoft Entra ID to handle user authentication and authorization.
- Provide another layer of security for users by setting up multifactor authentication (MFA).
- Make sure that you have a plan for incident response to tackle any security breaches that may occur.

> **Note**
>
> All the scenarios and suggestions provided are general in nature and may vary depending on the type of business and organization. It's important to consult with security experts and conduct your own risk assessments to ensure that you have adequate security measures in place for your specific environment.

Understand Teams and SharePoint security

Depending on which Viva app you’re using, you may inherit much of your security configuration and options from Teams and SharePoint, which in turn rely on identity management through Microsoft 365 users and groups. Check out Settings interactions between Microsoft 365 Groups, Teams and SharePoint for information about how changes to one area can affect other services. For more information about configuring secure access and collaboration in Microsoft 365, see Set up secure file and document sharing and collaboration with Teams in Microsoft 365.

Viva apps security options and controls

In addition to the security capabilities available to Microsoft Viva through Microsoft 365, SharePoint, and Teams, each app has its own security controls and considerations.

Viva Amplify

Viva Amplify uses SharePoint and Microsoft 365 roles to control access and security of your content.

For more information about security in Microsoft Amplify, see Learn about roles and permissions in Viva Amplify.

Viva Connections

Viva Connections integrates your organization's SharePoint intranet into Microsoft Teams, providing employees with relevant news, information, and resources accessible from desktop or mobile devices.

Security for Viva Connections is largely inherited from Microsoft 365, SharePoint, and Teams. For example, if you configure Viva Connections to include content from Viva Engage in the Feed, your users only see community content from the Engage communities that they already have access to.

> ⓘ **Important**
>
> This applies to content and cards sourced from Microsoft apps.

When you're setting up Viva Connections, be sure to confirm who has access to certain sites within SharePoint to ensure only authorized users have access to certain data and features.

For more information about Viva Connections, see Overview of Viva Connections.

Viva Engage

The admin tools in Viva Engage help protect your Engage data and determine who can access your Engage network, along with controlling access, managing users, providing secure access on mobile devices via Microsoft Intune, assigning roles, and limiting file uploads. The Engage admin can set up and configure Engage for your organization and manage data, network-related settings, and the various core or premium features within the application. To make someone an Engage admin, make them a Viva Engage administrators in Microsoft Entra ID.

For more information about security in Viva Engage, see Configure and review privacy and security settings.

Viva Glint

Microsoft Glint is a people-driven platform that provides visibility into the health of your organization and guides effective action.

This happens through the analysis of Microsoft 365 collaborative data and organizational (HR) data that you provide or that's used in Microsoft Entra ID. Because of the potential sensitivity about how data could be used, Viva Glint uses role-based access to control who has access. Learn about assigning roles for viewing feedback in reporting.

Viva Insights

Microsoft Viva Insights produces useful insights about how your organization and employees function by analyzing Microsoft 365 collaboration data and organizational (HR) data that you provide or that's used in Microsoft Entra ID.

Because of the potential sensitivity about how data could be used, Viva Insights uses role-based access to control who has access.

The Personal Insights feature is built on Microsoft Graph, which includes a set of REST-based API calls that enable developers to interact with the Microsoft technologies used by your organization. To use these API calls, developers must have specific permissions to access any data they request. Admins control both the deployment of any Microsoft Graph application and permissions to access these applications. You can't turn access to Microsoft Graph on or off globally in the Microsoft 365 Admin Center; instead you can achieve the same effect by blocking employees' ability to install third-party apps or by restricting developer access permissions. For more information, see Microsoft Graph and Microsoft Graph security API.

For more information about Viva Insights, see Introducing Viva Insights.

Viva Learning

Viva Learning is a centralized learning hub in Microsoft Teams that brings in content from different sources including Microsoft Learn, your organization's SharePoint sites, LinkedIn Learning, and third-party content providers and learning management systems. Non-Microsoft content that is accessible through Viva Learning is subject to terms other than the Microsoft product terms. Learn more about Viva Learning content terms and conditions.

Viva Learning is enabled by default for all Microsoft Teams users in your organization.

You can turn off or turn on Viva Learning at the organization level on the Manage apps page in the Microsoft Teams admin center. For more information, see Manage your apps in the Microsoft Teams admin center. To control whether specific users have access to Viva Learning, create a custom app permission policy and assign it to those users. For more information, see Manage app permission policies in Teams.

For more information about Viva Learning, see Microsoft Viva Learning.

Viva Pulse

Viva Pulse enables team leads to send brief surveys using research-backed templates to get a snapshot of team sentiment and act on feedback. Additionally, Viva Pulse reporting enables analysis of results and trends so leads can pinpoint what's working well and which areas to focus on over time.

Security for Viva Pulse is largely inherited from Teams. Viva Pulse also supports using access control policies to grant or restrict access to specific features for users and groups. For more information about access control at the feature level in Viva Pulse, see Granular access controls for Viva Pulse.

Microsoft Viva - Compliance

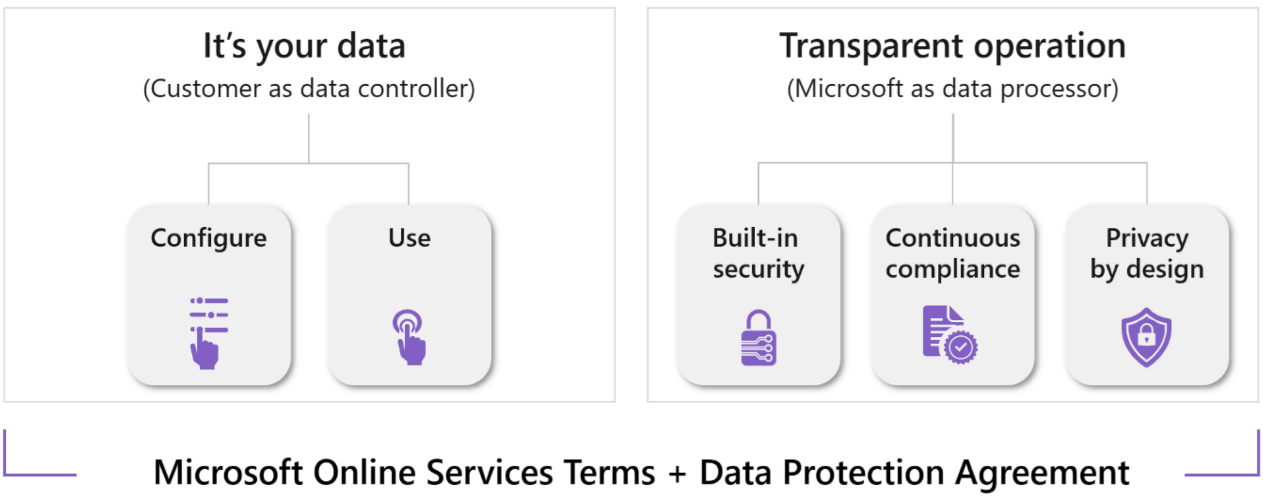
Microsoft offers a comprehensive set of compliance offerings to help your organization comply with national, regional, and industry-specific requirements governing the collection and use and data. Microsoft Viva is also covered under the Microsoft Product Terms and Data Protection Agreement (DPA).

For more information, see the Microsoft Trust Center.

This article covers the following information:

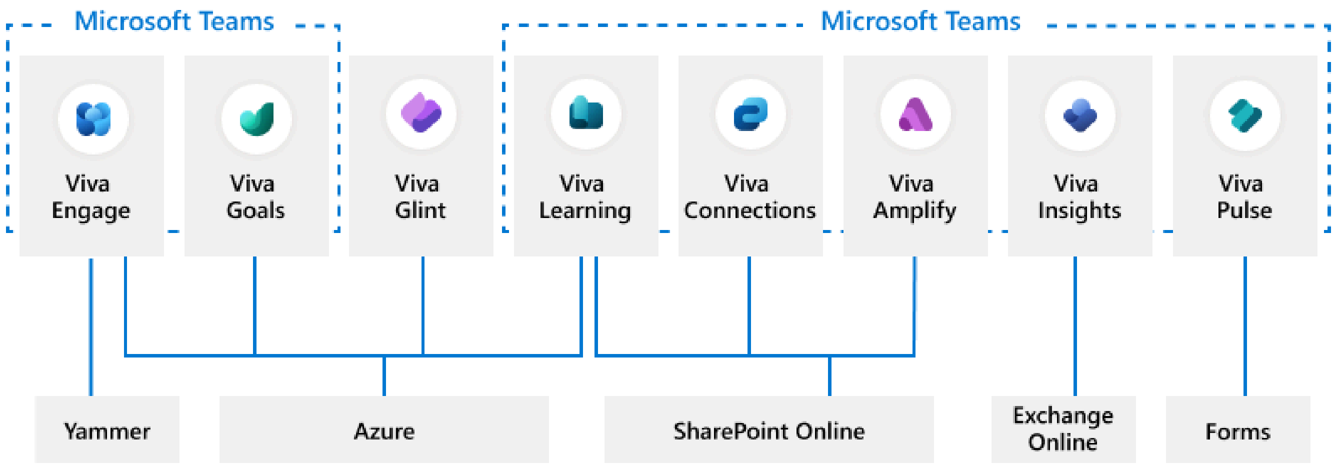
Shared responsibility model

Microsoft works to ensure that we are compliant with industry and international standards, and customers are responsible for ensuring their data within the Microsoft Cloud is protected in a manner that is compliant with the standards and regulations imposed on the customer.



Inheritance of compliance features and settings

Microsoft Viva apps are built on your existing infrastructure and, depending on the app, inherit compliance features and settings from Microsoft Teams, Exchange Online, SharePoint, Azure, and Viva Engage. In addition, all Viva modules are built on the Microsoft Graph API.



For detailed information on each service, see:

Microsoft 365 Plan for security and compliance

Microsoft Teams Overview of security and compliance in Microsoft Teams

Microsoft SharePoint Plan compliance requirements for SharePoint and OneDrive

Microsoft Graph Use the Microsoft Graph compliance and privacy APIs

Viva Engage Overview of security and compliance in Viva Engage

Microsoft Entra ID Microsoft Entra security baseline for Microsoft Entra ID

Azure Azure, Dynamics 365, Microsoft 365, and Power Platform compliance offerings

System and Organization Controls (SOC) 2

A SOC 2 report is an independent assessment of a service organization's systems and processes that are relevant to the trust services criteria. The report is conducted by a third-party auditor and evaluates the effectiveness of the controls in place to meet these criteria. Following is the SOC 2 audit report status for each Viva app:

Expand table

Viva app	SOC 2 report
Viva Connections	Covered within scope of Microsoft 365 - Central Services - SOC 2 report.

Viva app	SOC 2 report
	Excludes third-party content.
Viva Glint, Insights, Learning, Pulse	Covered by Microsoft 365 - Microservices Type 2 SOC 1 Report
Viva Engage	Covered by Microsoft 365 - Viva Engage - SOC 2 Type 2 (2024)

General Data Protection Regulation (GDPR)

All Viva apps built on your Microsoft 365 infrastructure support compliance with EU General Data Protection Regulation (GDPR) requirements. For detailed information, see Microsoft Viva privacy.

Data residency

Data residency refers to the geographic location where data is stored at rest. Many customers, particularly in the public sector and regulated industries, have distinct requirements around protecting personal or sensitive information. In addition, in certain countries/regions, customers are expected to comply with laws and regulations that explicitly govern data storage location.

For information about data residency for Viva apps, see Microsoft Viva privacy.

Microsoft Purview

Microsoft Purview is a family of data governance, risk, and compliance solutions that can help your organization govern, protect, and manage your entire data estate.

Currently, certain features in Viva Engage and Viva Connections (through SharePoint) are supported by Microsoft Purview.

The Viva Engage features eDiscovery and Data Retention are supported by Microsoft Purview; sensitivity labels and data loss prevention aren't supported. Viva Engage supports eDiscovery and the Microsoft Purview portal.

Viva Connections inherits eDiscovery and Data Retention support from SharePoint for files involved in each service.

More resources

Microsoft Viva privacy

Microsoft Viva security

Viva admin roles and tasks

Last updated on 12/22/2025

Customize and edit the Viva Connections experience

Article • 04/16/2025

The Viva Connections desktop design serves as an experience that centers essential job tasks, personalized content, easy access to other Viva experiences, and better aligns with the mobile experience. Learn more about the Connections desktop experience.

Elements of the Connections experience can be customized to fit your organization's brand and the needs of your end users. Learn more about how to customize the banner, Dashboard content, and navigational links in Resources. Then, learn how to influence content in the News reader. Finally, learn how to manage access and permissions.

> **Note**
>
> - If your organization has a SharePoint home site, you can choose to use it as the default landing destination.
> - The Connections experience uses a similar permission model to SharePoint and can be managed from Microsoft Teams.
> - You must have member level permissions or higher to edit the new desktop experience.

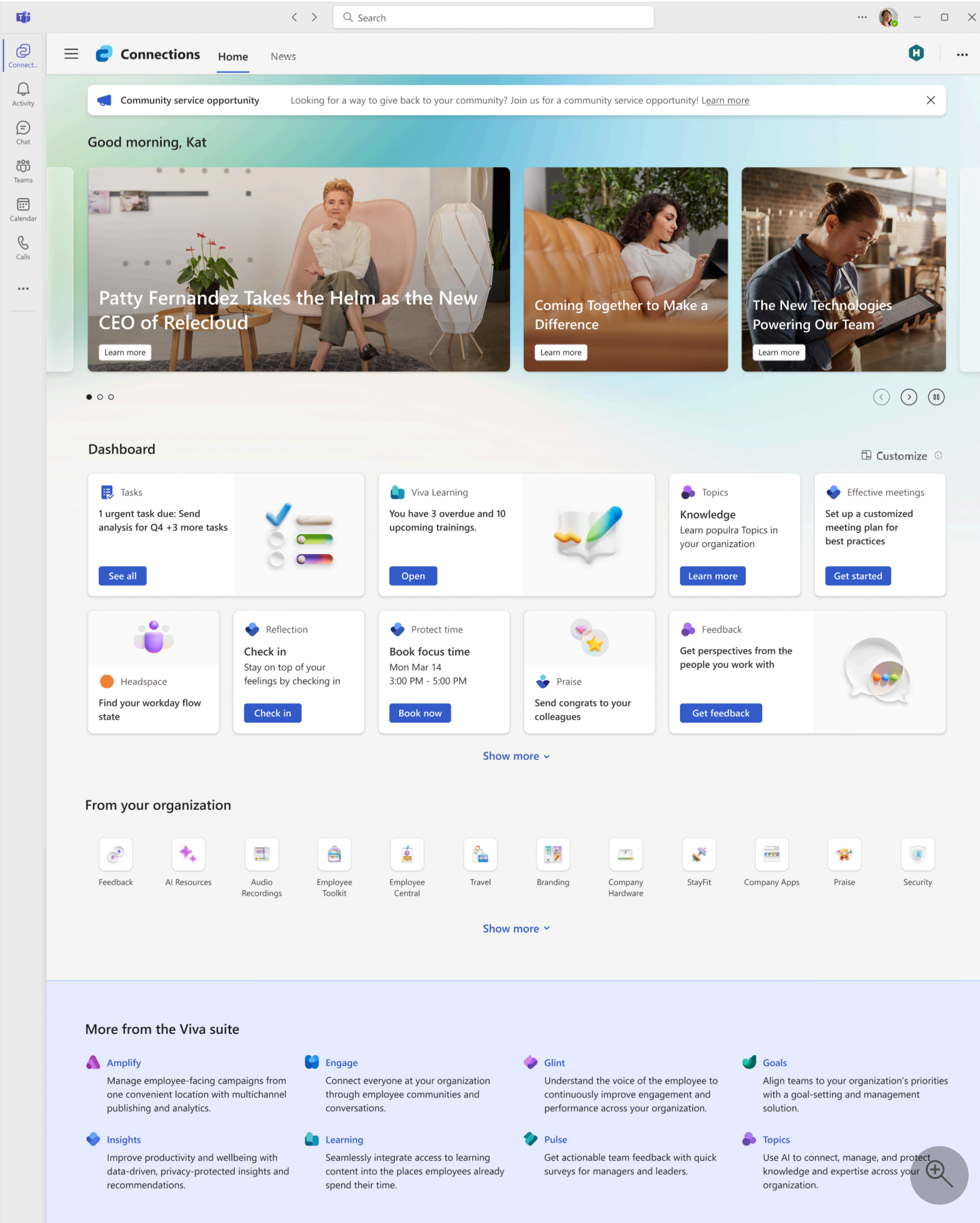
About the Connections experience

The Connections experience highlights news across your organization and provides easy access to the top tasks, tools, and resources that help people in your organization get their jobs done. Sections featured in Connections include Announcements, the News reader, the Spotlight, Dashboard, Resources, and the Viva suite footer. Content for some of these elements can be filtered using audience targeting to create a personalized experience for users in your organization.

> **Note**
>
> - The news reader experience is being rolled out to users that replaces the current Feed experience across desktop, web, and mobile devices. This update is planned to roll out to all customers across all devices by the end of April 2025.
> - The Copilot powered news summary is currently only available through the desktop version of Microsoft Teams and is rolling out to users with a Microsoft 365 Copilot

license.

- Users are required to have a Microsoft Viva suite or Viva Communications and Communities license to utilize the announcements feature. See [Microsoft Viva plans and pricing](#) for more info.



Announcements: Announcements from the organization display at the top of the Connections experience and convey time-sensitive information to users.

Spotlight: The spotlight dynamically displays content from the home site, news from SharePoint sites, or links to articles or sites. The spotlight can be customized to display up to 11 items.

News reader: The News reader presents SharePoint news from organizational sites, boosted news, the user's followed sites, frequent sites, and people the user works with in an immersive reader experience. It also includes the option for users to request an AI generated news summary, powered by Copilot, providing a quick overview of all the latest news information.

Dashboard: The Dashboard is your users's digital toolset. It brings together the tools your users need, enabling quick and easy access whether they are in the office or in the field.

Resources: The Resources experience enables navigation across portals and destinations.

Viva Suite footer: Information and links to other Viva Suite apps licensed and enabled by your organization appear at the bottom of the experience.

Navigational elements: The navigational elements located in the top-right and top-left corners help viewers easily get to-and-from other landing pages and other Viva experiences.

Get started customizing the experience

> ⓘ **Note**
>
> - You must have member level permissions (or higher) to edit the new desktop experience.
> - If your organization has a SharePoint home site, you can choose to use it as the default Connections experience.

How to edit the Connections desktop experience for the first time

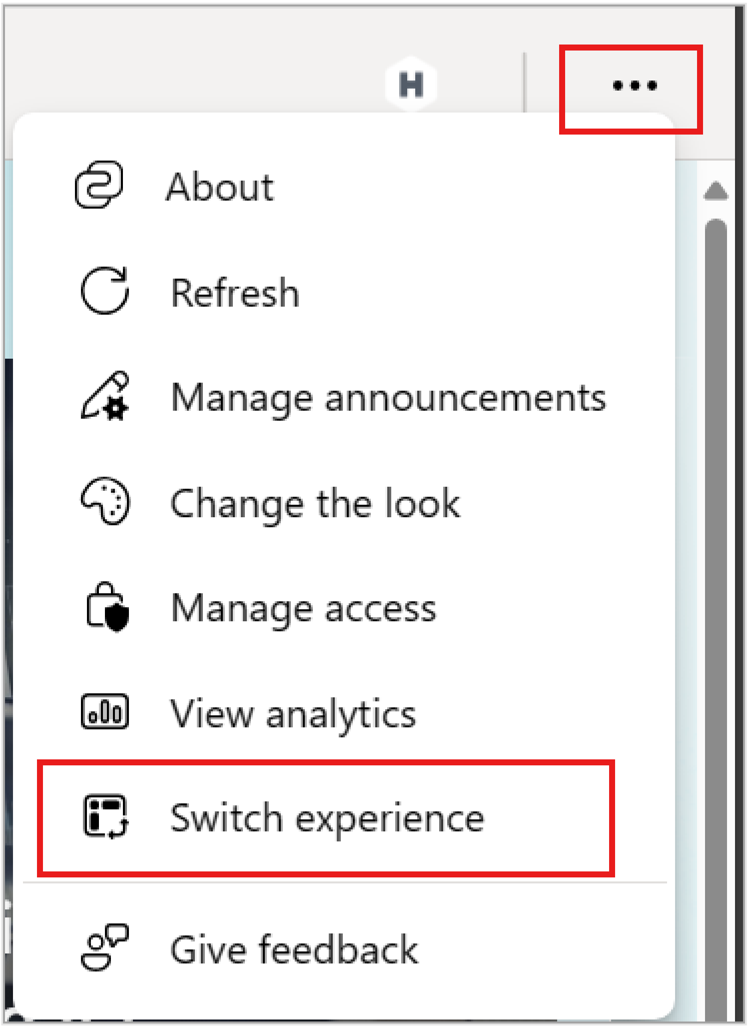
If you already have Connections setup, editors who have site owner or member permissions to the SharePoint home site automatically have owner or member permissions to the new Connections experience in Teams. People with member permissions or higher can see **Edit** buttons in the Connections experience.

If you're setting up Connections for the first time, only owners of the SharePoint root site can edit. When the home experience is edited for the first time, a special site container gets created on the backend. You want to assign (at least two) owners and members from this site to give permissions to others so they can edit the experience for the rest of the organization.

How to switch between multiple Connections experiences

If your organization created multiple Connections experiences, you can switch between enabled and draft experiences from within Connections in order to edit them.

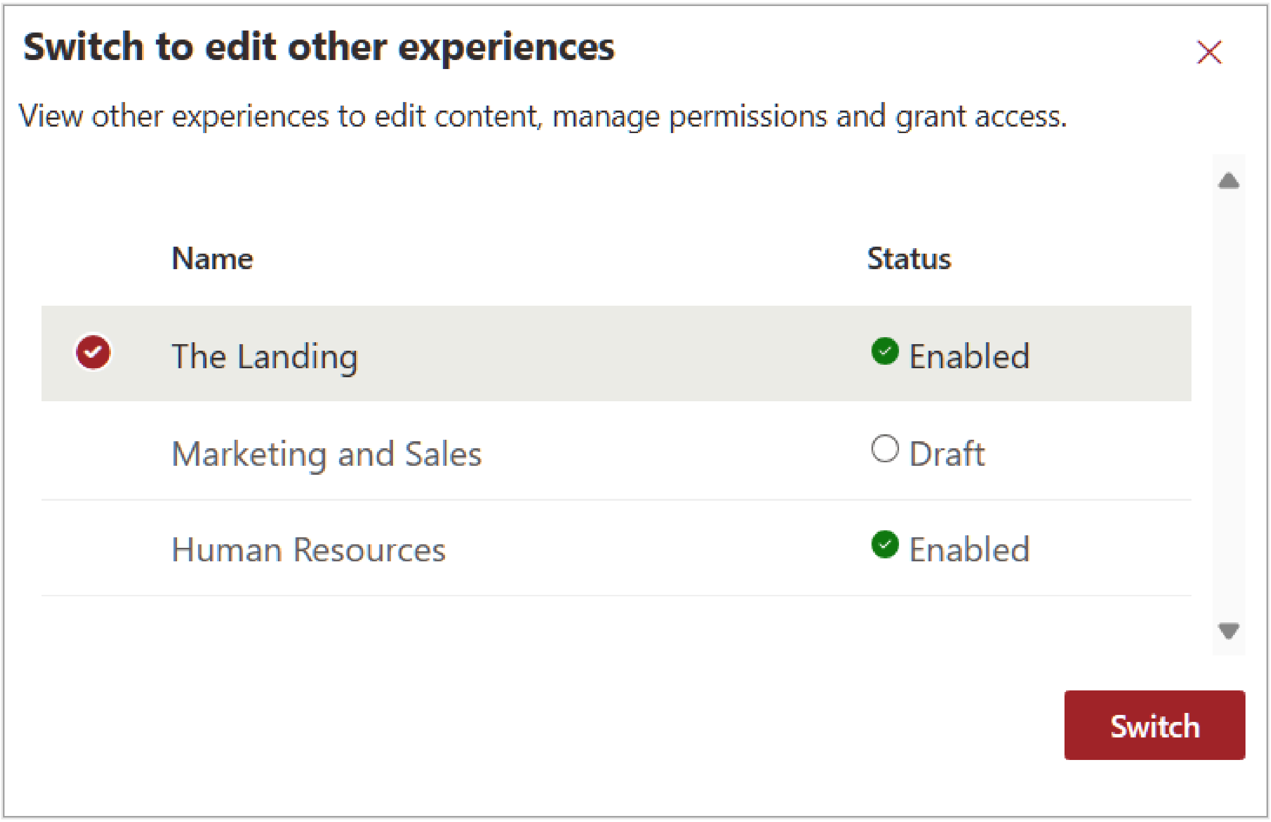
1. Navigate to the Connections app in Teams.
2. Select the **ellipsis** in the upper-right of your Connections experience.
3. Then select **Switch Experience**.



> ⓘ **Note**
>
> Only users with edit privileges are able to see the Switch Experience option in the menu.

4. A list of created experiences display along with their status (enabled or draft). Select an **Experience** to switch to.

5. Select **Switch**.



ⓘ Note

Users are required to have a Microsoft Viva suite or Viva Communications and Communities license in order to create two or more experiences (up to 50). See Microsoft Viva plans and pricing for more info.

Give permission to edit from Connections in Teams

If you're setting up Connections for the first time, navigate to the Connections app in Teams to assign owners and members who can edit the Connections desktop experience.

1. Navigate to the Connections app in Teams.

2. Select the **ellipsis** in the upper-right of your Connections experience.

3. Then select **Manage access**.

4. Select **Grant access**.

5. Under **Site Access** add users and select their level of permission from visitor, member, or owner.

6. Select **Add**.

Choose default cards for the intended audience

When you set up Connections for the first time in Teams, you're asked to choose a set of default cards. The default cards help you get started creating a dashboard and don't need anything to get set-up. Default cards can be removed and edited after the initial selection.

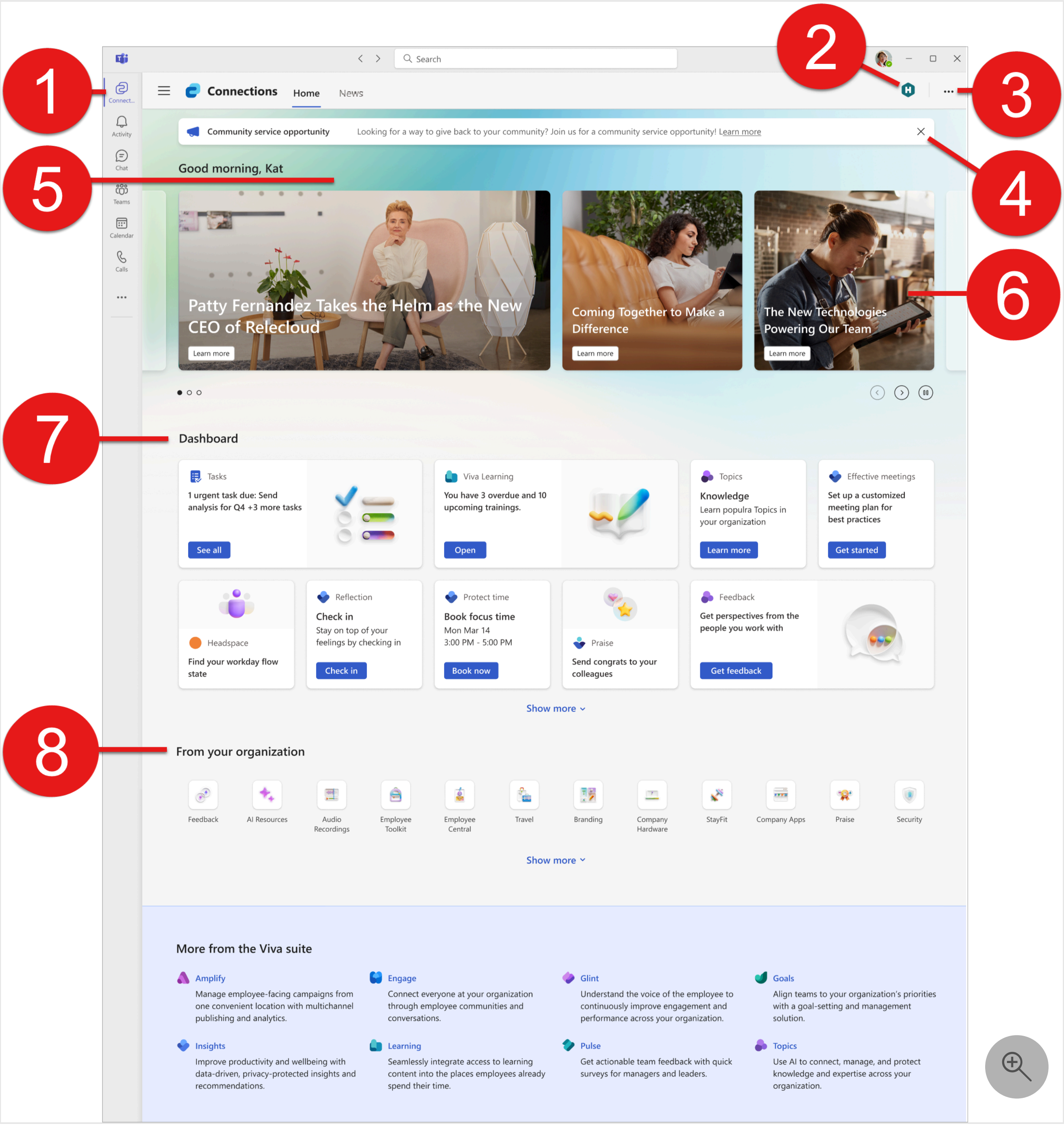
Expand table

Card descriptions	Frontline worker	Information worker
Audience description	This audience consists of users who are customer-facing, or don't work primarily at a desk with a computer. Sometimes these roles are referred to as essential workers. Popular roles for frontline workers are retail sales associates, nurses, line workers, and teachers.	This audience consists of users who usually get their work done from a desk using a computer. Popular roles for information workers are project managers, finance associates, administrative personnel, and business executives.
Default cards	Approvals, Assigned tasks, Shifts, and Top news.	Assigned tasks, Top news, Viva Learning, and Viva Topics.

By default, cards will already be on the dashboard and require minimal setup. Edit and preview the dashboard until you're ready to share with others. To edit existing cards, select the pencil icon to **Edit** the card. In the property pane that opens to the right of your experience, choose your card size from the **Card size** drop-down list. For more information on available dashboard cards and their properties, see the article on available dashboard cards in Connections

You can also apply **Audience targeting** so cards are filtered to specific roles, regions, or departments. Learn more about audience targeting for Connections.

Summary of customizable elements



1. **App icon and label in the Teams app bar:** Customize the app name and label in the Teams admin center.

2. **Entry point to secondary landing page:** A link to the preferred default desktop experience automatically displays here.

3. **Change the look:** Access the settings to apply themes to reflect your organizational brand colors consistently across experiences.

4. **Announcements:** Create targeted, time-sensitive messages that display at the top of your Connections experience to members of your organization. Learn more about using announcements in Connections.

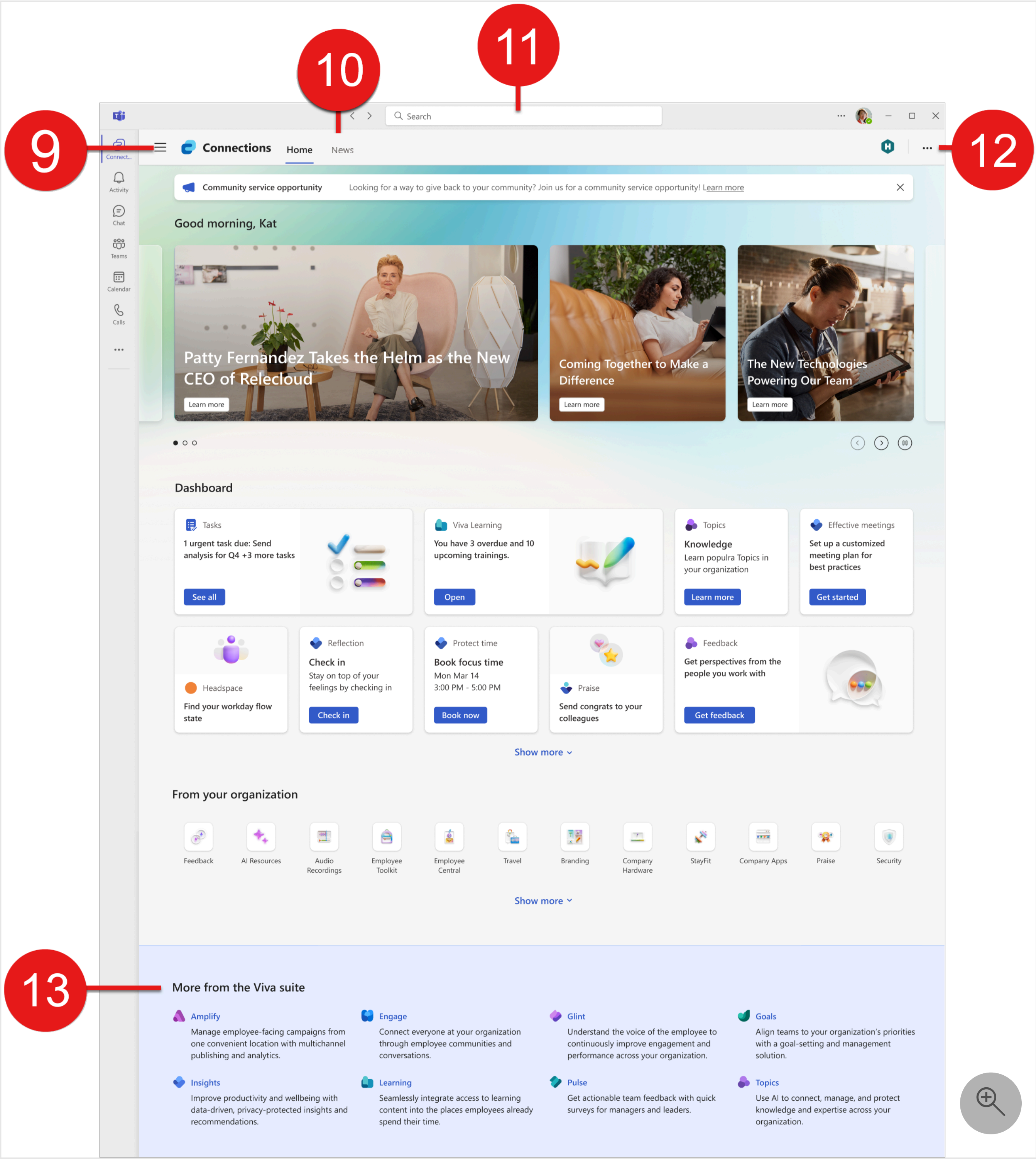
5. **Banner image:** Upload a banner image and set the focal point to create a branded look consistent across desktop and mobile.

6. **Spotlight:** The banner dynamically displays content from the home site, news from SharePoint sites, or links to articles or sites. The spotlight can be customized to display up to 11 items.

7. **Dashboard:** Customize with cards and content specific to roles, regions, departments, and popular tasks.

8. **Resources:** Create a list of navigational links and icons to useful sites and information.

Summary of noncustomizable elements



9. **Shared Viva navigation:** Helps viewers navigate between Viva experiences. Viva apps will automatically display in this menu when Viva licenses are detected.

10. **News reader:** Content in the News tab presents news posts from the user's followed SharePoint sites, frequent sites, trending sites, home site, organizational news sites, and news posts published by people the user works with. Users with a Microsoft 365 Copilot license can also [summarize the top news stories using Copilot from their desktop using Microsoft Teams. For more information, see the article on the News reader.

11. **Scoped Search**: Users can search within Connections when using the search bar while in the Connections experience. As users type, the option to search for results within

Connections (or Teams) displays.

12. **Ellipses menu:** Access more information about the Connections experience depending on your level of permissions.

13. **Viva navigational bar:** The Viva navigational bar provides an opportunity to discover more Viva experiences and gets automatically generated when Viva licenses are detected.

Customize the app icon and label in the Teams app bar

> **Note**
>
> Connections is part of the tailored apps experience. Frontline users who see the tailored app experience have Connections pinned in the first position in the Teams app bar on both mobile and desktop.
>
> If you don't want the app prepinned, either turn off tailored apps for frontline workers, change the app settings, or edit how apps in Teams are managed.

Your organization's Connections app can display a custom icon and label in the Teams app bar. This customization takes place in the Teams admin center, which requires Teams admin permissions or higher. It's recommended that you also apply app settings that prepin and preinstall the app. Doing so makes sure people in your organization can more easily discover the Connections app and start using it. Learn more about customizing the Connections icon, label, and app settings.

Customize the banner image

Change the banner image in the header and set the focal point for the image. The banner image and focal point can only be set on the desktop app but is visible across desktop and mobile.

> **Note**
>
> - The greeting is automatically generated and can't be customized.
> - Depending on your organization's license type, you might see more dynamic information displayed in the banner.

- The banner image and focal point resize when viewed via the tablet and mobile app.

To change the banner image:

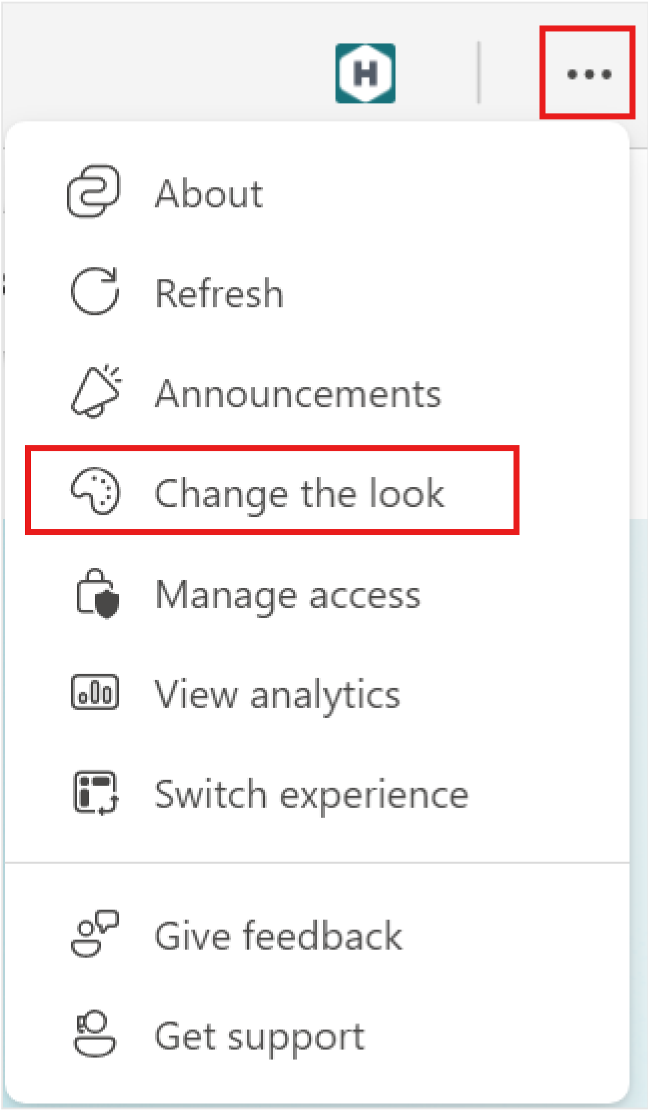
1. Start by selecting **Edit** and then select **Change image**.
2. Select the image you'd like to use and then select **Reposition**.
3. Once you're satisfied with the focal point, select **Set focal point** and then **Save**. There's no draft state for the banner image. It's displayed for all users when you select Save.

Apply a theme to your Connections experience

Further customize your Connections experience and SharePoint home site by applying preexisting SharePoint themes or a custom theme to reflect your organizational brand colors consistently across all instances of your desktop, tablet, and mobile experiences. Users can apply themes from within their Connections experience, or SharePoint home site. Only users who have permissions to edit the Connections experience can apply themes.

> **Note**
>
> If you have never selected a theme for your home site, the default SharePoint theme is used for the home site and Connections experience.

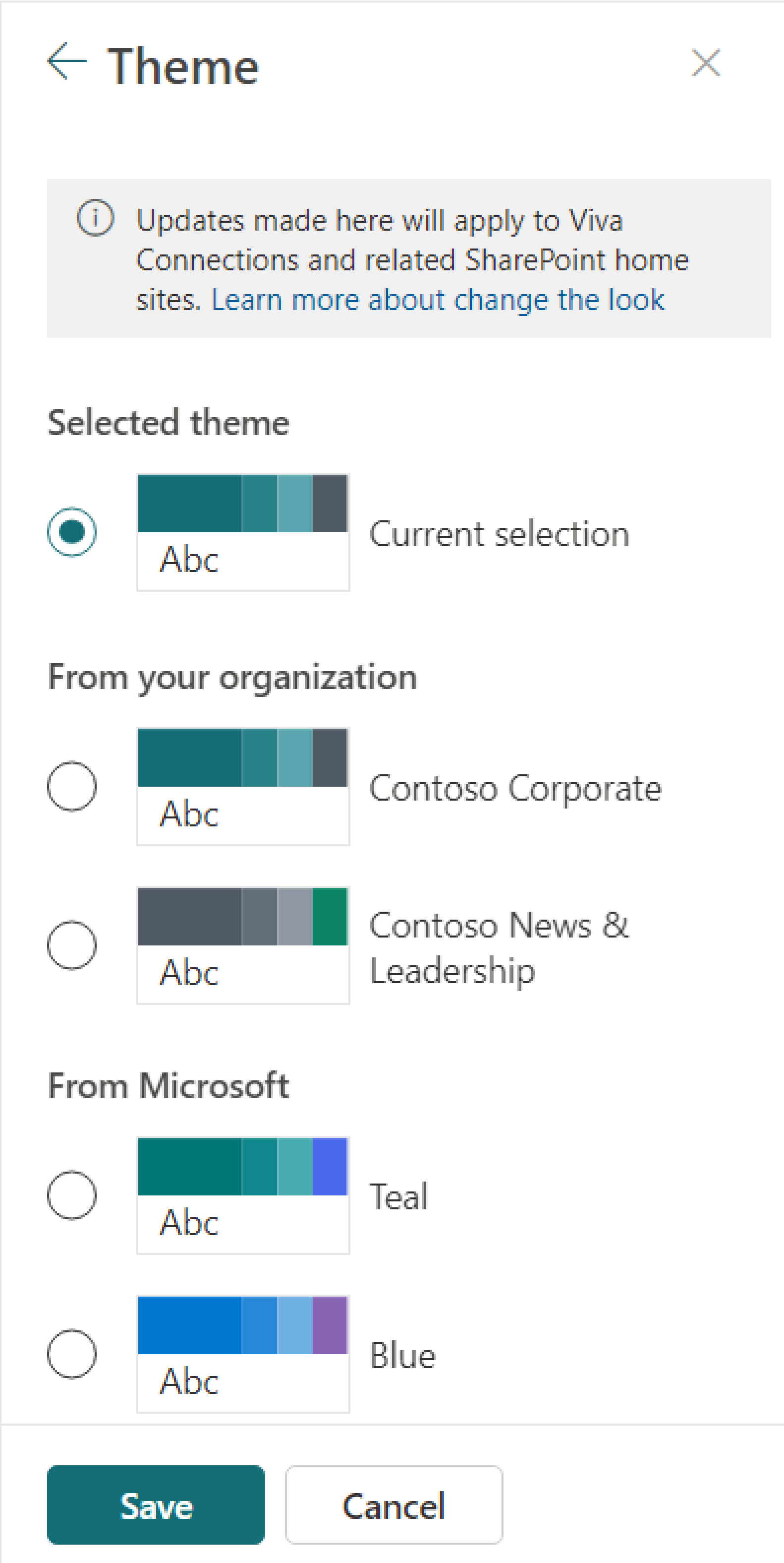
1. Select the **ellipsis**, then select **Change the look**.



2. Select **Theme**.

3. Make a selection from the list of available themes.

- Themes from your organization can't be customized.
- SharePoint themes from Microsoft can be customized.



ⓘ Note

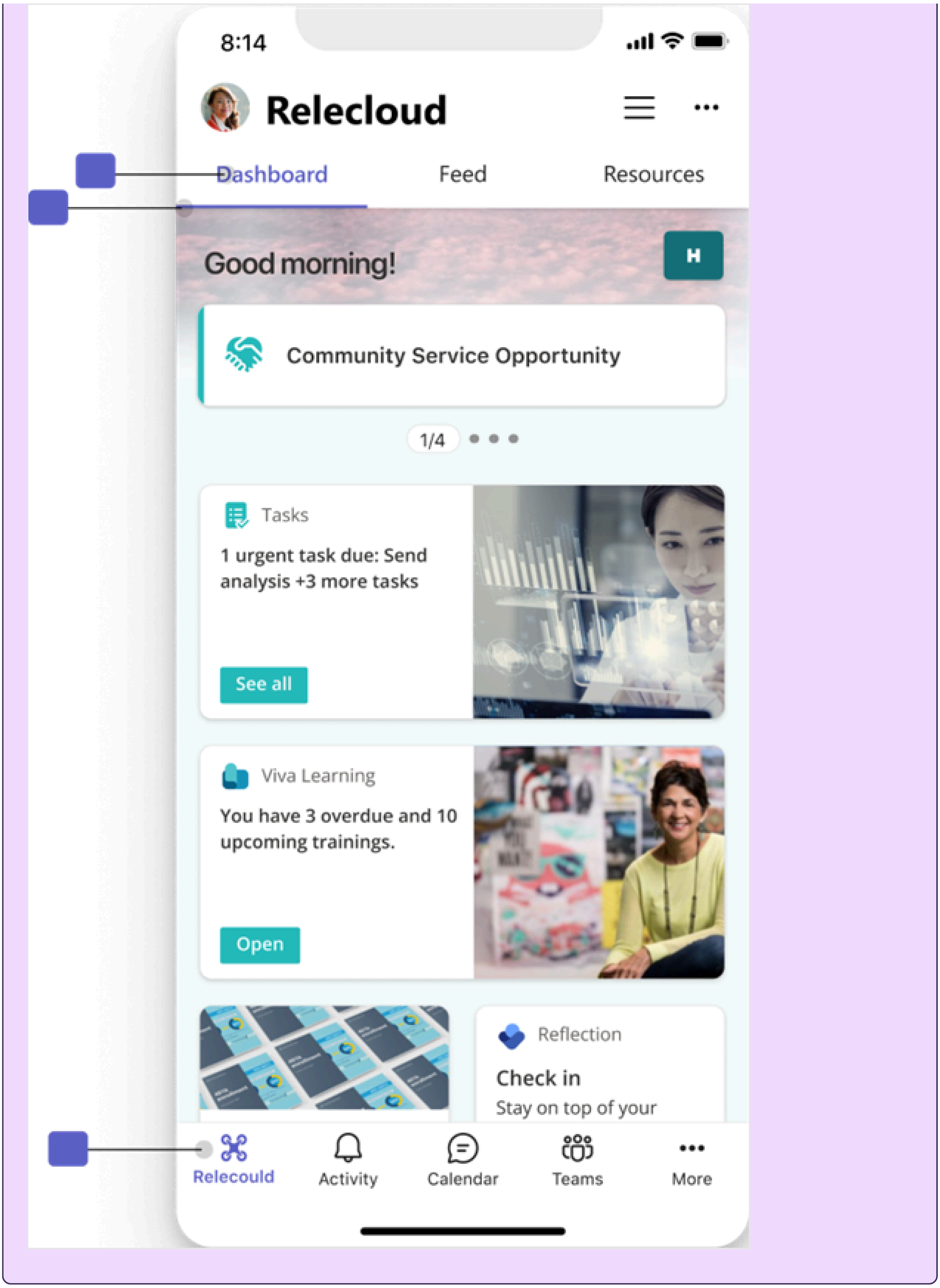
- If an end user has selected dark mode on their mobile or tablet device, the dashboard and other Connections components render in dark mode with the default color and won't apply the theme colors.
- Dark themes (has the property `isInverted=True`), won't be applied to the mobile experience. If the dark theme is selected, mobile will continue showing

Connections with the user's selected mode (light or dark) and the default colors.

4. Select **Save**.

The home site color theme reflects automatically in the Connections desktop experience.

> **Note**
>
> Using accent colors under the app customization feature will only apply to the app icon outline color on the Teams chrome, and won't apply all colors to the Connections experience. For consistency of theming, it's a best practice to set the accent color same as the theme primary color from SharePoint.



Customize the dashboard

The Connections dashboard provides fast and easy access to information and job-related tasks. Add and edit cards that help users quickly access the tools and resources they use in their day-to-day role. Cards on the dashboard can be targeted to users based on specific roles, regions, and interests. Edits (including audience targeting settings) made to cards on the dashboard are also automatically applied to the Dashboard web part and the mobile experience.

> ⓘ **Note**
>
> - If your organization already has Connections set up, you'll see your existing cards and settings displayed in the new home experience.
> - If your organization doesn't already have Connections set up, you'll see a set of default cards that need minimal configuration.

Learn more about adding partner cards and creating custom cards

In addition to the core set of dashboard cards, cards from partner solutions can be added to the card toolbox from the SharePoint store. Learn more about partner cards and how to request them. Additionally, customers can create custom cards for the Connections dashboard by using the SharePoint Framework (SPFx) to create Adaptive Card Extensions (ACEs). Learn more about this framework and view the ACE solution gallery.

Preview the dashboard before sharing with others

After creating or editing cards on the Dashboard, make sure you preview the experience for each audience. Select **Preview** in the top-right corner of the editing experience, then choose to preview the desktop or mobile view. What you see in preview mode approximates how the Dashboard displays for certain audiences and devices. When you apply audience targeting to cards, you can preview how different people view the Dashboard depending on the audience or device.

How news is given priority in the News reader

News comes from multiple sources: Home sites, boosted news, news from org news sites, the user's frequent sites, followed sites, trending sites, and news published by people the user works with. News content from organizational news sites is given priority in the news reader. Boosted and organizational news is put before any team news.

- **Promote important 'official' communications** - Use News boost to raise the visibility of crucial news posts from organizational news sites.

- **Publish from official news sources** - Like organizational news sites or SharePoint home sites.
- **Follow SharePoint sites within your organization** – Users will see news posts added to their own News tab made on followed SharePoint sites.

Language and multilingual settings

The Connections experience can be set in more than one language. Learn more about how different elements of the experience can be edited to display in more than one language and how to create a multilingual dashboard.

> ⓘ **Note**
>
> Connections desktop applies the users' SharePoint preferred language but not the Microsoft Teams language setting. However, for the mobile app, Connections applies the device settings.

Manage permissions

The permissions model for the new Connections landing experience is like the permissions in SharePoint. Certain levels of permission grant access to specific editing tools and the ability to manage permissions and sharing.

> ⓘ **Note**
>
> At least two people should be assigned Owner level permissions.

Expand table

Owner	Member	Visitor
Can edit content in the banner, Dashboard, and Resources. Can add or remove owners, members, and visitors.	Can edit content in the banner, Dashboard, and Resources.	Visitors are the end users in your organization. They can view and interact with content but can't edit content or share the page with others.

If you already have Connections setup, editors who have site owner or member permissions to the SharePoint home site will automatically have owner or member permissions to edit the new

Connections experience in Teams.

- People with member permissions *or higher* can see the **Edit** buttons in the Connections experience.
- People with member permissions or higher can view permissions to the page by navigating to the ellipsis menu in the top-right and selecting **Manage permissions**.

If you're setting it up *for the first time*, only the SharePoint root site owners are able to edit the Connections experience in Teams. When the Connections experience is edited for the first time, a SharePoint site on the backend gets created. Assign owners and members from this site to give permissions to others so they can edit the experience for the rest of the organization. Manage permissions from the Connections app in Teams to assign owner or member level permissions. Once permission levels are assigned, people with owner or member permissions can see the **Edit** buttons in the Connections experience.

How to add, view, and edit permissions

If you have member permissions or higher, you can view who has permission to view and edit the Connections experience. Access permissions by navigating to the ellipsis menu (...) in the top-right corner and then select **Manage permissions**.

If you have owner permissions or higher, you can give access to new people and change the roles of the people who already have access. Select **Share** to give access to new people. Edit the roles of existing people by selecting the drop-down arrow and then select a new role. Changes are applied immediately.

Help end users in your organization learn more

If your organization already has a SharePoint home site and you want to keep it as the landing experience for the Connections desktop experience, use the PowerShell command listed in the following section to use the SharePoint home site. Learn more about setting up Connections in the Microsoft 365 admin center.

> ⓘ **Note**
>
> For customers who already have Connections setup, your end users are automatically routed to the new Connections home experience in Teams if your organization decides to use the new design as the default experience. If your organization has a SharePoint home site, you can choose to keep it as the default home experience when the new experience is available.

Choose the default landing experience for Connections desktop

If your organization already has a SharePoint home site and you want to keep it as the landing experience for the Connections desktop experience, use the PowerShell command listed in the following steps. If you decide to change the default experience from a home site back to the Connections home experience, run this command again using the `$false` parameter. To run this cmdlet, you must be a SharePoint admin.

1. Download the latest SharePoint Online Management Shell .

   > ⓘ Note
   >
   > - If you installed a previous version of SharePoint Online Management Shell, go to Add or Remove programs and uninstall "SharePoint Online Management Shell".
   > - Run the command as a SharePoint Administrator.
   > - This command allows you to choose the default experience for the desktop app and doesn't affect the mobile experience.

2. Connect to SharePoint as a SharePoint Administrator in Microsoft 365. For more information, see the article onGetting started with SharePoint Online Management Shell.

3. Run `Set-SPOHomeSite -HomeSiteUrl <homesiteURL> -VivaConnectionsDefaultStart <$true/$false>`.

   - The parameter should be set to **`$false`** to use the new Connections desktop experience as the default landing experience.
   - The parameter should be set to **`$true`** to use a SharePoint home site as the default landing experience.

   Example:

   Contoso's SharePoint home site URL is `https://contoso.sharepoint.com/sites/homeSite` in this example.

   To set the default landing to the SharePoint home site:

   `Set-SPOHomeSite -HomeSiteUrl "https://contoso.sharepoint.com/sites/homeSite" -VivaConnectionsDefaultStart $true`

To set the default landing to the new Connections desktop experience:

```
Set-SPOHomeSite -HomeSiteUrl "https://contoso.sharepoint.com/sites/homeSite" -VivaConnectionsDefaultStart $false
```

ⓘ **Note**

- It might take up to 15 minutes to see the updated default landing experience.
- If you change the SharePoint home site to a different SharePoint home site, it might take up to a week for users in Connections to be directed to the new site. However, users can sign out and sign back in to clear the cache to view the new SharePoint home site sooner.

Make the experience available to the end user

Once finished customizing your Connections experience, follow the steps to enable the experience to make it visible to your audience.

Learn more

More options coming soon for the Connections desktop experience

Overview: Viva Connections

Use audience targeting in Viva Connections to personalize the experience

Use audience targeting to personalize the Connections experience

Article • 04/16/2025

Audience targeting can help you target content to specific Microsoft 365 Groups within your organization so your content is seen by the right people. Audience targeting can be applied to cards on the dashboard, SharePoint news posts that appear in the news reader, and links in the Resource section. For example, if a regional finance department has many specialized dashboard cards needed for their daily tasks, audience targeting ensures that only members of that group see the cards.

> **Note**
>
> The news reader experience is being rolled out to users that will replace the current Feed experience across desktop, web, and mobile devices. This update is planned to roll out to all customers across all devices by the end of April 2025.

You can also create separate Viva Connections experiences for different audiences. For more information, see the article on the difference between audience targeting and different experiences.

> **Note**
>
> - Audience targeting filters content and isn't a security measure. It isn't meant to manage permissions, access, or secure confidential content.
> - Microsoft Entra Groups (including security groups, Microsoft 365 Groups, and Microsoft Entra Dynamic Groups) are supported.
> - The author is able to view all content in Edit mode. In read-mode, the content is filtered based on the audiences selected.
> - Publish (or republish) to save changes made to existing page content, page metadata, and audience targeting settings for audience targeting features to take effect.

Apply audience targeting to cards in the dashboard

Create a personalized experience by targeting dashboard cards to specific audiences to ensure only the most relevant cards are seen. Use audience targeting:

- To create custom views for distinct roles and regions,
- To generate as many different views as needed to create unique experiences, and
- To ensure the most important content is seen by the intended audience.

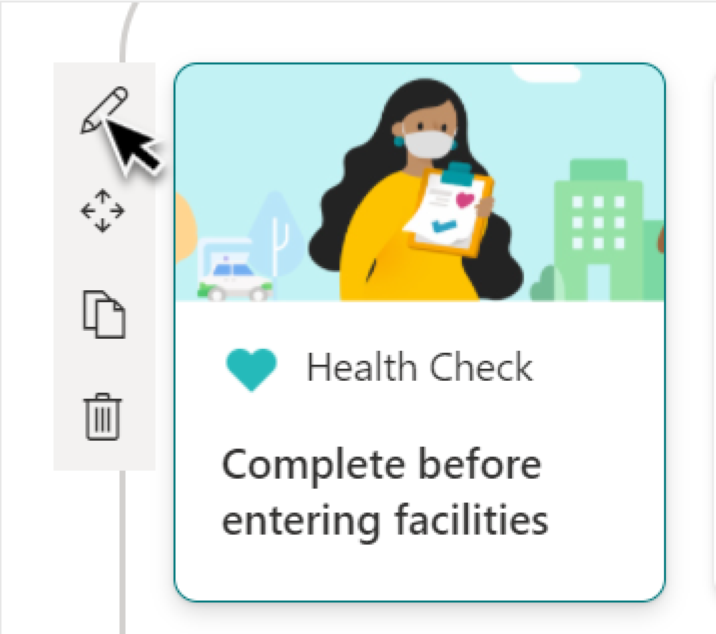
Follow these instructions if you're setting up the Viva Connections dashboard for the first time.

> ⓘ **Note**
>
> - Site owner permissions to the SharePoint home site are required to edit the Viva Connections dashboard.
> - Site owners setting up the Connections dashboard for the first time should see the article on creating a Viva Connections dashboard and adding cards for more information.

To apply audience targeting to a dashboard card:

> ⓘ **Note**
>
> See the article on how to edit the dashboard from SharePoint if you're accessing Viva Connections from your SharePoint home site.

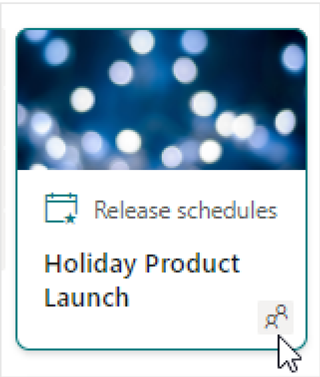
1. From the dashboard, select **Edit**.
2. Select **Edit** on the card you want to apply audience targeting to.



3. At the bottom of the edit pane, enter the Groups to the **Audience to target** field. Exit the edit pane when you're done.

4. Preview the viewing experience for different audiences and devices by selecting **Preview** from the command bar.

5. Publish the dashboard when you're done for the audience targeting to take effect. An icon appears on the card indicating audience targeting is applied.



> **Note**
>
> If an audience group that you recently created or changed was selected, it might take some time to see targeting applied for that group.

Preview your Connections dashboard to see how it displays for different audiences

After creating or editing cards on your Connections dashboard, make sure you preview the experience for each audience and on both desktop and mobile devices.

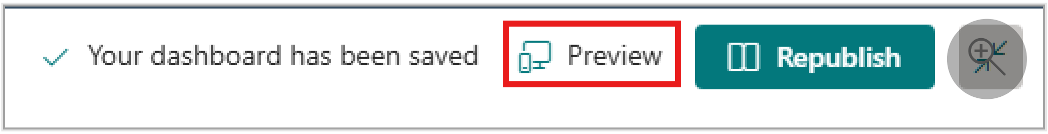
What you see in *preview mode* approximates how the dashboard displays for certain audiences and devices. When you apply audience targeting to cards, you can preview how different people view the dashboard depending on the audience or device.

While in preview-mode, make sure:

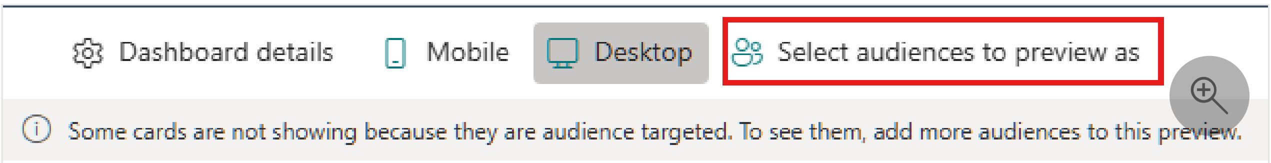
- Physical gaps aren't present between cards that might appear while previewing different audiences and devices. If you see gaps, rearrange cards so that every audience and device has a high-quality viewing experience.
- Icons, graphics, and images are easy to identify and understand.
- Buttons and links are active and go to their intended destinations.
- Labels and description text are helpful, easy to read, and make sense for the intended audience.

To preview different audiences:

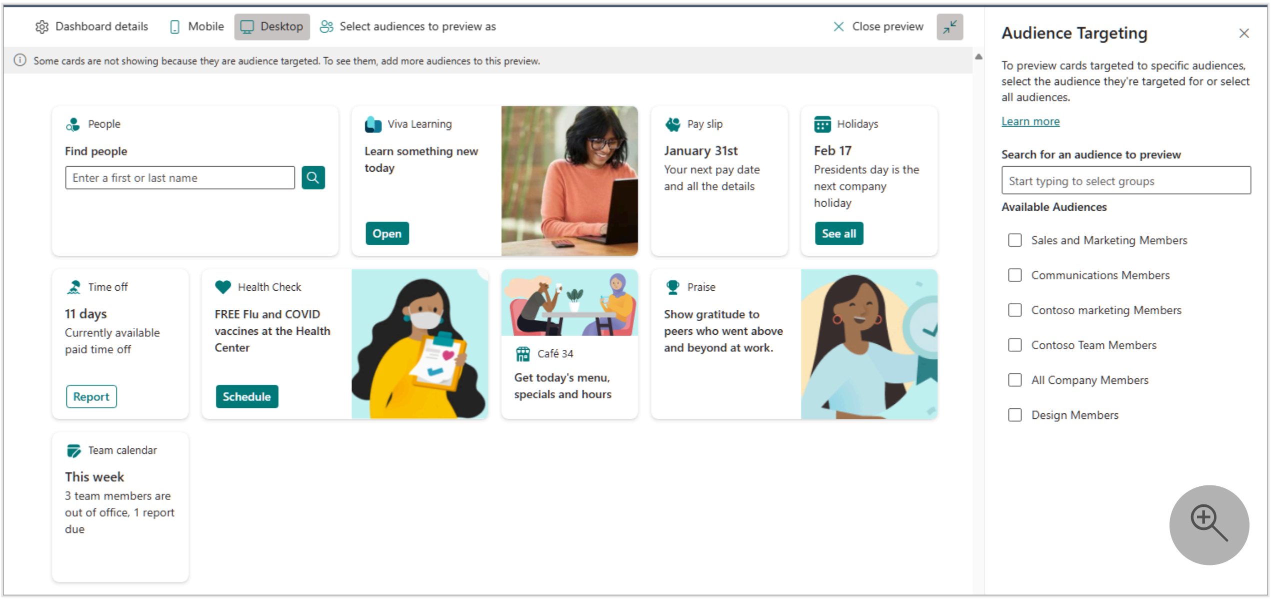
1. While in edit mode, select **Preview** on the top right.



2. Open the **Select audiences to preview as** drop-down list. (if no cards are audience targeted, you'll see a disabled **Audience targeting** label).

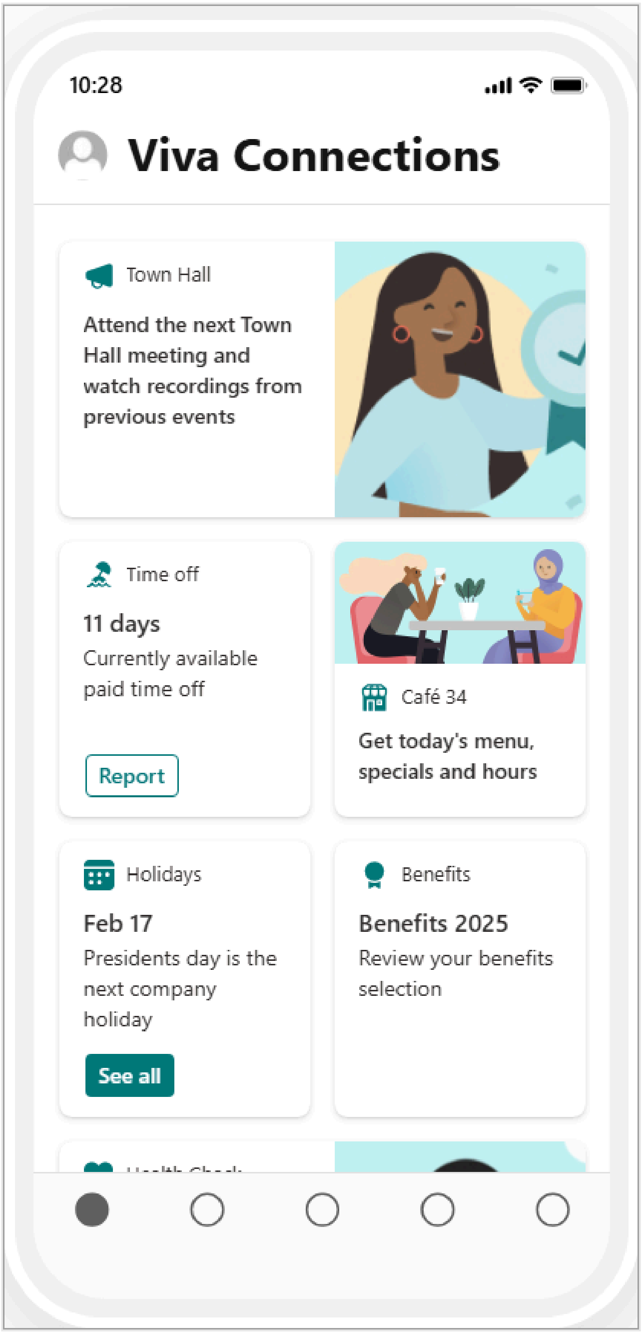
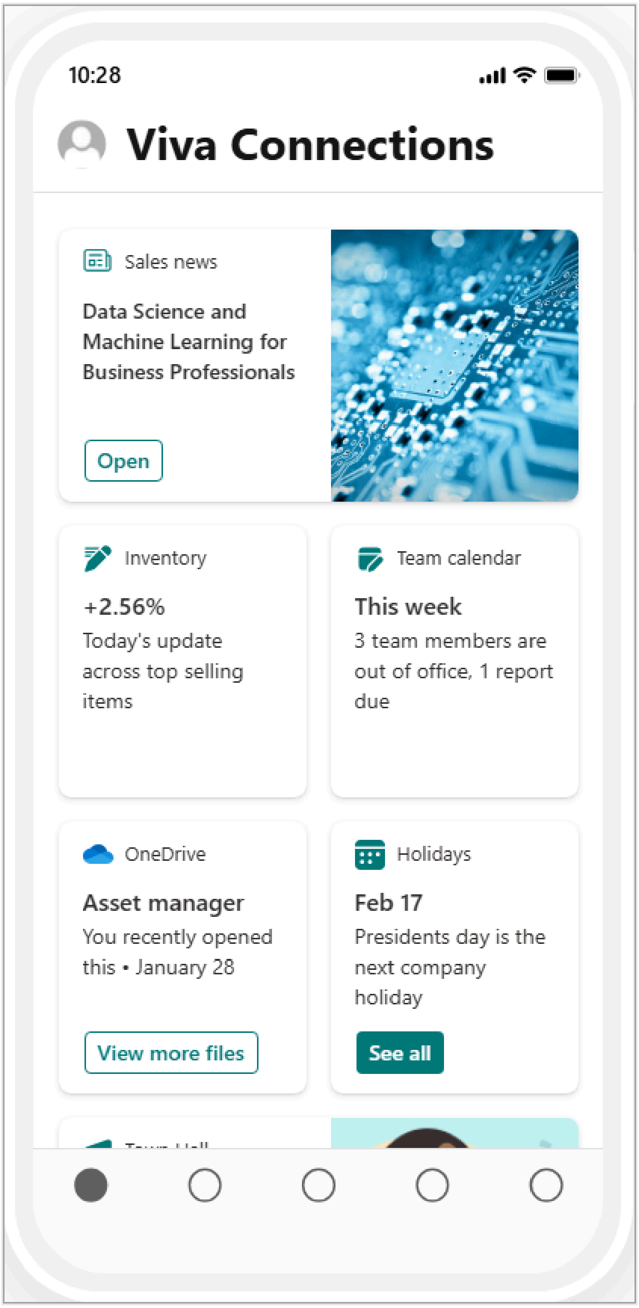


  - Search for and select a group. Once added, the group is selected by default. You can select the group again in the **Select audiences to preview as** drop-down list to deselect it. Cards targeted to a specific group display.
  - When one or more audiences are selected, cards that don't have audience targeting applied also display.
  - If no audiences are targeted, only cards that aren't audience targeted display. If there aren't any cards with audience targeting applied, none display.
  - If you aren't part of one of the selected audiences, you'll only see cards that aren't audience targeted. If none of the cards are audience targeted, you won't see any cards.



In the following example, the preview is set for mobile devices and highlights the different views that can be created from a single dashboard using audience targeting.

Expand table

View 1 (General User)	View 2 (Users in Sales)
	

Apply audience targeting to news posts that display in the news reader

Audience targeting is useful when you want to present information that is relevant only to a particular group of people. For example, you can target news stories about a specific project to only team members and stakeholders of the project.

To use audience targeting, you must first enable audience targeting for each pages library that contains the news stories you wish to target. For more information, see the article on enabling audience targeting for your pages library.

Apply audience targeting to news posts from SharePoint

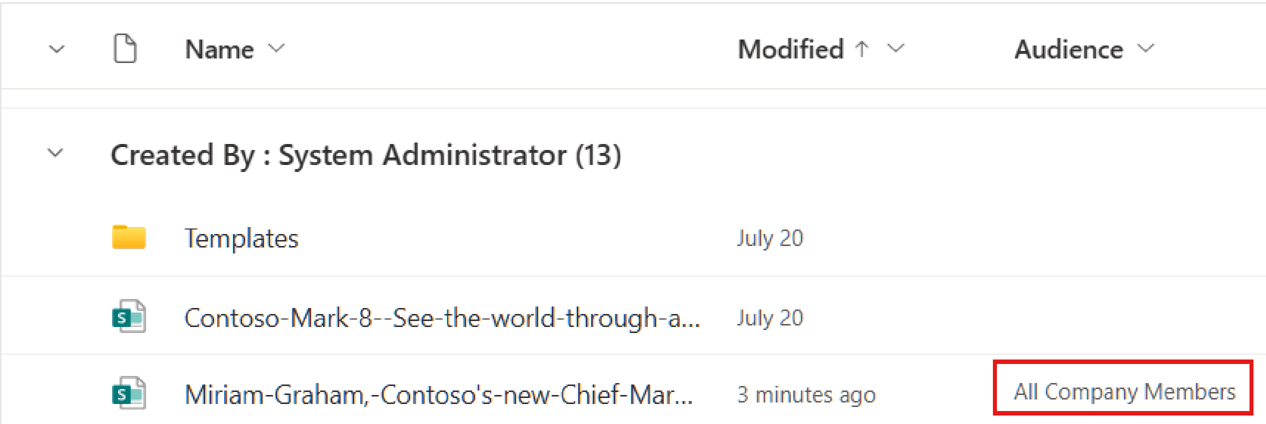
To apply audience targeting to news posts (site pages) from your SharePoint site:

1. Access **Settings** from the SharePoint site where the news is published and select **Site contents**.

2. Navigate to the news post you want to apply audiences to and select **Properties** from the command bar.

3. Under Audience, enter the Groups you wish to target the news post to. Close the Properties panel when done.

4. **Republish** the news post for the audience targeting to take effect. News posts that are targeted to specific audiences list the groups in the Audience column.



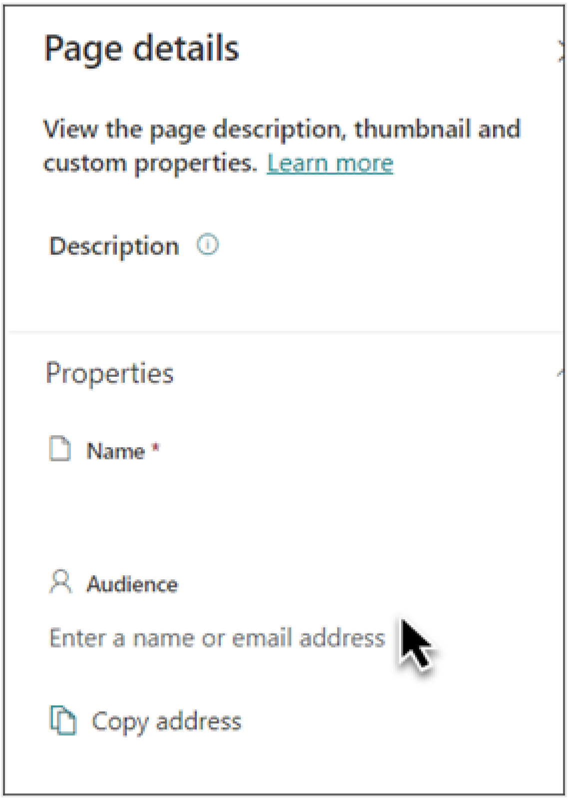
Apply audience targeting to news posts from Connections

To apply audience targeting to news posts from Connections:

1. Navigate to the news post you want to apply audiences to and select **Edit**.

2. Select **Page details** from the command bar.

3. Under Audience, enter the Groups you wish to target the news post to. Close the Properties panel when done.



4. Select **Update news** for the audience targeting to take effect.

Apply audience targeting to links in resources

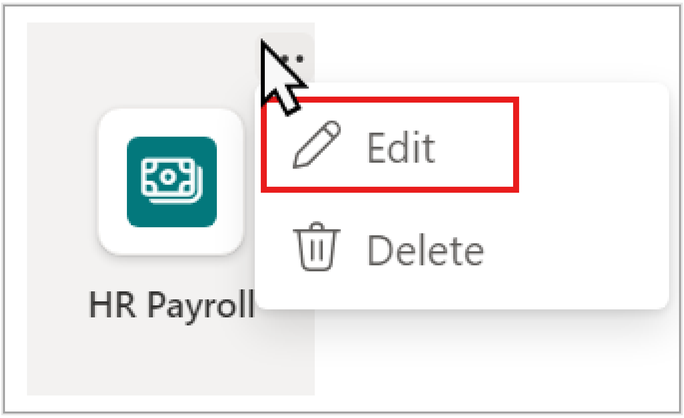
Resources are the navigation links that display beneath the dashboard. You can provide another level of customization to your Resource links by applying audience targeting. Resource links that have audience targeting applied only appear to users who are part of the selected audience.

For example, an organization could use audience targeting to provide a set of resource links for users working in Human Resources that would only be seen by those users.

1. Start by selecting **Edit** in the Resources section of your Connections experience.

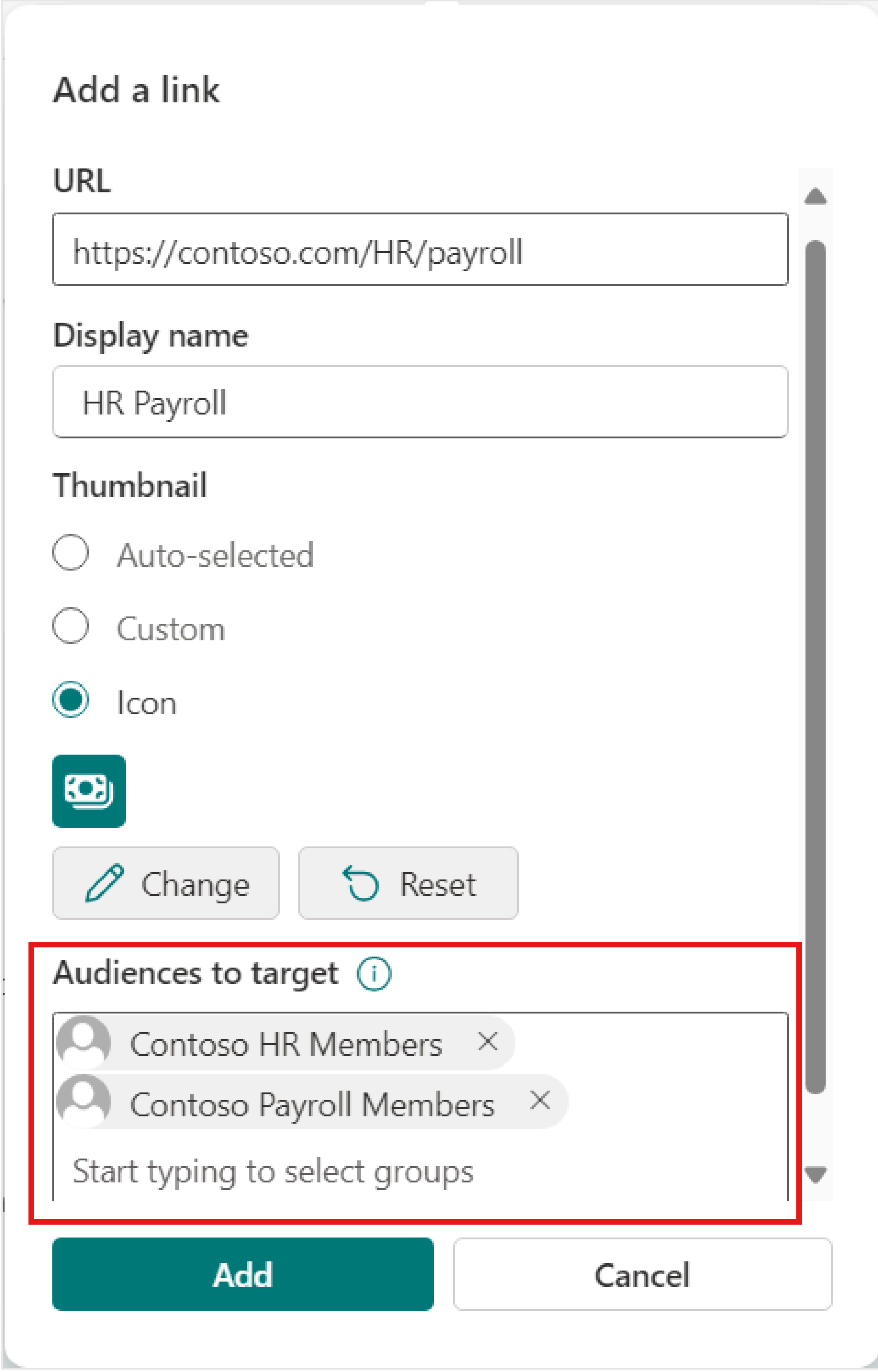
2. Hover over the resource link and select the **ellipsis**.

3. Select **Edit**.

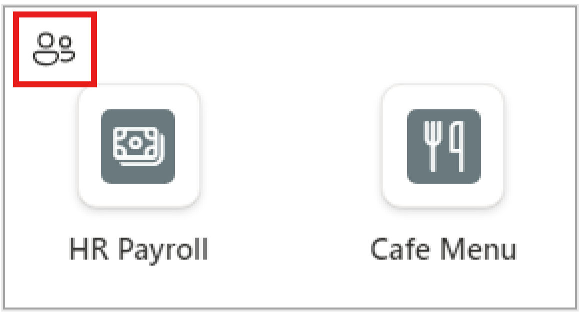


4. Under **Audiences to target**, enter the Groups that you want to see the resource link. Up to 10 audiences can be targeted.

5. Select **Save**.



6. Links targeted to specific audiences display an audience targeting icon in the upper left of the resource link.



For more information, see the article on customizing resources.

More resources

Overview: Viva Connections

Create the Viva Connections dashboard

Using web parts to display content on your SharePoint site

Set up global navigation in the SharePoint app bar

Set up the Viva Connections experience in a specific language

Article • 04/16/2025

Viva Connections is available in most major languages used in Microsoft 365. Learn more about how to create and deploy the Viva Connections experience in a specific language other than your organization's default language.

> **Note**
>
> Teams and SharePoint can individually support more than the following languages.

Available languages

English
Japanese
German
Chinese (Simplified)
Spanish
French
Portuguese (Brazil)
Russian
Italian

Chinese (Traditional)
Korean
Dutch
Polish
Swedish
Turkish
Czech
Portuguese (Portugal)
Thai

Danish
Hungarian
Finnish
Indonesian
Greek

Romanian
Ukrainian
Catalan
Norwegian Bokmål

Broadly, Viva Connections has four components that influence the end user's overall language experience - the Viva Connections dashboard, news reader, resources, and spotlight. Viva Connections is also supported across desktop and web, and on mobile and tablet devices through the Teams mobile app.

> ⓘ **Note**
>
> The news reader experience is being rolled out to users that will replace the current Feed experience across desktop, web, and mobile devices. This update is planned to roll out to all customers across all devices by the end of April 2025.

Learn how to set up Viva Connections components to display content in another language other than your organization's default language. The following steps use English as an example, but the steps apply for any one of the 27 languages specified in the available languages.

Viva Connections dashboard

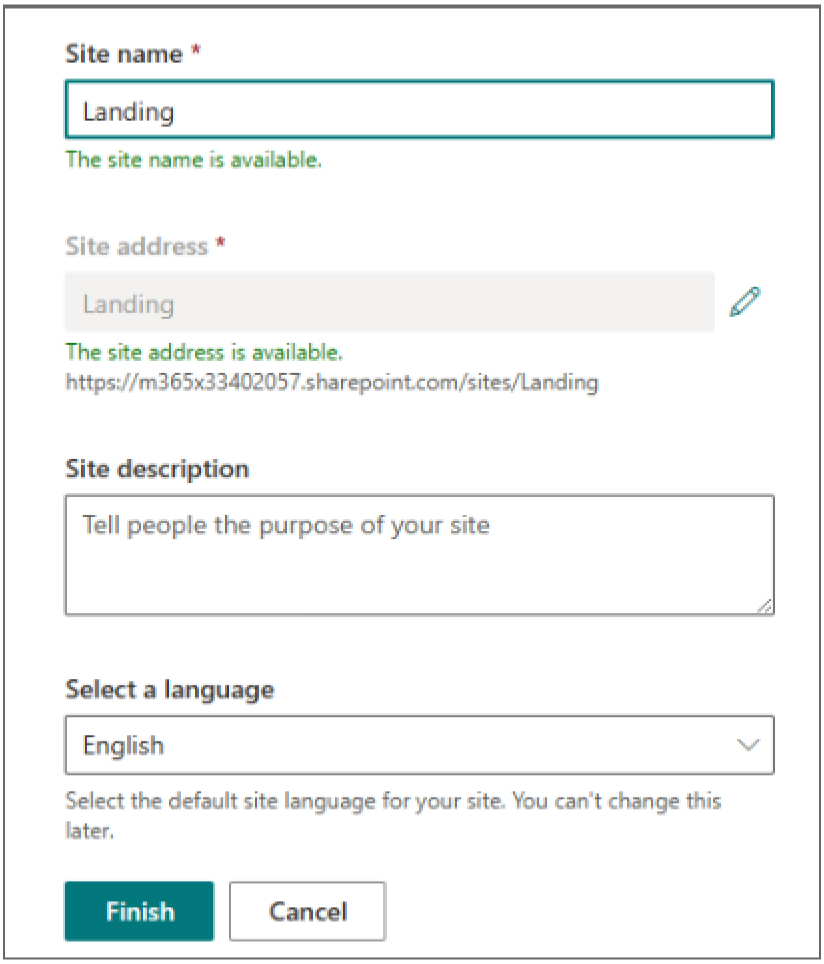
The dashboard is intended to provide quick access to content and tasks from various sources including:

- Intranet content,
- Line-of-business applications,
- HR tools,
- Frontline worker tools, and
- Internal or partner applications.

For organizations using an intranet portal (SharePoint home site)

> ⓘ **Note**
>
> Viva Connections doesn't require you to have a SharePoint home site. Learn how to choose a dashboard language without a SharePoint home site.

1. Create a communication site and make sure to select English as the default language at site creation time.



2. Create a Viva Connections experience using this site as your existing intranet portal.

3. When creating the dashboard, make sure the dashboard author is typing the content in the English language for details like card titles and descriptions – even if their own preferred language setting in Microsoft 365 isn't English.

4. Then, you can create dashboards in more than one language using the SharePoint multilingual feature.

> Note
>
> For custom cards on the dashboard, ask your card developer to include content localized in the English language.

For organizations using just Viva Connections

1. Navigate to the Viva Connections app in Teams.
2. Select **Edit** in the dashboard section.

3. Then select **Dashboard details**.
4. Create dashboards in more than one language using the SharePoint multilingual feature.
5. Copy the link to the dashboard under **Properties** > **Name**.
6. Paste the link in a browser. Then go to **Settings** > **Advanced site settings** > **Language preferences**.

Viva Connections news reader

The news reader displays SharePoint news posted from:

- Organizational Home sites,
- Organizational news sites,
- SharePoint sites users frequent and follow,
- Boosted SharePoint news, and
- Trending sites and news published by people the user works with.

Organizational news

Make sure that authoritative news sites (there can be more than one organization news site) are created with English as the default language and that authors of news post are creating the news posts in English language – even if their own preferred language setting in Microsoft 365 isn't English. In order for content in the news reader to display in a language other than your organization's default language, SharePoint news posts need to be available in more than one language.

All company Viva Engage

Announcement posts in the All-company group in Viva Engage should be created in English.

Viva Connections resources

The Resources section in Viva Connections doesn't support multiple languages.

Refer to customizing and editing the Viva Connections experience for information on setting up your Resource section.

Microsoft Teams mobile app

In the Teams mobile app, Viva Connections is displayed as another tab in the Teams app bar. The language experience of the mobile app is determined by the device language set by the user. Make sure to inform your users to set it to English for a cohesive experience – although it isn't required.

If a user has a device set to the French language, the Teams mobile app "system" strings (placeholder text Microsoft provides out-of-the-box) will be in French while the dashboard cards and news reader will appear in English if the French version of the Connections experience isn't published. Resources content will also be in English.

More resources

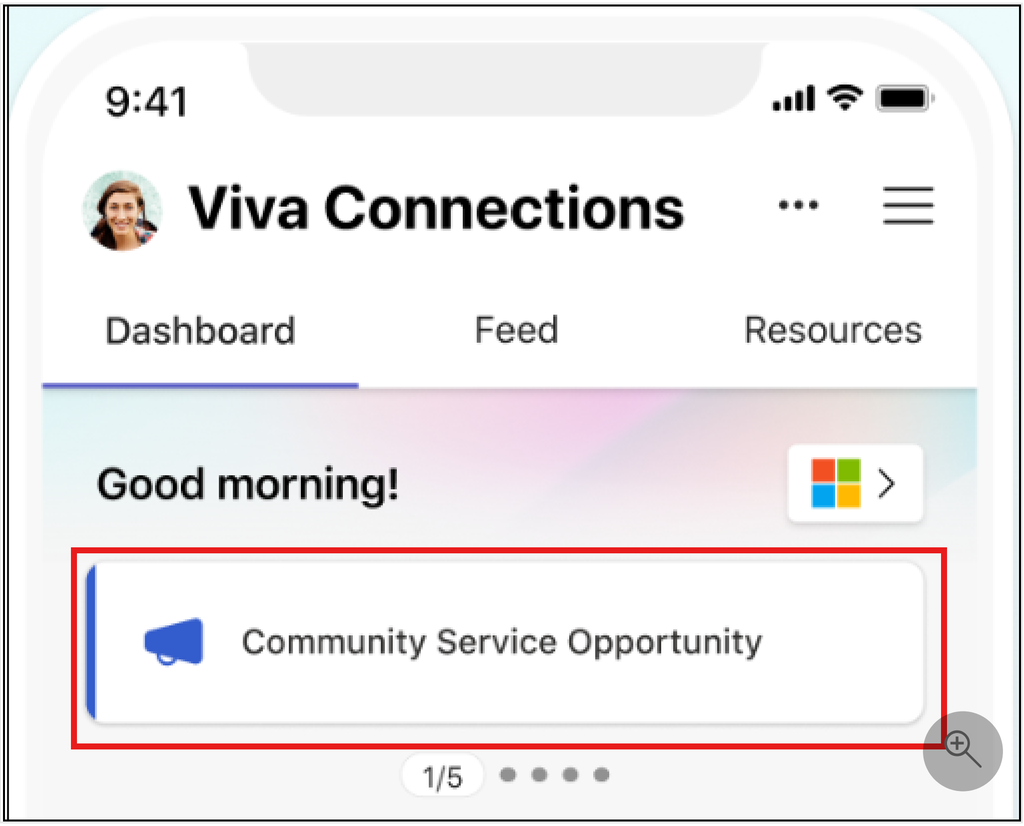
[Overview of Viva Connections]

[Set up a Dashboard in more than one language]

Use announcements in Viva Connections

Article • 02/17/2025

Announcements allow you to create, manage, and schedule time-sensitive messages in Connections to users in your organization, all from your Connections experience.



> ⓘ **Note**
>
> - Users are required to have a Microsoft Viva suite or Viva Communications and Communities license to utilize the announcements feature. See Microsoft Viva plans and pricing for more info.
> - You must have edit permissions or higher to your organization's SharePoint home site or Viva Connections to author and manage announcements.
> - Announcements are unavailable in GCC, GCC High, and DoD environments. For more information, see the list of platform features in Viva Connections.

When to use announcements

Announcements are the best way to communicate targeted, time-sensitive information in the Connections app. Some examples include:

- To remind users of a specific role about upcoming deadlines, like time sheets, application deadlines, etc.
- To share details about open enrollment benefits with a link to your organization's Human Resources website.
- To send a specific call to action for new users, such as reminders of required security trainings, morale events, etc.

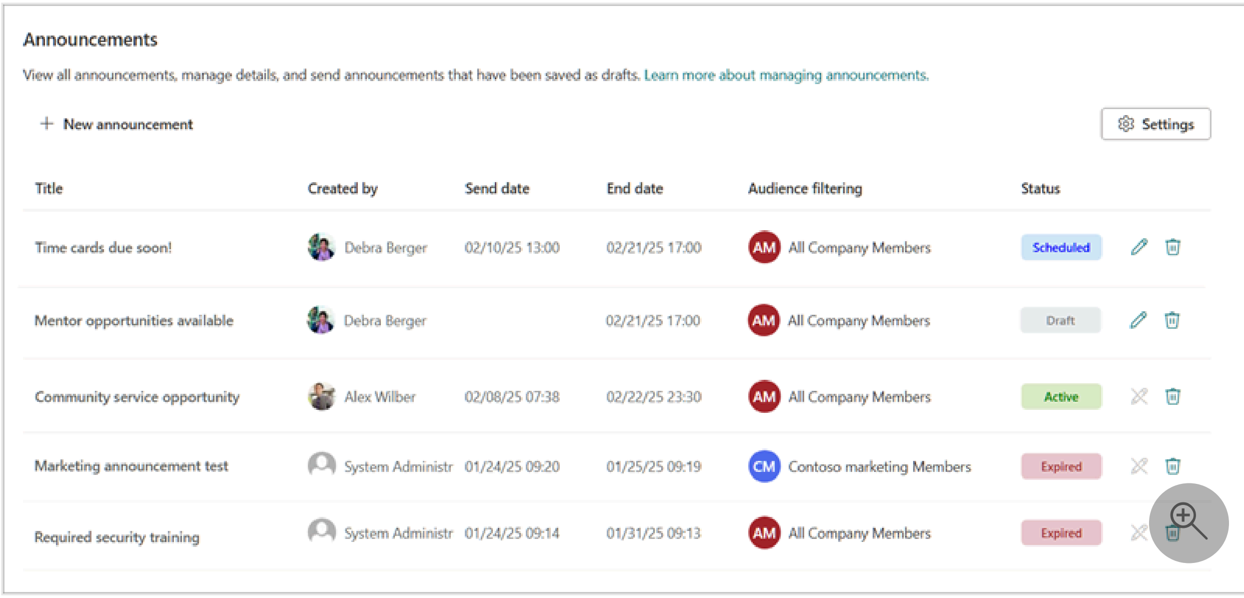
> ⓘ **Important**
>
> For emergencies such as a safety hazard, it's recommended to use multiple modes of communication.

Best practices for using and writing announcements

- Announcements aren't designed for life-threatening emergencies.
- Keep messages short with a clear call to action. Provide a link to more information for more complex topics.
- Use audience targeting to specify which audiences need to receive the announcement to ensure the highest engagement possible.
- Use announcements sparingly so that users understand their importance. Sending them too frequently can cause users to disregard the notifications.
- Allow users to dismiss announcements for less-urgent topics or when there are several high priority announcements active at the same time.
- The delivery time increases with the size of the targeted audience. Sending an announcement to a group of 50 users might take a few minutes but sending one to 100,000 users can take several hours.

Manage announcements from the announcements page

You can view, create, and manage all announcements (active, scheduled, drafts, and expired) from the Announcements page from your Connections experience or SharePoint home site.



To access the announcements page in Connections:

1. Select the **ellipsis** (•••) in the upper-right of the Connections experience.
2. Select **Manage announcements** from the list.
3. The announcements page opens where users can select **+ New announcement** to begin drafting an announcement.

To access the announcements page from the SharePoint home site:

1. Select the **Settings icon** ( ) in the upper-right of SharePoint to open settings.
2. Select **Manage Viva Connection**.
3. Select **Manage Announcements**.
4. The announcements page opens where users can select **+ New announcement** to begin drafting an announcement.

Create a new announcement

When creating a new announcement, you can choose up to 10 audiences to send to, set an expiration date, schedule a future send date, provide a link to users for more information, and allow users to dismiss the announcement.

1. From the Announcement page, select **+ New Announcement**.

ⓘ **Note**

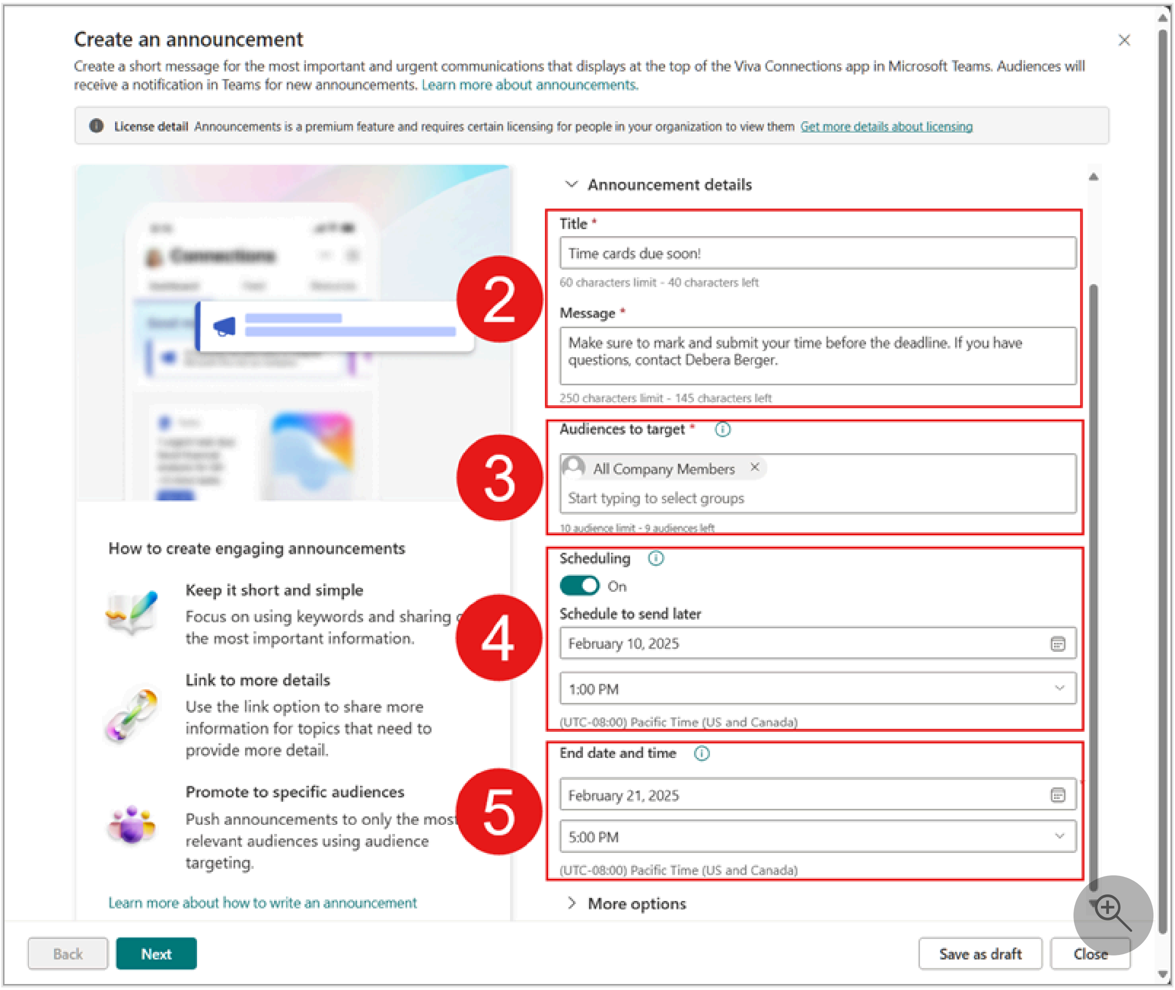
You can also create a new announcement from your SharePoint home site by selecting **+ New**, then select **Announcement** to begin creating your announcement.

2. Add a **title** and **message**.

3. Select up to 10 audiences to distribute the announcement to. Audiences can be Microsoft Entra groups, Microsoft 365 Groups, or Microsoft Entra dynamic groups.

4. To schedule the message, enable **Scheduling** and enter the **date** and **time** the announcement should be set (Scheduling is off by default and the scheduling date and time fields only display if scheduling is enabled).

5. Select an **end date and time** (up to two weeks from posting) for the announcement to expire. Expired announcements won't display to users.

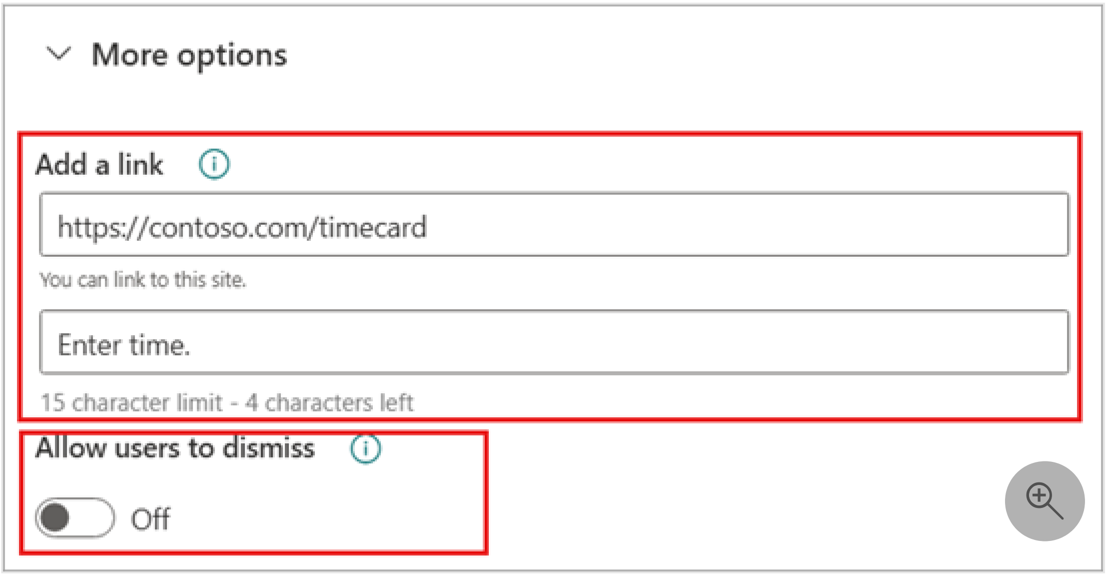


ⓘ Note

At any time while creating your announcement, you can select **Save as draft** to save the announcement as a draft and work on it later from the announcement page.

6. Under **More options**, you can **add a link** to more information. Enter a URL and label for the link.

7. To allow users to dismiss the announcement after viewing, enable the **Allow users to dismiss setting**.

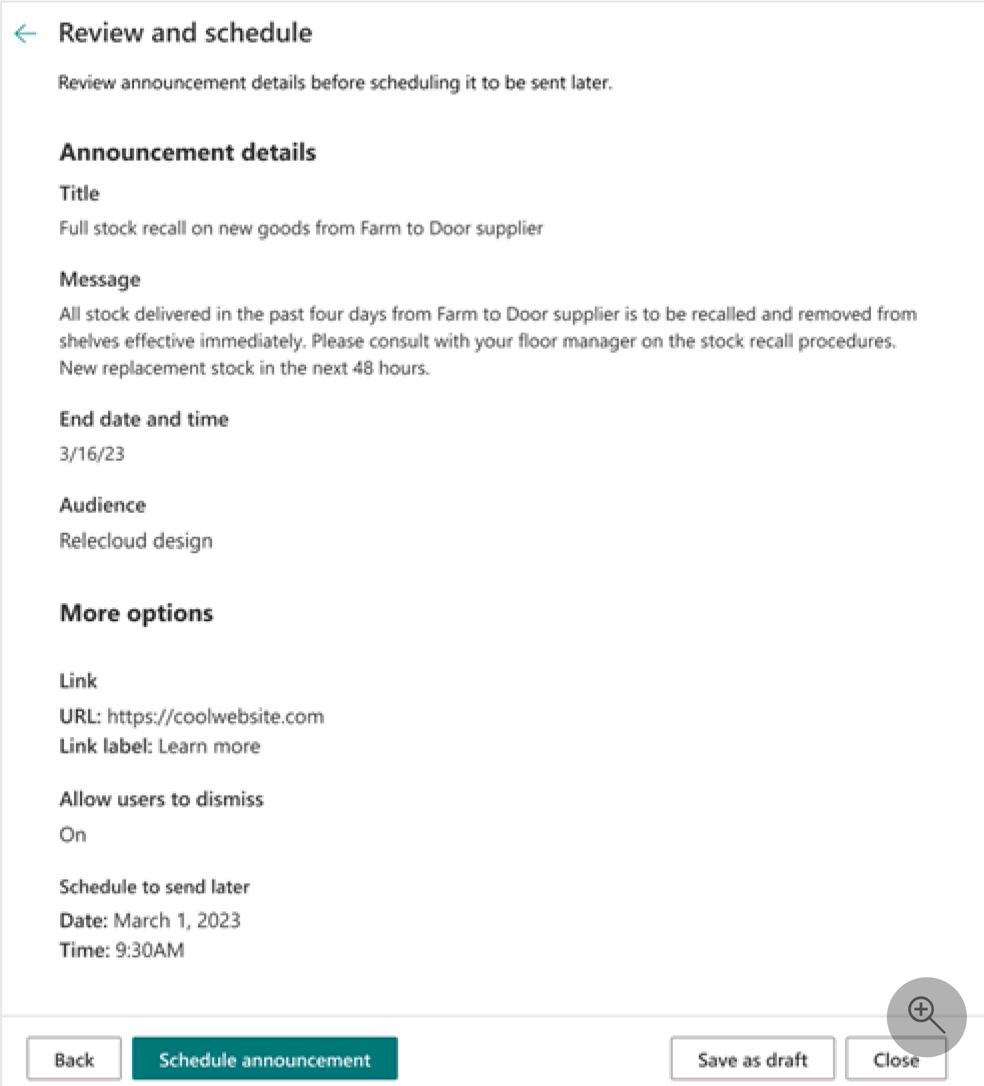


8. Select **Next** to review the details of your announcement.

9. Select **Send announcement** when you're ready to send.

   If the announcement is scheduled for a future date, send announcement will instead become **Schedule announcement**.

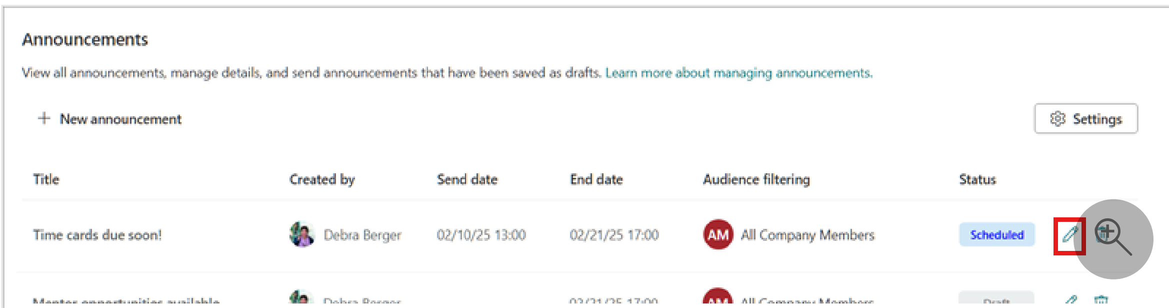
> ⓘ **Note**
>
> Once an announcement is sent, message details and end date can still be edited.



Edit an active, scheduled, or draft announcement

1. Access the **Announcements** page.

2. Select the **pencil** icon next to the announcement you want to edit.



3. Make any desired changes in the **Announcement details**, then select **Next**.

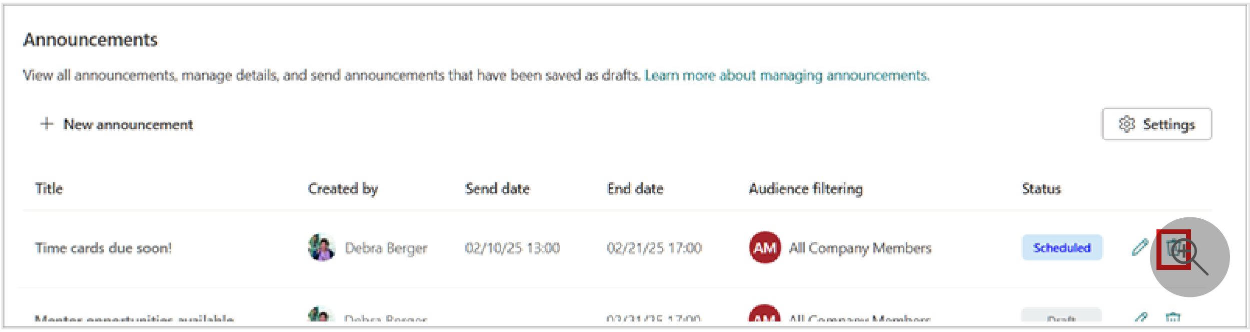
4. Choose to send, schedule, or save as draft to apply your edits.

Delete an announcement

1. Access the **Announcements** page.

2. Select the **trashcan** icon next to the announcement you want to delete.

> ⓘ Note
>
> Deleted announcements can’t be recovered.



3. When prompted, choose **Yes, delete**.

4. If the announcement was active, users won’t be able to view it, but might still be accessible through a Teams notification.

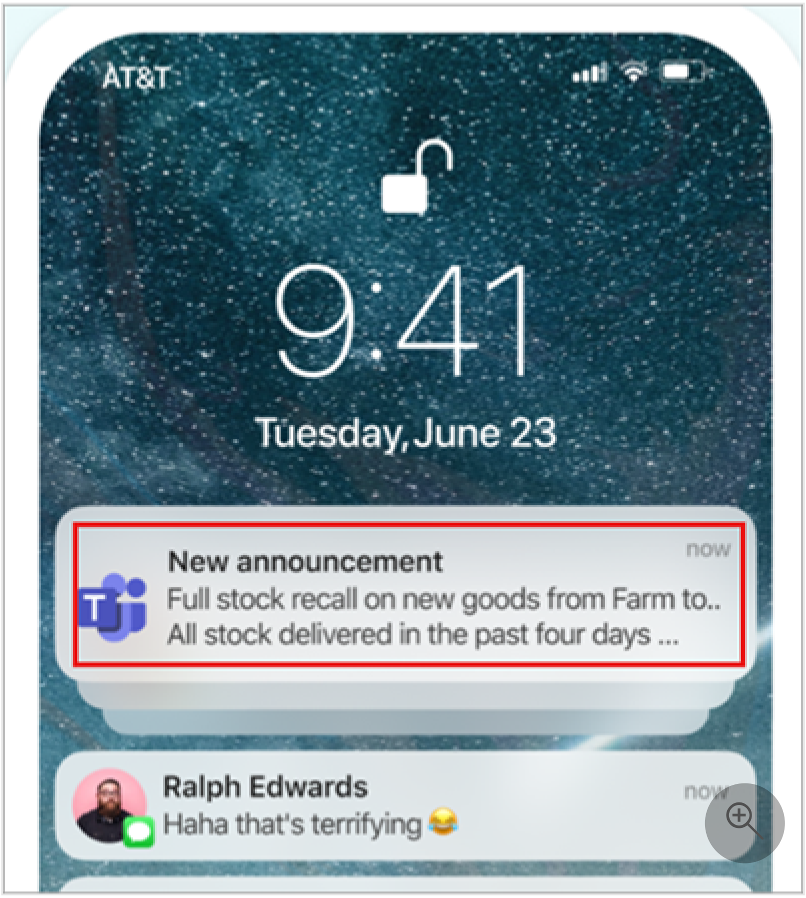
How announcements display in Connections

Announcements sent to users appear differently depending on if they're accessing their Connections experience from a mobile, tablet, or desktop device.

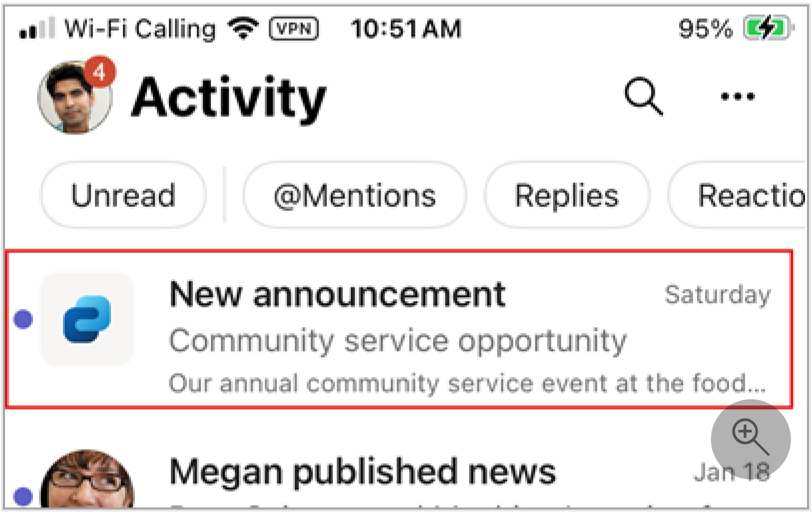
> ⓘ Note
>
> For details on how announcements display for frontline workers, see the section on Teams Channel announcements in Viva Connections.

How announcements display on mobile and tablet devices

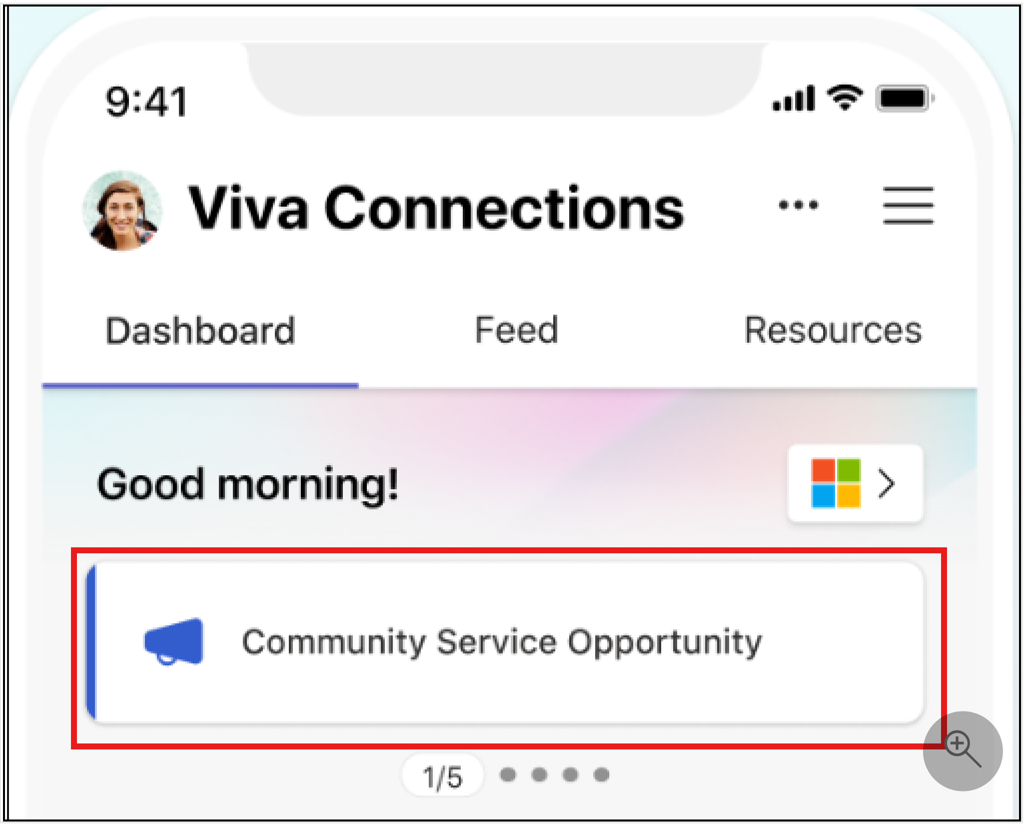
In the Teams mobile app: Users get a Teams notification displayed on the lock screen of their mobile device alerting them of a new announcement (Teams notifications must be enabled by the user).



Users can also see the announcement appear under the **Activity** tab in Microsoft Teams. Selecting the announcement opens it in the Connections app on the Teams mobile app.

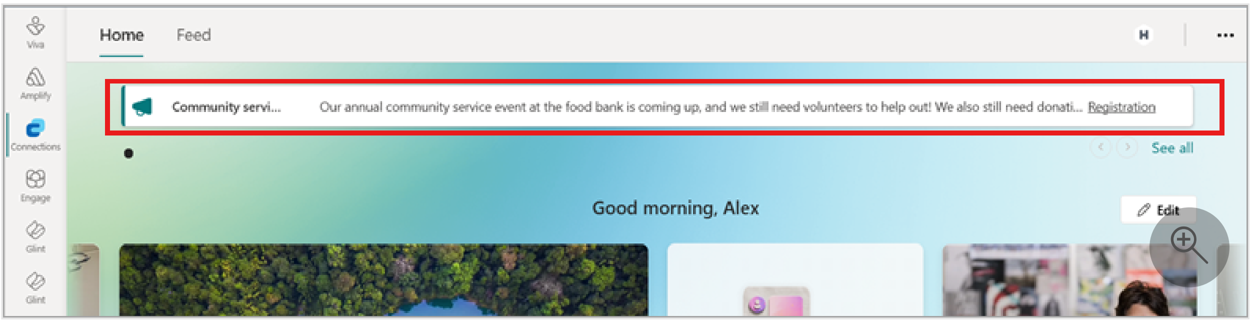


From the Connections app in Teams mobile: Announcements display at the top of the Connections mobile experience.

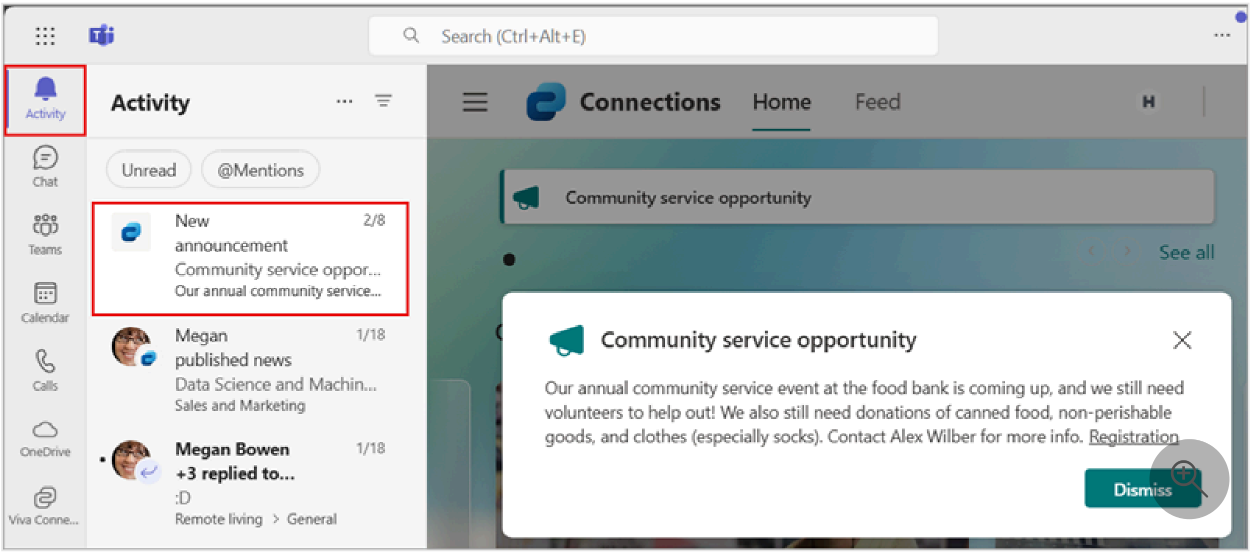


How announcements display on desktop

When users access their Connections experience through SharePoint, Microsoft Teams, or the Viva Home suite, announcements display above the news spotlight.



When in Microsoft Teams, the announcement also appears in the **Activity** tab. Selecting the announcement opens it within the Connections experience.



Announcements for frontline workers

The following section covers topics related to sending announcements to Frontline workers. Learn how to:

- Use @mentions in a Teams channel to send an announcement in Connections to Frontline workers.
- Target announcements to Frontline workers based on job attributes (location, title, etc.).
- How to map Frontline attributes to workers
- How to enable regional filtering.
- How to filter announcements based on Frontline worker attributes.

How @ messages in a Teams channel display as an announcement in Connections for frontline workers

Frontline managers can communicate important updates to Frontline workers in Connections by using their Teams channel. Adding an @mention in the Teams channel message displays it to Frontline workers as an announcement in Connections across desktop and mobile experiences.

Frontline workers can then select the link within the Connections announcement to be redirected to the Teams channel where the announcement was made.

A Teams channel announcement is displayed in the Connections experience only if:

- The user is assigned a Microsoft 365 F1 or F3 license; and

- Channel mentions are enabled under the Teams channel notification settings; and
- The Teams channel announcement is tagged with an @mention and is unread.

For more information, see sending an announcement to a channel in Microsoft Teams.

> **Note**
>
> - If you have authentication issues, disable the **Limited-access user permission lockdown mode** under site collection features from your SharePoint site. Learn more about **enabling or disabling site collection features**.
> - Vanity domains aren't supported. Contact your organization's support team for more information.
> - An update to an existing Teams Channel announcement won't display in Viva Connections. Users need to follow the link from the original announcement in Viva Connections to view the Teams Channel announcement.
> - Teams Channel announcements that are deleted and then undone show as unread.

Target announcements to frontline audiences based on department, location, and job title

Managers can now send targeted announcements based on a user’s department, location, and job title to frontline workers on a time-sensitive basis using Regional filtering.

Before Regional filtering can be enabled, Dynamic Teams at Scale (DTAS) and your organizations Hierarchy needs to be set up within the Teams admin center in order for the proper information to be available to filter.

> **Note**
>
> - It's recommended to set up DTAS and your Hierarchy configuration before using this feature to avoid users receiving an error.
> - After DTAS and your Hierarchy are configured, regional filtering must be enabled in Connections.

Map frontline attributes in the admin center

There's some preliminary configuration required before regional filtering can be enabled in Connections.

1. First, your organization needs to set up DTAS within the Teams admin center.
2. If DTAS is set up for your organization, you need to set up your frontline operational hierarchy through a CSV file uploaded to the Teams admin center. The CSV file enables you to map your organization's structure of frontline teams and locations to a hierarchy.
3. After the hierarchy is in place, you'll be able to map your frontline attributes to the Microsoft Entra ID attributes that represent your organization's departments and job titles.
4. Your final step is to enable regional filtering in Viva Connections.

For more information, see the article on deployment of frontline dynamic teams at scale.

To get started creating your CSV hierarchy file

1. In the left navigation of the Teams admin center, choose **Teams** > **Manage frontline teams**.
2. Go to the **Operational hierarchy tab**.
3. Choose **Get Started**. The **Operational hierarchy** pane opens, and from here, you can upload your hierarchy CSV file or download a CSV template to create one.
4. Select **Download the CSV template** to create your file.
5. After creating the file, return to the **Operational hierarchy tab**.
6. Choose **Get Started** and upload your CSV file.

For more information, see the article about deploying your frontline operational hierarchy.

To map frontline attributes

Map your attributes on the Map frontline attributes page of the deploy frontline dynamic teams experience. Select the Microsoft Entra attribute for **Department** and **Job title** that best represents the departments and job titles in your organization. You can map one or both attributes.

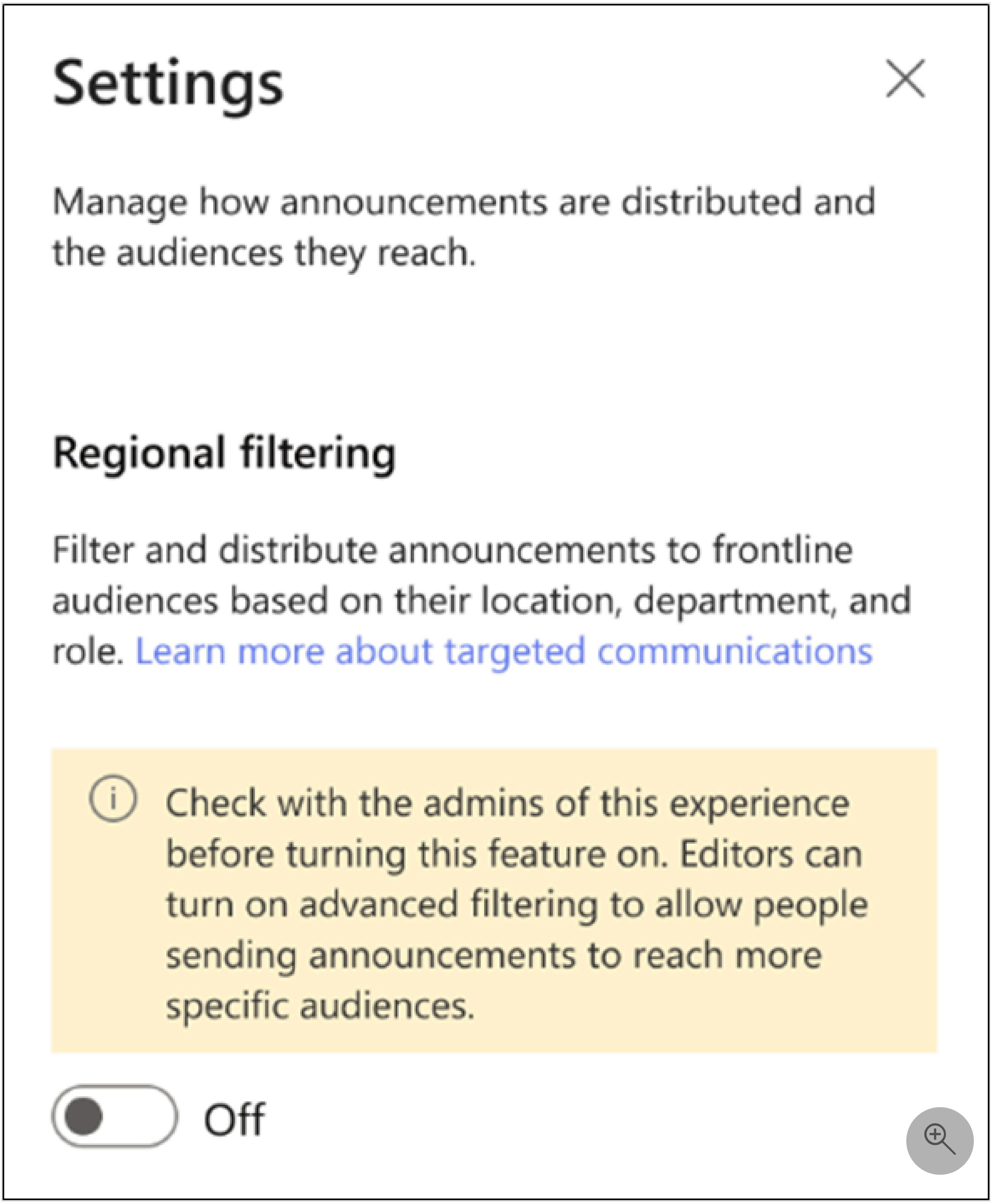
For more information, see the article on setting up for targeted communications for your frontline.

Enable Regional filtering

After the DTAS and Hierarchy service is configured in Microsoft Teams, enable **Regional filtering** within the Announcements page in Viva Connections (or from your SharePoint home site).

To enable from Viva Connections:

1. After accessing the announcements page, select **Settings** in the upper-right corner of the page.
2. In the Settings pane, select the toggle to enable **Regional filtering**.



3. Select **Save** to save your changes.

To enable from a SharePoint home site:

1. After accessing the announcements page, select **Settings** in the upper-right corner of the page.
2. In the Settings pane, select the toggle to enable **Regional filtering**.
3. Select **Save** to save your changes.

Filter announcement by Frontline worker properties

After location, department, and role values have been set up in Microsoft Teams, and regional filtering is enabled in Viva Connections, owners and members will see options to filter their announcement based on the new set of frontline worker properties created in Microsoft Teams.

To create an announcement filtered by frontline worker properties, follow the steps for creating your announcement up to selecting your audience:

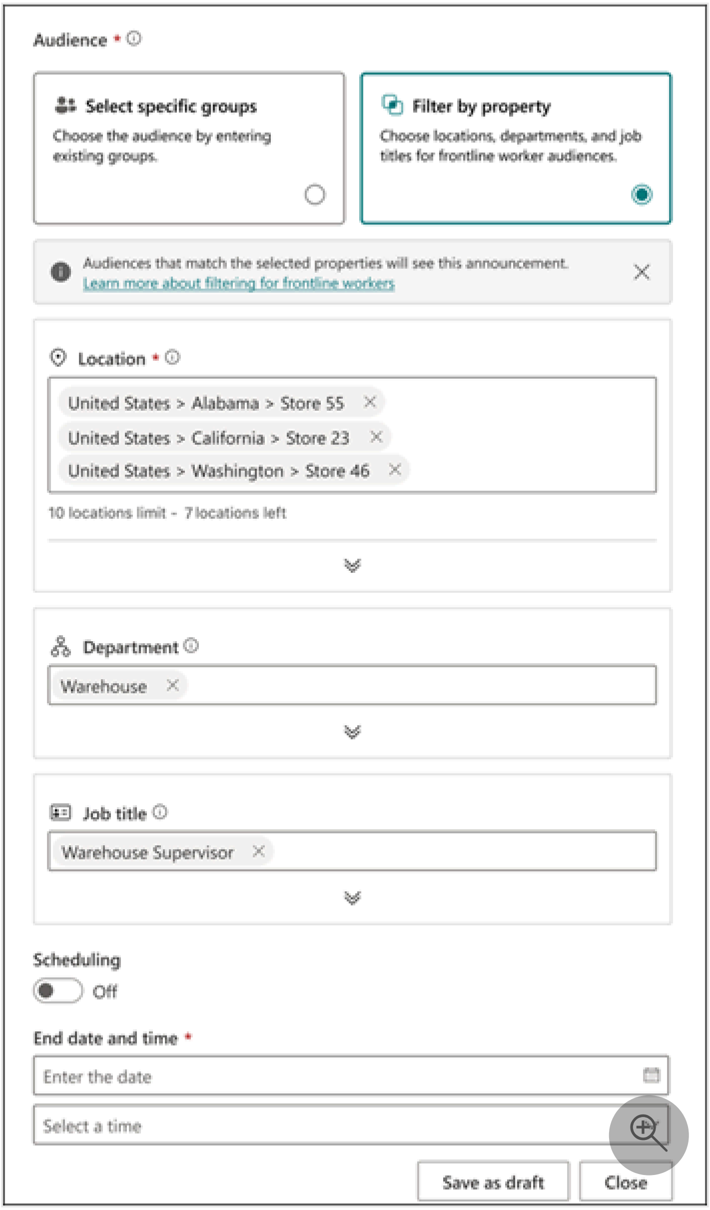
1. Select **Filter by property**.

2. Select from three properties to enable announcement filtering based on the following variables:

- **Location**: enter a location in the text field to filter down based on available choices or select the drop-down arrows to choose multiple locations from a list of available options. Up to 10 locations can be selected.

- **Department**: enter a department in the text field to filter down based on available choices or select the drop-down arrows to choose multiple departments from a list of available options.

- **Job title**: enter a job title in the text field to filter down based on available choices, or select the drop-down arrows to choose multiple job titles from a list of available options.



3. Continue creating your announcement until you're ready to send.

Feedback

Was this page helpful? Yes No

Provide product feedback

View usage data for Viva Connections

Article • 10/21/2024

Understand how and when users engage with components of the Connections experience by using analytics. Review data on overall traffic, usage, and engagement across each of your organization's Connections experiences. Data can be further filtered to view a specified range or downloaded as an analytics report in Excel.

> **Note**
>
> - Member level permissions (or higher) are required to view usage analytics for Connections.
> - Usage analytics data is aggregated and cannot be tracked to an individual user.
> - You must have an Enterprise (E), Frontline (F), or Academic (A) license type to create a Viva Connections experience.
> - Users with a Microsoft 365 subscription (E, F, or A license) are limited to creating and using one experience. If you want to create or use two or more experiences (up to 50), then every user in your tenant must have a Microsoft Viva Suite or Viva Communications and Communities license. See Microsoft Viva plans and pricing for more info.
> - For tenants that are setup for more than one region, the option to access analytics will have to be disabled for each region using PowerShell commands. For more information, see how to disable analytics features.
> - The analytics feature is unavailable in GCC, GCC High, and DoD environments. For more information, see the list of platform features.

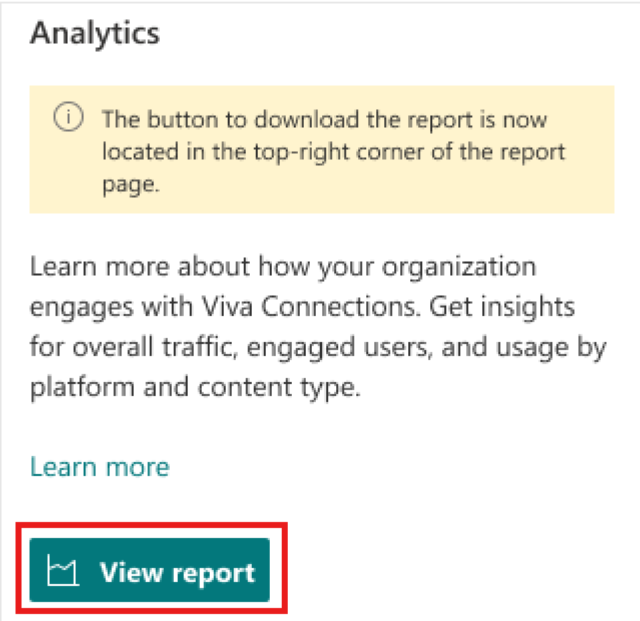
How to access the report

Users need member level permissions (or higher) in their Connections experience to access and view the analytics data for that experience. For organizations that have more than one Connections experience, you can view the analytics report for each experience by going to that experience and opening the report.

Analytics data for Connections can be accessed from your SharePoint home site or the Connections app in Microsoft Teams.

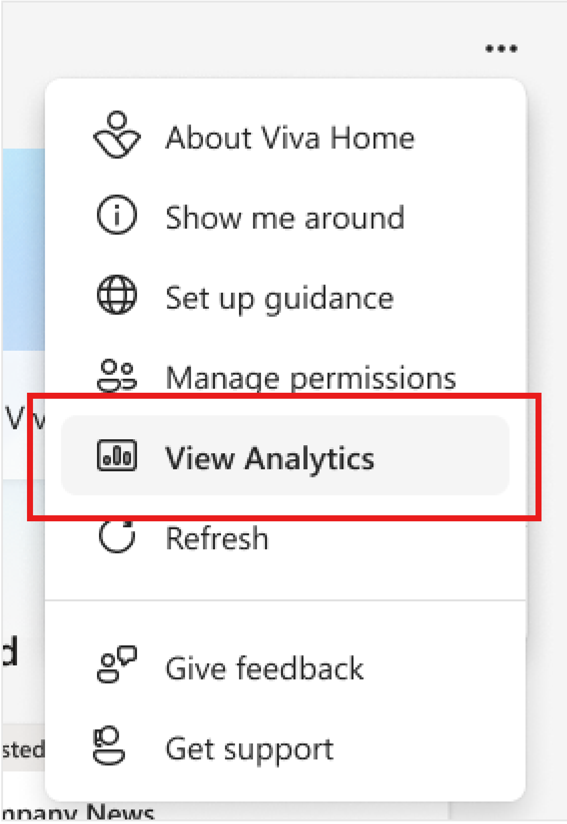
Access analytics data from a SharePoint home site

1. Navigate to your organization's SharePoint home site.
2. Select the **Settings** ⚙ icon.
3. Select **Manage Viva Connections**.
4. Go to the **Analytics** section and select **View report**.



Access analytics data from Microsoft Teams

1. Navigate to your organization's Connections app in Teams.
2. Select the **ellipsis** in the top-right corner.
3. Select **View Analytics**



What's in the usage report

The Analytics page contains charts and graphs providing data on overall traffic, usage, and engagement for your accessed Connections experience. Data can be filtered down to the last 7, 30, or 90 days. Overall traffic data can be filtered to the last 12 months.

ⓘ Note

- A Microsoft Viva suite or Viva Communications and Communities license is required to view data beyond 30 days. For more information, see Microsoft Viva plans and pricing.
- Data filtered to the previous 90 days and 12 months will be available in mid-June 2024. Historical data for these new filters will not be available.

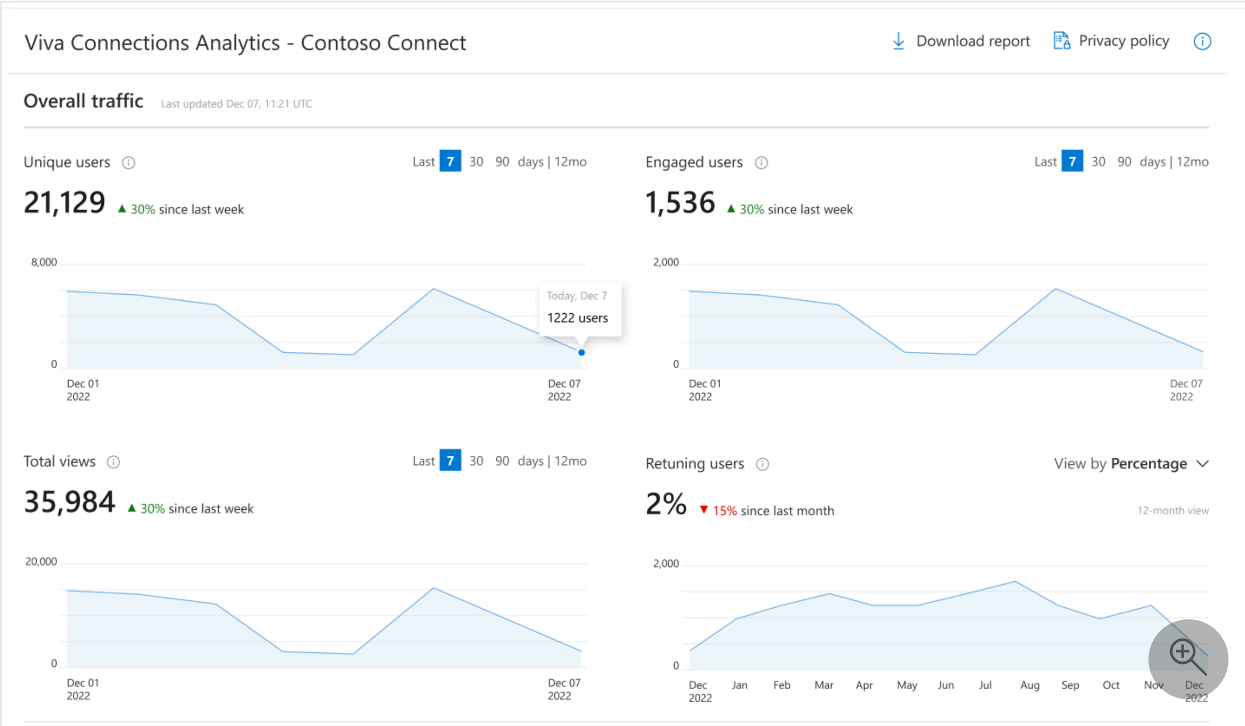
Overall traffic

This section provides usage data on unique users, engaged users, total views, and returning users. Activity for desktop, web, and mobile usage is combined in this section, regardless of the platform.

- **Unique users**: Total number of individual users regardless of how many times they visited across all Connections platforms and devices.

- **Engaged users**: Total number of individual viewers who interact with Connections content types.
- **Total views**: Total number of views across all Connections platforms and devices.
- **Returning users**: Can view by the percentage or number of users who engaged with Connections content since the last month over a 12-month view. Select the dropdown to switch viewing data on returning users by percentage and individual user.

> ⓘ **Note**
>
> A Microsoft Viva suite or Viva Communications and Communities license is required to view data on returning users. For more information, see [Microsoft Viva plans and pricing](#).

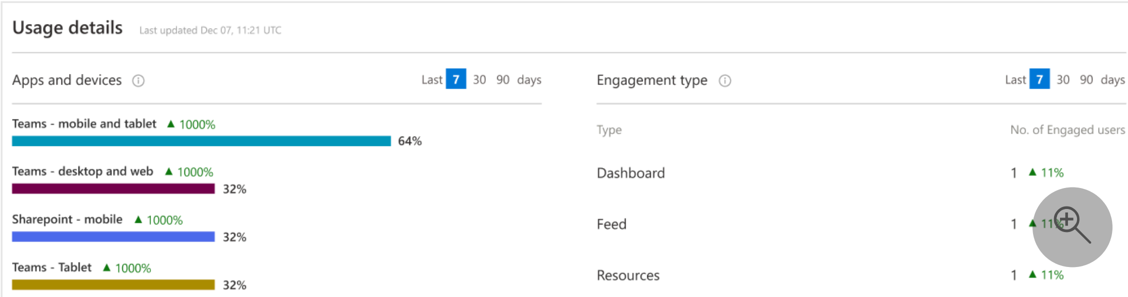


Usage details

This section breaks down usage data across the types of devices and apps used to access the Connections experience, including activity from the Dashboard, Feed, and Resources.

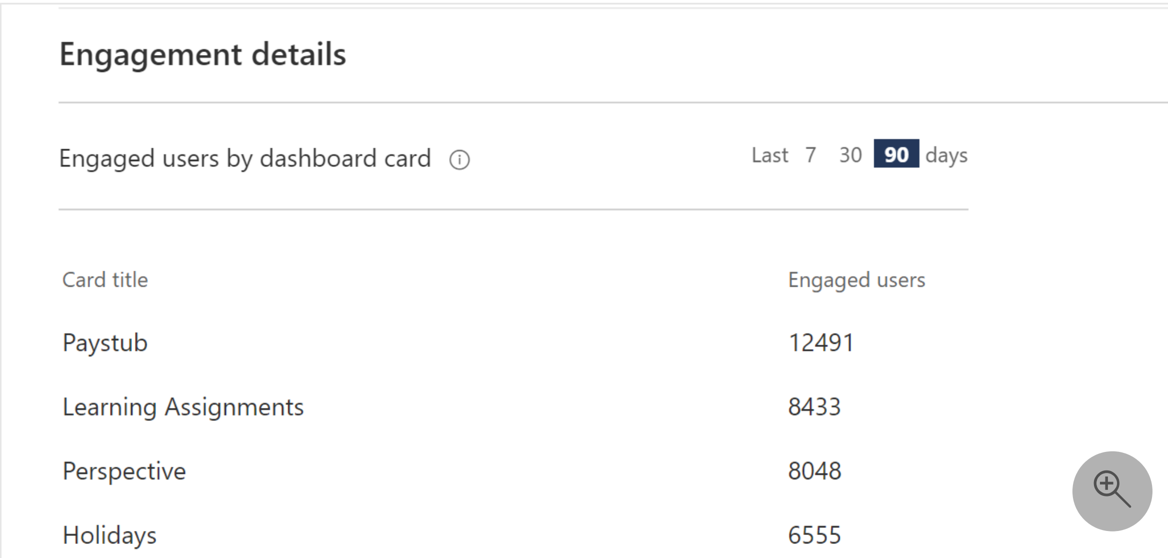
- **Total views by apps and devices**: Includes views for desktop, web, and mobile usage.
- **Engaged users by component**: Includes number of engaged users for the Dashboard, Feed, and Resources web parts.

- **Dashboard**: Includes usage from the Dashboard.
- **Feed**: Includes usage from the Feed.
- **Resources**: Includes usage from the tab in the mobile app and the desktop app (The global navigation bar in SharePoint isn't included).



Engagement details

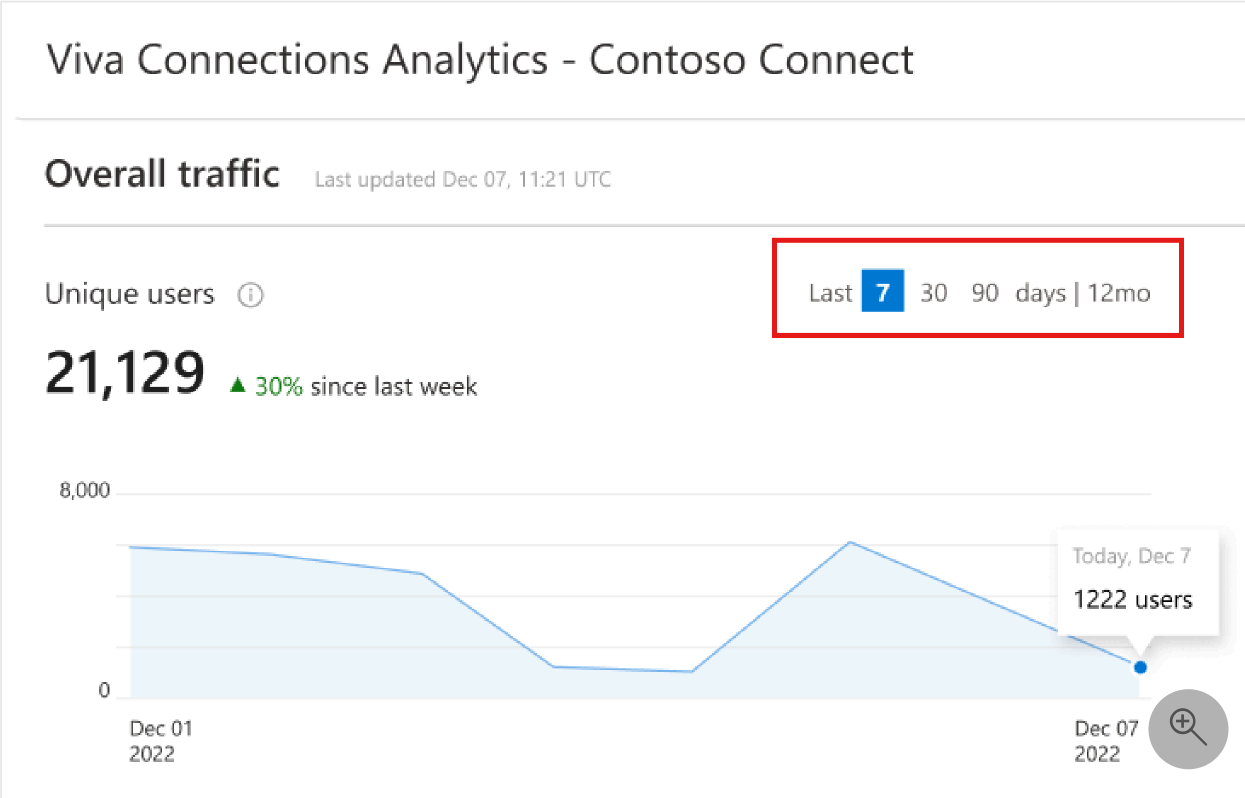
- **Engaged users by dashboard card**: Includes usage data for each dashboard card on your dashboard, indicating how often each user engages with a card.



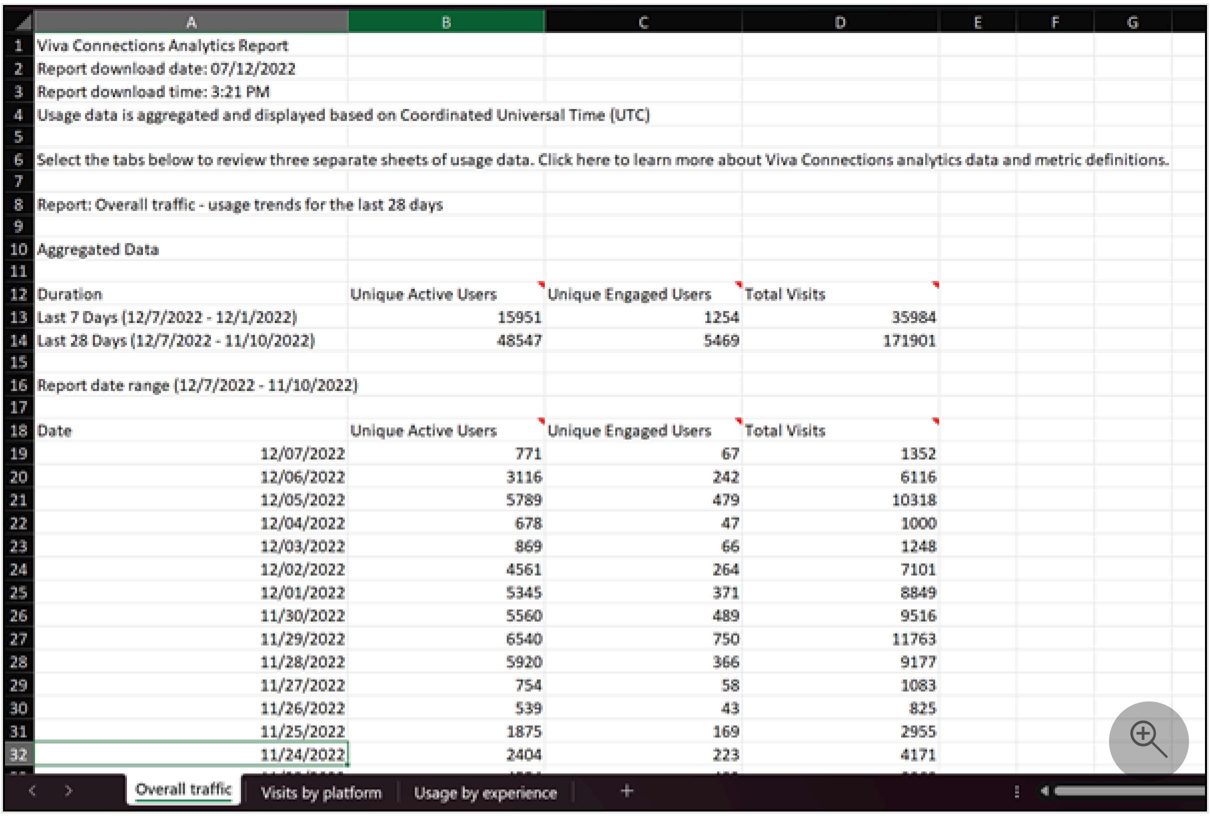
Filter and download reports

Reports can be filtered on the last 7, 30, or 90 days, or the last 12 months. To filter the data, select a range of days next to a graph.

> ⓘ **Note**
>
> A Microsoft Viva suite or Viva Communications and Communities license is required to view or download report data beyond 30 days. For more information, see [Microsoft Viva plans and pricing](#).



Select **Download report** at the top of the analytics page to download an Excel spreadsheet that contains all the information on the analytics page across three separate tabs and sheets of data. The spreadsheet contains all data available that the account has access to (based on license).



	A	B	C	D
1	Viva Connections Analytics Report			
2	Report download date: 07/12/2022			
3	Report download time: 3:21 PM			
4	Usage data is aggregated and displayed based on Coordinated Universal Time (UTC)			
5				
6	Select the tabs below to review three separate sheets of usage data. Click here to learn more about Viva Connections analytics data and metric definitions.			
7				
8	Report: Overall traffic - usage trends for the last 28 days			
9				
10	Aggregated Data			
11				
12	Duration	Unique Active Users	Unique Engaged Users	Total Visits
13	Last 7 Days (12/7/2022 - 12/1/2022)	15951	1254	35984
14	Last 28 Days (12/7/2022 - 11/10/2022)	48547	5469	171901
15				
16	Report date range (12/7/2022 - 11/10/2022)			
17				
18	Date	Unique Active Users	Unique Engaged Users	Total Visits
19	12/07/2022	771	67	1352
20	12/06/2022	3116	242	6116
21	12/05/2022	5789	479	10318
22	12/04/2022	678	47	1000
23	12/03/2022	869	66	1248
24	12/02/2022	4561	264	7101
25	12/01/2022	5345	371	8849
26	11/30/2022	5560	489	9516
27	11/29/2022	6540	750	11763
28	11/28/2022	5920	366	9177
29	11/27/2022	754	58	1083
30	11/26/2022	539	43	825
31	11/25/2022	1875	169	2955
32	11/24/2022	2404	223	4171

Overall traffic | Visits by platform | Usage by experience

How to to disable analytics features

Your organization might not want to see analytics data due to local data and compliance regulations or other reasons. Use the following steps to disable the Connections analytics feature using PowerShell. For tenants that are set up for more than one region, the option to access analytics needs to be disabled for each region using the PowerShell command.

1. Make sure any previous versions of SharePoint Online Management Shell are uninstalled on your device (Settings > Apps > Installed apps > uninstall "SharePoint Online Management Shell").

2. Download the latest SharePoint Online Management Shell.

3. Connect to SharePoint as a SharePoint Administrator in Microsoft 365. To learn how, see Getting started with SharePoint Online Management Shell.

4. Connect to the tenant's SharePoint service by running the following command:

   Run `Connect-SPOService -Url <sharepoint admin URL> -Credential <credentials>`

5. Enter the password in the password field.

6. Run `Get-SPOTenant` to view the tenant admin Settings.

7. Locate the "DisableVivaConnectionsAnalytics" setting.

8. Enable or disable the setting by running the following command:

   Run `Set-SPOTenant -DisableVivaConnectionsAnalytics $True`

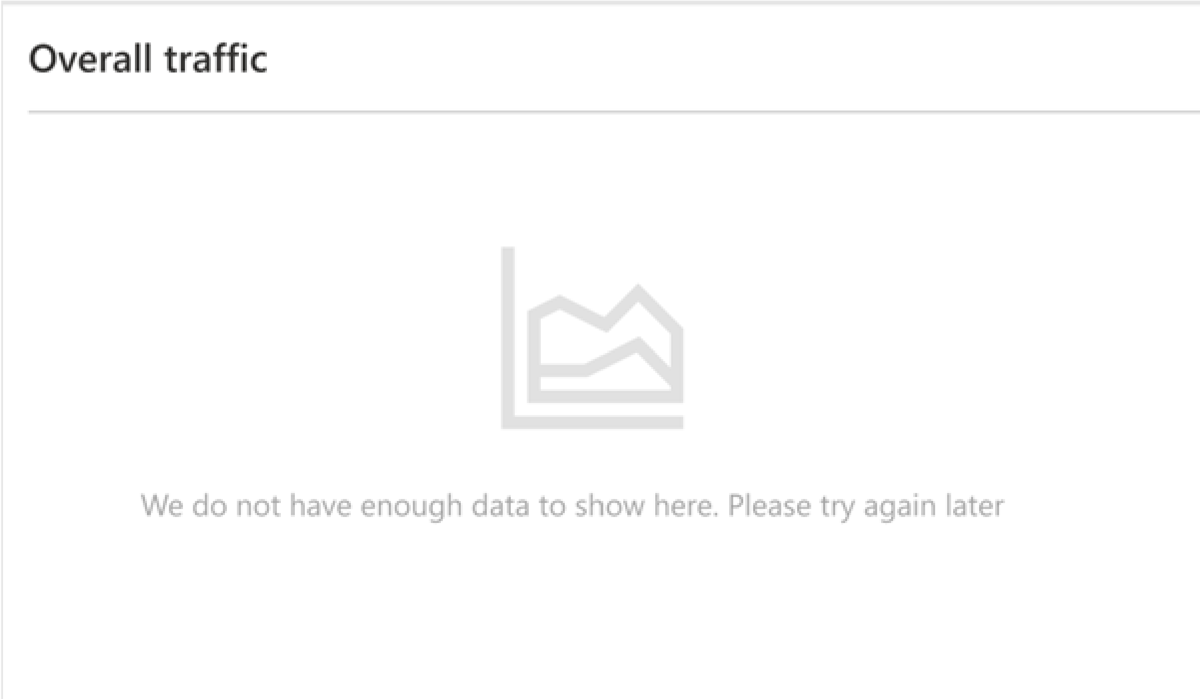
9. Run `Get-SPOTenant` to confirm the setting is updated.

Explanations for common report errors

You might see an error in the Analytics section. Review common errors to learn more about how to resolve them so you can download reports to view usage data for Connections.

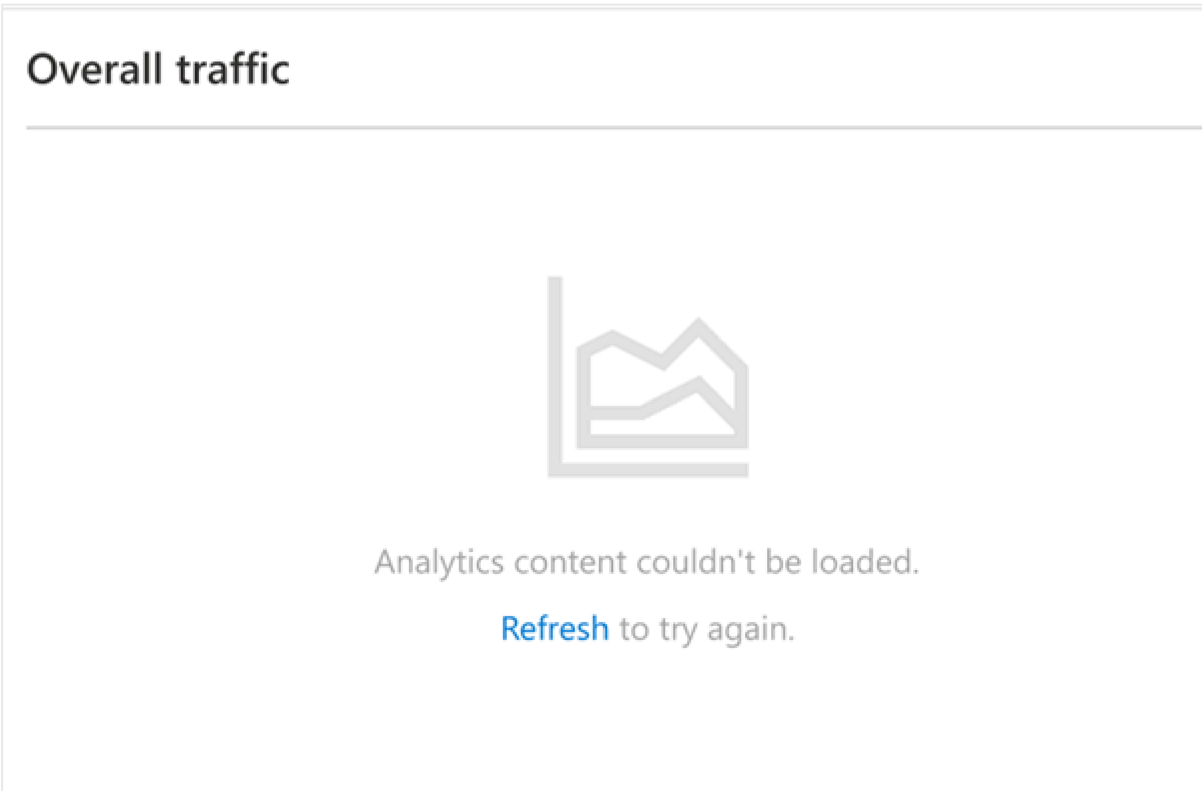
Not enough data to generate a report

This message displays if there isn't enough usage data to generate a report. Finish setting up Connections and try to access the report again. For more information, see the guide to getting set up with Viva Connections.



General error

Sometimes due to connectivity issues or other technical problems, the analytics report might not be available. Check your network connection, refresh the page, and try loading the report again.

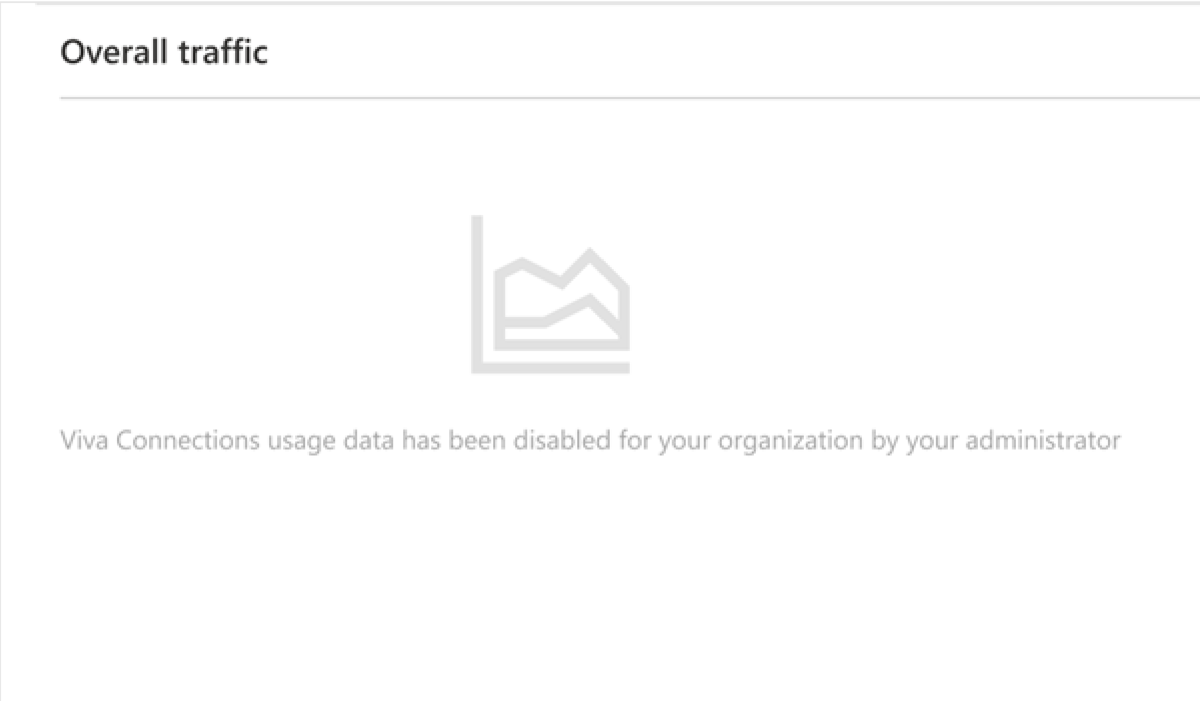


Errors within the downloaded report

Within the downloaded Excel report, you might notice that certain sections aren't available due to insufficient usage data. Learn more about how to amplify your organization's instance of Viva Connections and the available Microsoft Viva adoption resources .

The report is disabled

You might get the following message: "Viva Connections usage data has been disabled for your organization by your administrator." This message means you can't access usage reports unless your admin enables the feature for your organization.



Learn more

Overview: Viva Connections

Getting started with Microsoft Viva

Add cards to the dashboard

Feedback

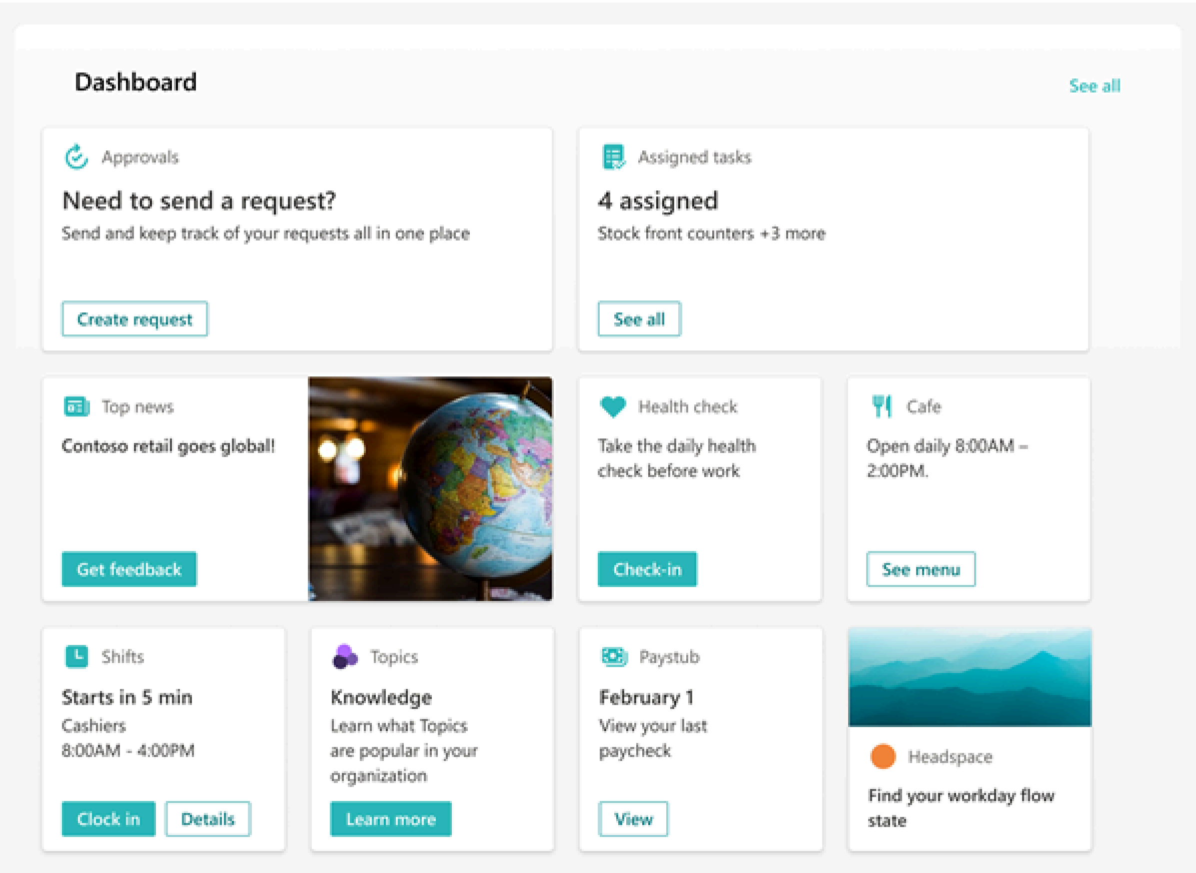
Was this page helpful? Yes No

Provide product feedback

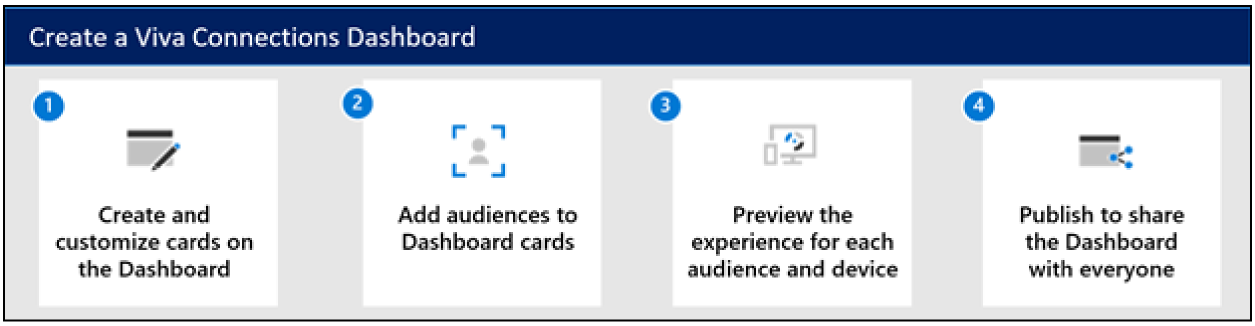
Edit a Viva Connections dashboard

Article • 03/28/2025

The Viva Connections dashboard provides fast and easy access to information and job-related tasks. Content on the dashboard can be customized and then targeted to users in specific roles, markets, and job functions. It consists of cards that engage viewers with existing Microsoft Teams apps, Viva apps and services, partner apps, custom solutions using the SharePoint Framework (SPFx) framework, internal links, and external links.



The Connections dashboard can be edited from within your Connections experience.



ⓘ Note

- You're asked to select your primary audience to generate a set of default dashboard cards for when setting up your experience for the first time.

- Operators or members should limit the number of dashboard cards to about 20 for the best viewing experience.
- Operator or member permissions are required to edit the Connections dashboard.
- Users are able to customize their dashboard in Viva Connections on desktop and mobile by reordering, hiding, and showing cards. These changes only affect the experience for the user.

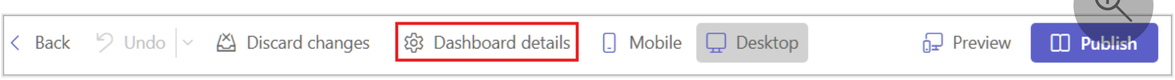
1. From within your Connections experience, select **Edit** in the dashboard section.
2. Select + **Add a card**.
3. Select **Edit** (pencil icon) for each card to edit properties like the label, icon, image, and audience targeting settings where applicable.
4. Select **Delete** (trash can icon) to remove cards.
5. Preview the experience on all devices to ensure usability before publishing or republishing.
6. **Publish** or **Republish** when you're done to share the edits with others.

Change the dashboard settings

The dashboard details contain settings for your dashboard, page versioning, and controls for the Editor and enabling user customization on their personal dashboard view.

> ⓘ **Note**
>
> Some settings are only available to the Connections experience owner.

1. From Connections, select **Edit**.
2. Select **Dashboard details** above the dashboard.



3. In the Dashboard details pane, you can add a thumbnail and description to show in search results:
   - **Change Thumbnail**: Select to add an image to be shown in search results.

- **Description**: Enter a description in the text field to be shown in search results.

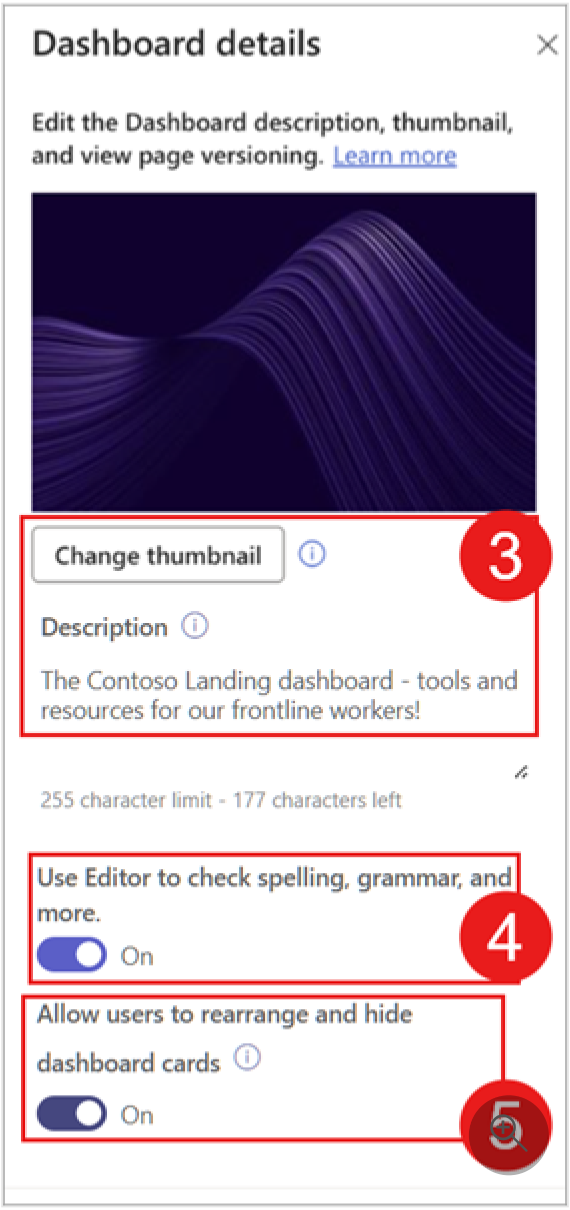
4. The **Editor** can be toggled off or on. When enabled, the editor checks spelling and grammar (Enabled by default).

5. **Allow users to rearrange and hide dashboard cards** can be enabled or disabled (Enabled by default):

    - If enabled, users see the **Customize** button on their dashboard, which enables them to show or hide unused dashboard cards, reorder their dashboard card view, and add their own cards.

    - Changes users make to their dashboard are only seen by that user. Any updates or changes to the dashboard by an owner or member of the experience will override the user's personal changes.

> **Note**
>
> Disabling user customization resets all user dashboard views to what the organization created. This includes removing any dashboard cards the user added to their dashboard.
>
> For more information how end users can customize their dashboard, see the relevant sections in the **dashboard** and **mobile** articles.



6. When finished making your changes, select the **X** to close the Dashboard details pane.

Edit the dashboard from your SharePoint home site

If your organization has a SharePoint home site, you can set up and edit the dashboard from the SharePoint home site or in Microsoft Teams. You need edit permissions for the SharePoint home site to make changes.

> ⓘ **Note**
>
> Images are an important aspect to making your cards rich and inviting. If you're a SharePoint admin, we recommend enabling a Content Delivery Network (CDN) to improve performance for getting images. Consider when storing images that /siteassets is by default a CDN source when Private CDN is enabled while /style

library is the default source when the Public CDN is enabled. Learn more about CDNs.

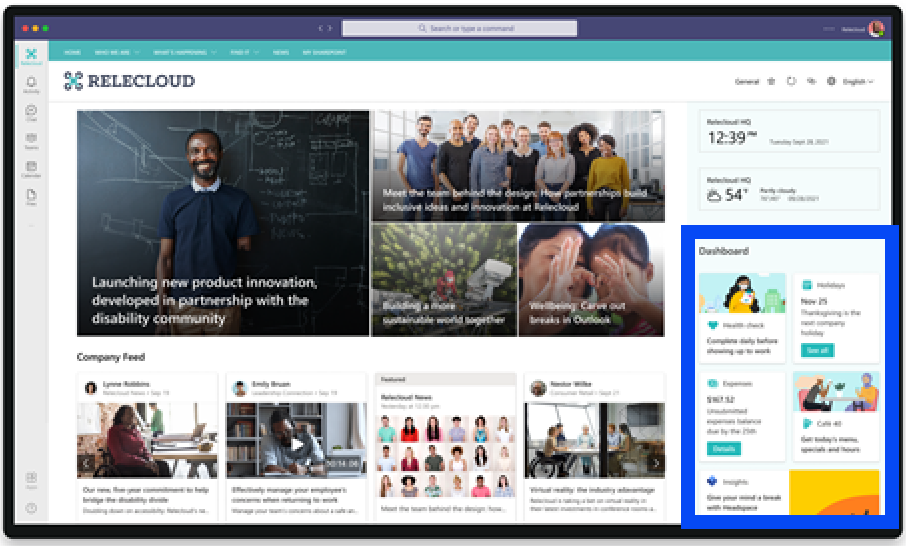
1. From the SharePoint home site, select the **Settings** gear at the top-right of the page.
2. Select **Manage Viva Connections**.
3. Select the **+ Create dashboard** or **View dashboard** button.
4. Select **+ Add a card**.
5. Select the type of card you want to add from the dashboard card toolbox and then use the instructions within this article to set up each type of card. As you're building the dashboard, you can preview its appearance in mobile and desktop for different audiences.
6. When you're done adding cards and applying targeting to specific audiences, **Preview** the experience to ensure an ideal viewing experience.
7. Once you're satisfied with how the dashboard looks in preview, select **Publish** or **Republish** at the top-right of your dashboard to make it available for use on your home site, in Teams, and in the Teams mobile app.

Use the Dashboard web part for Viva Connections

Once a dashboard is authored and published in your Connections experience, you can use the Dashboard web part to display it on any section of your SharePoint site. If your organization has a SharePoint home site, you can set up and edit the dashboard from the SharePoint home site, Microsoft Teams, or the Viva home site.

ⓘ **Note**

- After editing content on the dashboard, it might take several minutes until the new content is available in the Dashboard web part.
- For best results, we recommend placing the Dashboard web part in a right vertical section.



When added, the Dashboard web part automatically populates with the cards from the existing dashboard on your site. You can set the maximum number of cards you want to display. Learn how to use the Dashboard web part.

Customize your dashboard with cards and audience targeting

Further customize your dashboard by adding various cards meant to help users perform specific tasks. Add another layer of customization with audience targeting and build a unique dashboard experience with content for specific groups within your organization.

For a list of available dashboard cards, along with a description of the tool and steps for setting up, refer to the article on Available dashboard cards in Viva Connections.

For more information on audience targeting and aspects of your Connections experience it can be applied to, see the article on applying audience targeting to dashboard cards.

How URLs and single sign-on works

For some cards, you'll use links to URLs. Depending on the location of the content, links to URLs might display content in Microsoft Teams or elsewhere and Single sign-on (SSO) behavior can differ. Get more information about how links to URLs and SSO behave depending on the location of the content you're linking to.

ⓘ Note

When SSO isn't supported, users are asked to enter their sign-in credentials.

Expand table

Opens URL to...	On Teams mobile	On Teams desktop
Teams App	Teams apps (like Shifts, Approvals, or Kudos) open within Teams and user doesn’t need to authenticate again.	Teams apps (like Shifts, Approvals, or Kudos) open within Teams and user doesn’t need to authenticate again.
Forms	Forms open within Teams, user is asked to sign-in on the first time, and user doesn’t need to authenticate again if they stay signed in.	Forms open within Teams, user is asked to sign-in on the first time, and user doesn’t need to authenticate again if they stay signed in.
Viva Engage	Viva Engage opens within Teams, user is asked to sign-in on the first time and user doesn’t need to authenticate again if they stay signed in.	Opens a web browser session and the user might need to reauthenticate depending on browser and machine settings.
PowerApps	PowerApps opens within Teams, user is asked to sign-in on the first time and user doesn’t need to authenticate again if they stay signed in.	Opens a web browser session and the user might need to reauthenticate depending on browser and machine settings.
Power Portals	Power portals open within Teams, user is asked to sign-in on the first time and user doesn’t need to authenticate again if they stay signed in.	Opens a web browser session and the user might need to reauthenticate depending on browser and machine settings.
Stream	Stream opens within Teams, user is asked to sign-in on the first time and user doesn’t need to authenticate again if they stay signed in.	Opens a web browser session and the user might need to reauthenticate depending on browser and machine settings.
External Links	Web view opens within Teams and the user might need to authenticate again (depending on the site.)	Opens a web browser session and the user might need to reauthenticate depending on browser and machine settings.

More resources

Step-by-step guide to setting up Viva Connections

Learn more about how to plan a dashboard

Design your own dashboard card with the card designer

Available dashboard cards in Viva Connections

Feedback

Was this page helpful? Yes No

Provide product feedback

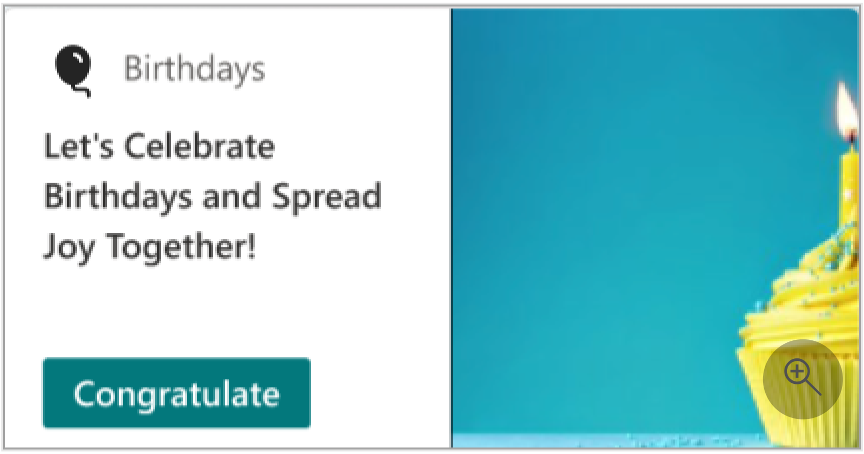
Design your own dashboard card with the card designer

Article • 11/08/2024

Use the Card Designer to create cards that can link to other sites, open media, display a location, open a teams app, and more. Card designer gives users the ability to quickly build "custom" cards without the need for custom code by using a template with the option to create a secondary view, also called a quick view.

Quick view is a powerful tool that enables the card designer to create cards that go beyond the traditional dashboard cards to create something interactive and informative using Adaptive Card JavaScript Object Notation (JSON). You're able to "code" a single quick view by using the power of Adaptive Card markup to make their cards dynamic. The result can be previewed within the card designer before sharing with others.

> **Note**
>
> To design your own cards using quick view, you should be familiar with JSON and Adaptive Card templates. For more information, see Adaptive Cards Templating.



Edit the dashboard

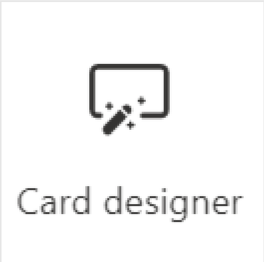
You need member or owner level permissions to access the card designer from the dashboard card toolbox. See the article on creating a Viva Connections dashboard and adding cards for information on getting started.

Use a card template

The card designer has a set of card view templates that can be used to easily create cards with helpful information, links, and media. The following steps walk you through creating a new large sized card using the image template to create a link for users.

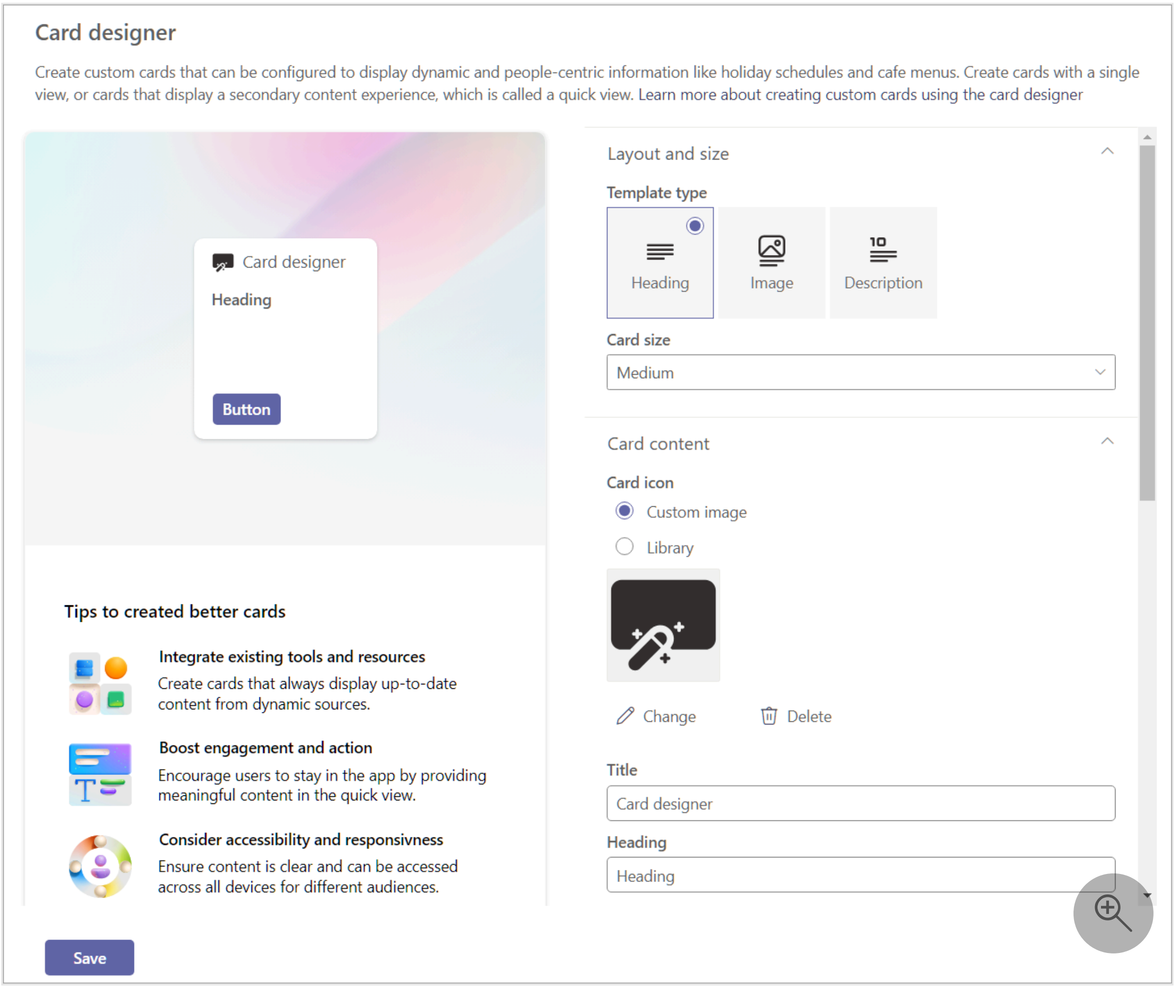
1. While in **edit** mode, select **+ Add a card** from the dashboard.

2. Select **Card designer**.



3. After selecting the Card designer card, select the **Edit** icon to open the property pane.

4. As you create your card through selecting options, a preview of how the card looks appears to the left of the options.



5. Under **Template type**, select one of three **templates** to apply:

   - **Heading**: Create a card with a simple heading.

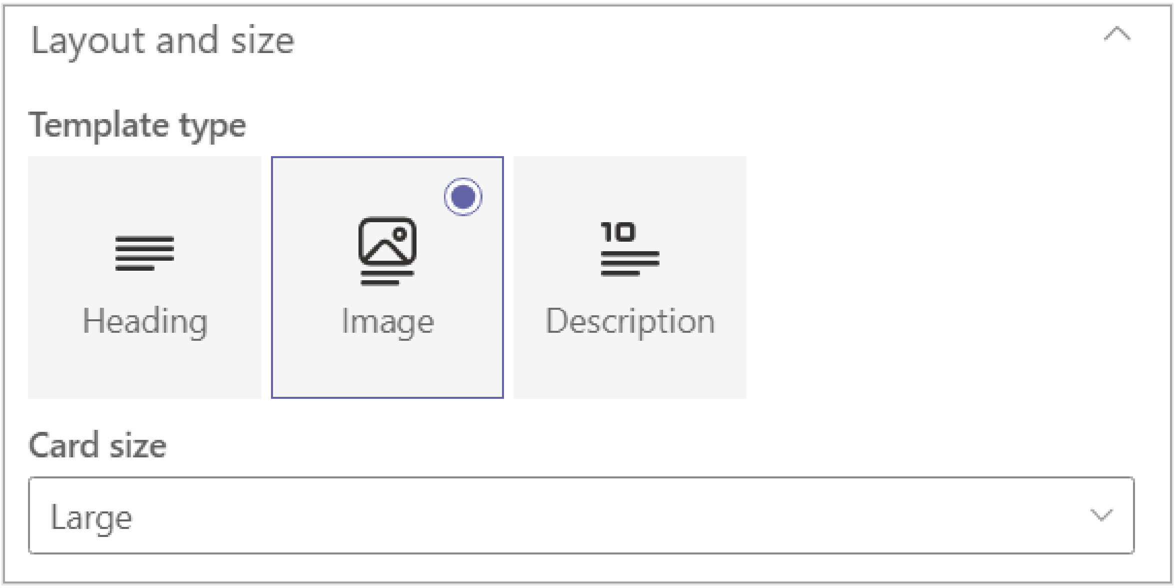
- **Image**: Create a card with a heading and image.
- **Description**: Create a card with a heading and description.

> ⓘ **Note**
>
> Buttons are disabled when selecting the Image template for a medium sized card, but a card action can still be assigned to trigger when the user selects the card.

Depending on the template type chosen, fields matching the template type populates in the **card content** section. For example, if you chose the Image template, you can enter values for the Image and Heading properties in their respective text boxes.

6. Select a **card size**:

   - **Medium**: the default card size and allows you to add one button to the Heading and Description templates.
   - **Large**: takes the space of two medium cards together and allows the use of two buttons.



7. Under **Card icon** select one of the following options:

   - **Custom image**: Select **custom image** then **Change** to upload your own image or select an existing image from your site or from an online source (for example, web search, OneDrive, Site).
   - **Library**: Select an icon from a pre-existing list of available icons. For example, select **Library** then **Change** to choose a new icon.

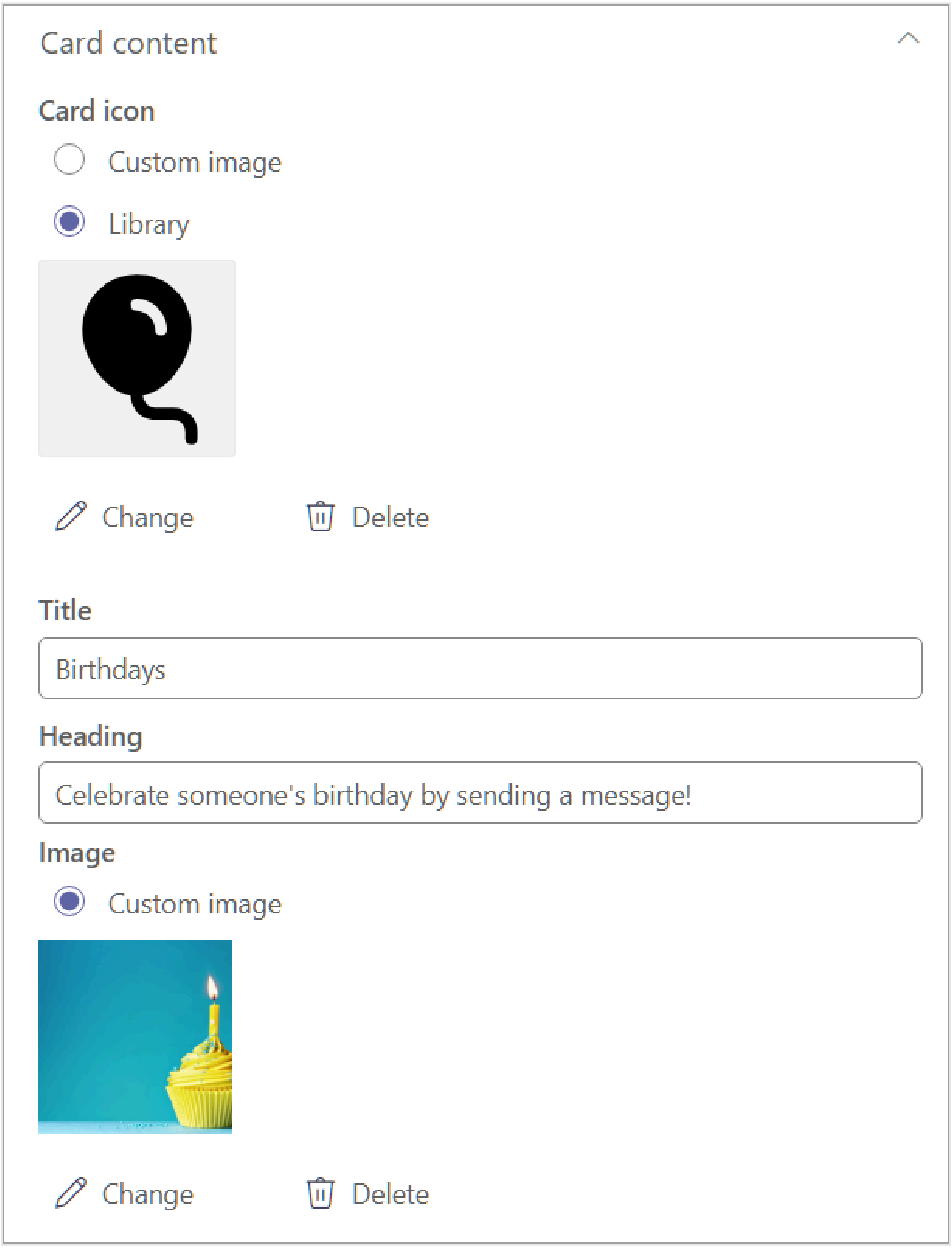
> **Note**
>
> When uploading custom images for your icons, we recommend using PNG images between 24x24 and 32x32 pixels.

8. Enter a **Title** to be displayed at the top of your card.

9. Enter a **Heading**.

10. Depending on the template type chosen, enter values for the properties corresponding to your selection below the heading field. For this example, the image template is being shown:

    - **Image**: Select **change** to upload your own image or select an existing image from your site or from an online source (for example, web search, OneDrive, Site).



> ⓘ **Note**
>
> - Image recommendations for cards in the dashboard: medium cards should be 300x150 to 400x200 with 2:1 aspect ratio and large cards 300x300 to 400x400 with 1:1 aspect ratio to prevent stretching in the mobile app.
> - Image URLS in card properties must be an absolute URL for the link to work in the mobile app.

11. Under card action, select an action to be performed when a user selects the card. Depending on the action selected, more fields appear to customize the action.

> ⓘ **Note**
>
> The card action cannot be disabled.

- **Show the quick view**: Select to use JSON code to create a more interactive dashboard card. If selected, the **Save** button changes to **Next**, which leads to more settings for customizing your quick view card. One quick view is available for each card, which can be opened as the card action, or by using a button. For steps on using quick view, refer to add a quick view to a card.

- **Go to a link**: Enter a URL to direct users to.

- **Go to teams app**: the user is directed to the specified teams app by the URL provided (admins can also use the appID to direct users to the appropriate Teams app). For more information, see Deep link to an application.

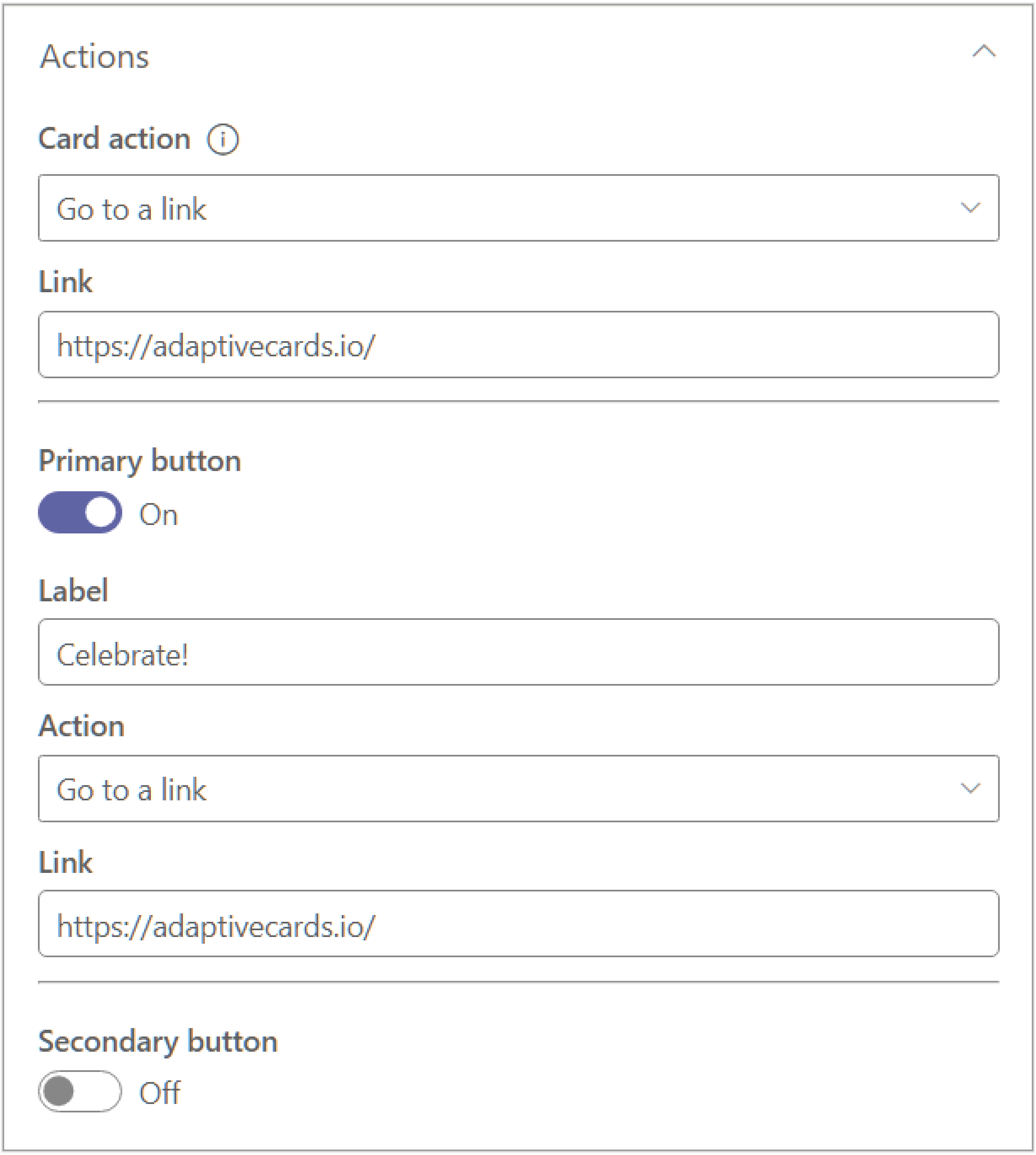
  For example, selecting **Go to a link** from the dropdown displays a field for entering the link.

12. Under **Link**, enter the **URL** you wish users to be directed to.

13. Buttons can be toggled on and off (where available). If enabled, the same values found under card action can be selected for the **Primary** and **Secondary** buttons.

> ⓘ **Note**
>
> When using a medium sized card, only one button can be enabled using the heading or description template. The image template will disable the use of buttons when medium size is selected.

For this example, the **Primary button** is set to direct users to the same link as the card action. The **Secondary button** is disabled.



14. Under **Audiences to target** enter one or more groups to target so only those audiences specified see the card in the dashboard. For more information, see audience targeting in Viva Connections.

15. Select **Save** to save the updates to your card.

Add a quick view to a card

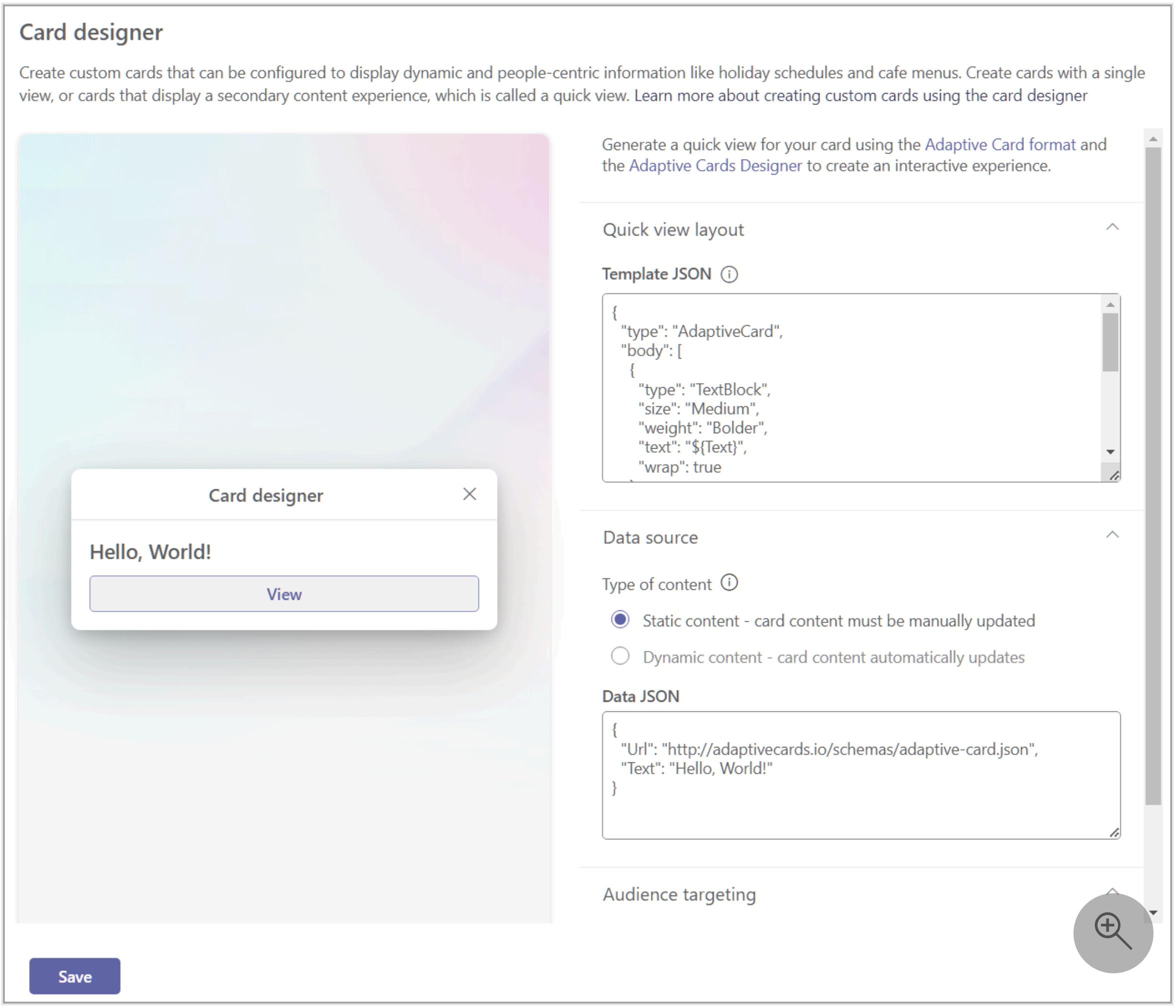
Quick view allows you to add adaptive card JSON code to Dashboard cards to provide a more comprehensive, interactive, and engaging experience to users. By using static or dynamic data sources (like SharePoint Representational State Transfer (REST) API or Microsoft Graph API), cards can be created that provide information within the Connections experience, without the user having to navigate away.

To get started, follow the steps in use a card template up to selecting a **Card action**.

1. Under **card action** select **Show the quick view**.
2. Finish setting up your card by enabling or disabling buttons and selecting actions for active buttons.

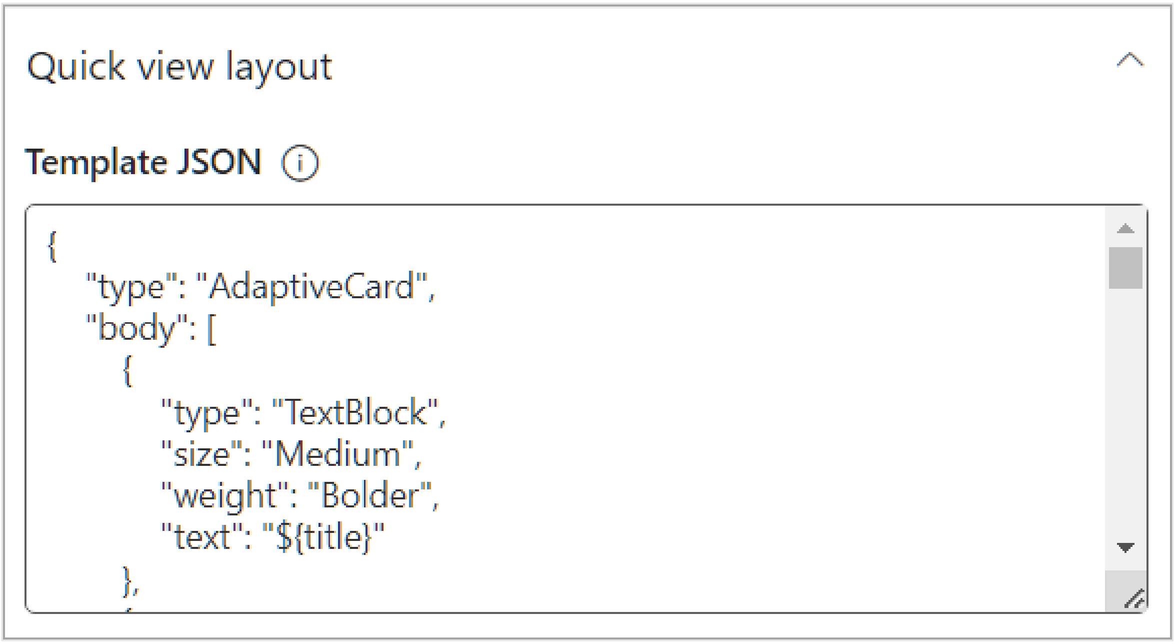
> ⓘ **Note**
>
> One quick view is available for each card, which can be opened as the card action, or by using a button.

3. Select **Next** to display the quick view layout.
4. A preview of how the card looks on the dashboard displays to the left of the options.



> ⓘ **Note**
>
> The [Adaptive Card designer](#) tool can be used to help create the JSON Template and Data code for your card. For more information on the adaptive card structure and creating adaptive cards, see [Getting Started - Adaptive Cards](#).

5. In the **Template JSON** field, enter your JSON code that contains the structure of your Adaptive Card.



6. Under **Type of Content**, select one of the following options for your data set:

   - **Static**: displays static information and must be manually updated.
   - **Dynamic**: integrates with data sources from SharePoint API or Microsoft Graph to automatically update content.

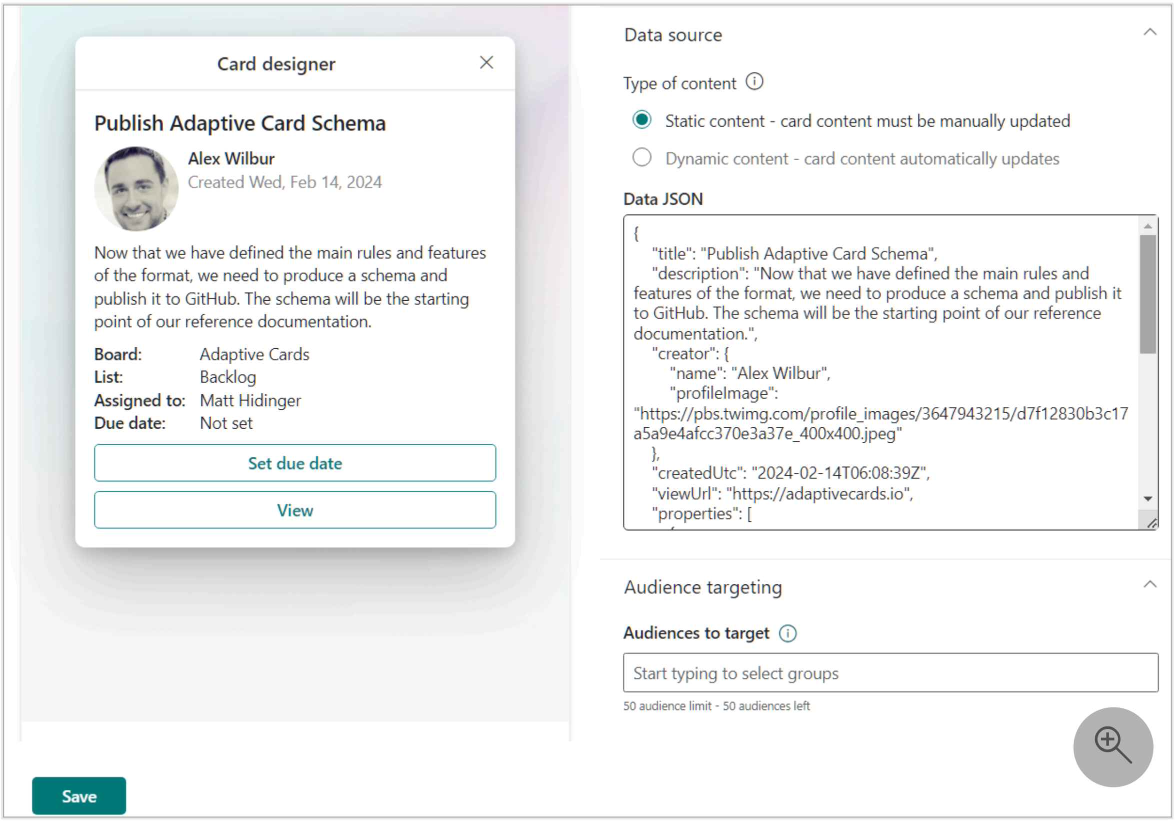
> **Note**
>
> Selecting **Dynamic** content will display additional options allowing you to select the data source and API endpoint.

Selecting Static as the type of content

1. In the **Data JSON** field, enter your JSON code that contains the data to be displayed within your Adaptive Card.

2. In the **Audiences to target** field, enter any audiences you wish to target the card to.

3. Select **Save** to your updates.



Selecting Dynamic as the type of content with SharePoint as the data source

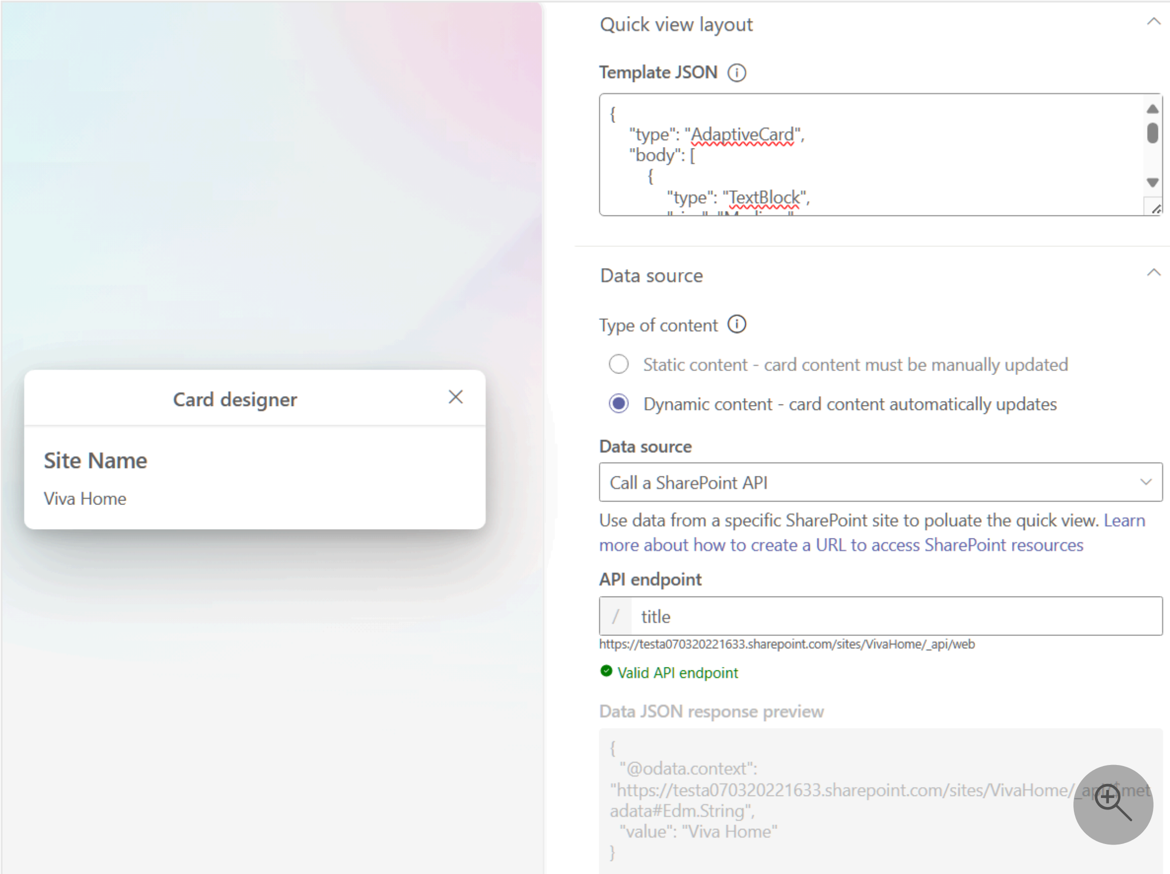
1. From the **Data Source** dropdown, select **SharePoint API**.

2. In the **API endpoint**, enter the REST URL endpoint you wish to use.

   For example, if you wanted to retrieve the title of a SharePoint site, you would enter `title` in the **API Endpoint** field (since `web/` is already part of the default prefix). See this article for more examples of SharePoint REST endpoints.

3. The **Data JSON response preview** will open and display the code used. A preview of how the card looks on the dashboard appears to the left of the property pane.

4. In the Audiences to target field, enter any audiences you wish to target the card to.



5. Select **Save** to save your updates to your custom card.

Selecting Dynamic as the type of content with Microsoft Graph as the data source

1. From the **Data Source** dropdown, select **Microsoft Graph**.

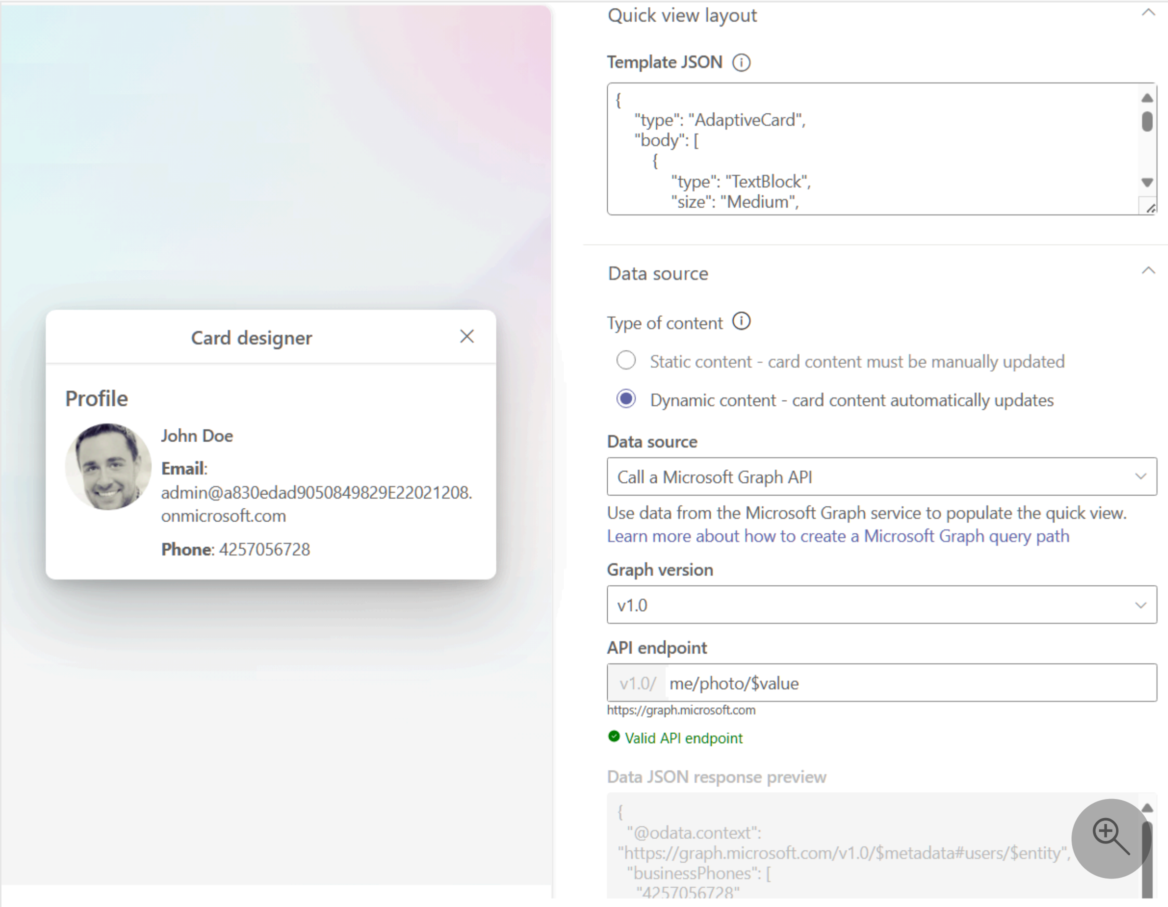
2. Select the **Graph version** from the dropdown (where version is the target service version, usually 1.0).

3. In the **API endpoint**, enter the REST URL endpoint you wish to use.

   For example, if you wanted to retrieve the profile and photo of a specific user, you would enter the Microsoft Graph REST URL `me/photo/$value` in the **API Endpoint** field. See more common use cases in 1.0 for Microsoft Graph REST API here.

4. The **Data JSON response preview** will open and display the code used and a preview of how the card looks on the dashboard appears to the left of the property pane.

5. In the **Audiences to target** field, enter any audiences you wish to target the card to.



6. Select **Save** to save updates to your custom card.

More Resources

Create a Viva Connections dashboard and add cards

Available dashboard cards

Feedback

Was this page helpful? Yes No

Provide product feedback

Available dashboard cards in Viva Connections

Article • 05/15/2025

The Viva Connections dashboard uses dynamic cards that can be targeted to specific users to help them perform tasks like clock in for a shift, access training materials or links to department resources, look up contact information, manage assigned tasks, and more. If your organization has a specific task in mind, you can also use the card designer to quickly build "custom" cards using a template, without the need for custom code.

Edit the dashboard

You need member or owner level permissions to access the card designer from the dashboard card toolbox. See the article on creating a Viva Connections dashboard and adding cards for information on getting started.

Available dashboard cards

Select a dashboard icon for more information.

Expand table

Toolbox icon	Description
	Create your own cards or use quick views for a more interactive experience utilizing the adaptive cards framework.
	Use Approvals to approve vacation requests, documents, and expense reports.

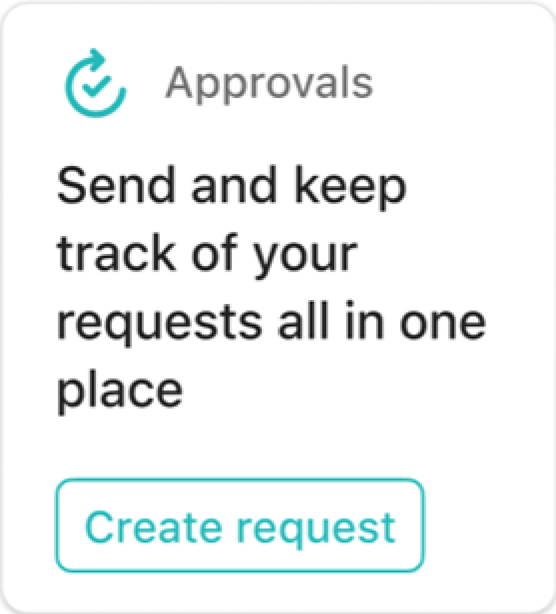
Toolbox icon	Description
Assigned Tasks	Use Tasks to manage your team's work, assign tasks, and track tasks.
Assignments	Display a summary of upcoming and past due assignments for students.
Courses	Display a summary of courses a student is enrolled in.
Events	View and join upcoming events within your organization.
Folder	Provide easy access for users to an existing SharePoint document library in your Connections experience.
My sites	Provide users links to frequently accessed SharePoint sites.
News	Promote news from various sources that you wish to prominently display, including boosted news from SharePoint.

Toolbox icon	Description
OneDrive	View and access recent, shared, and favorite files from your OneDrive account.
People	Provide an option to look up contact information and directly chat, email, or call with others in your organization.
Power Apps	Design a lightweight card using your power apps account for simple tasks like checking sales requests, vacation requests, and more.
Quick links	Provide list of relevant links or files to users selected by admins.
Shifts	Display information about the next or current shift from the Shifts app in Teams.
Stay Engaged	Users can access their Viva Engage feed conversations from within the Connections app.
Stream playlist	Display a list of videos to users that can be viewed in Microsoft Stream.
Teams app	Use to open a Teams personal app or bot specified by the dashboard author.

Toolbox icon	Description
Varies	Use cards that integrate partner services.
	Use Topics cards to encourage knowledge discoverability, engagement, and sharing.
	Provide a link to the Viva Learning app that can be targeted to show to certain audiences.
	Provide a short status of a recently sent pulse with a link to the Viva Pulse app for users to learn more.
	Access a site without leaving the Viva Connections app.

Add the Approvals card

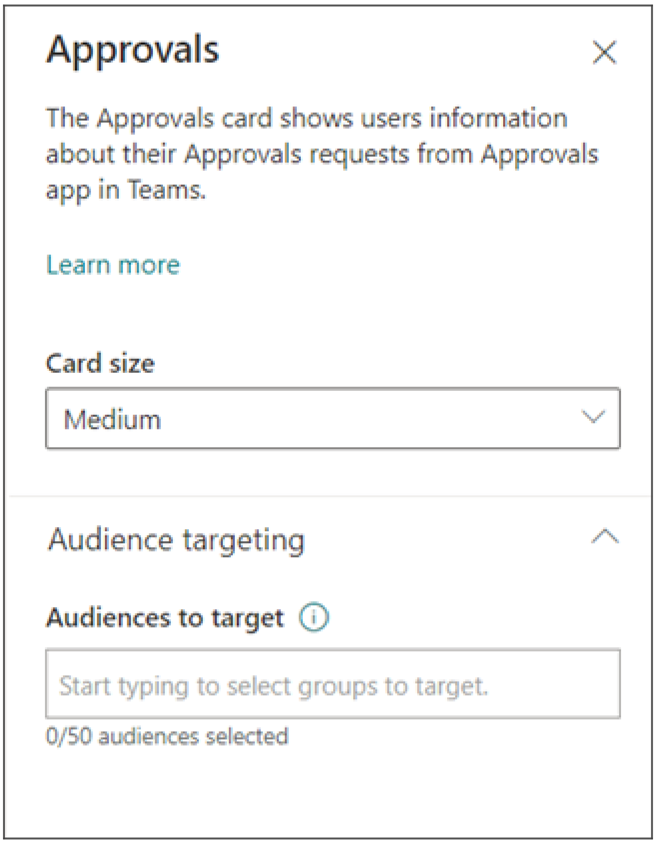
The Approvals card connects to Approvals in Microsoft Teams and is a way to streamline all of your requests and processes with your team or partners. You can create new approvals, view the ones sent your way, and see all of your previous approvals in one place.



1. While in edit mode, select **+ Add a card** from the dashboard.

2. Select **Approvals** from the dashboard toolbox.

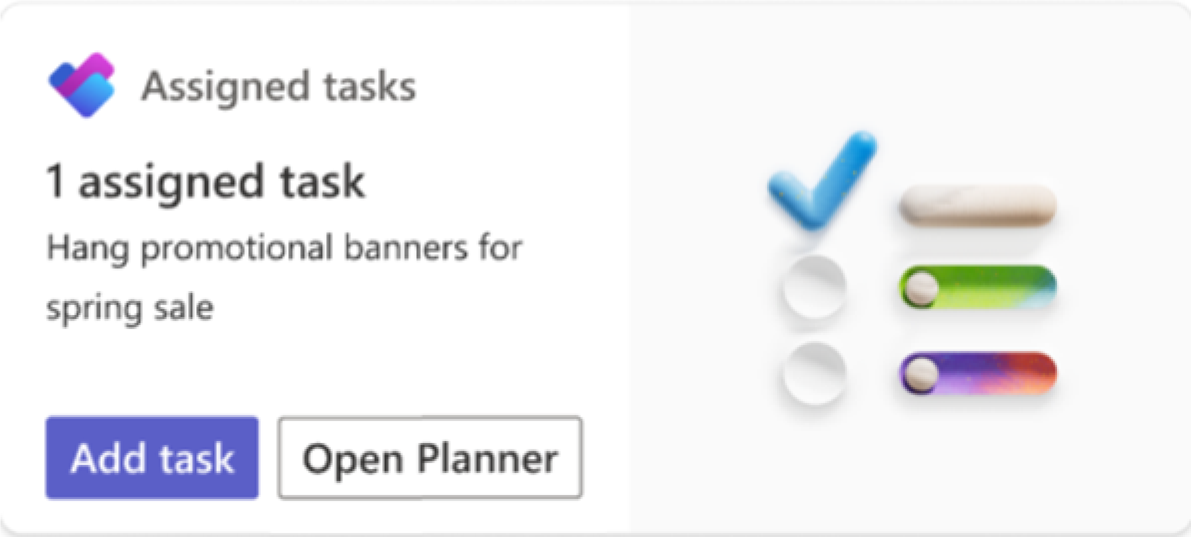
3. Select the pencil icon to **Edit** the card. In the property pane that opens on the right side of the screen, choose your card size from the **Card size** drop-down list.



4. Once you're satisfied with how the dashboard looks in preview, select **Publish** or **Republish** at the top-right of your dashboard to make it available for use on your SharePoint home site, in Teams, and in the Teams mobile app.

Add the Assigned tasks card

The Assigned tasks card allows users to create and view tasks from the card or open the Planner app from the card. Task information is retrieved from the Planner app in Teams.

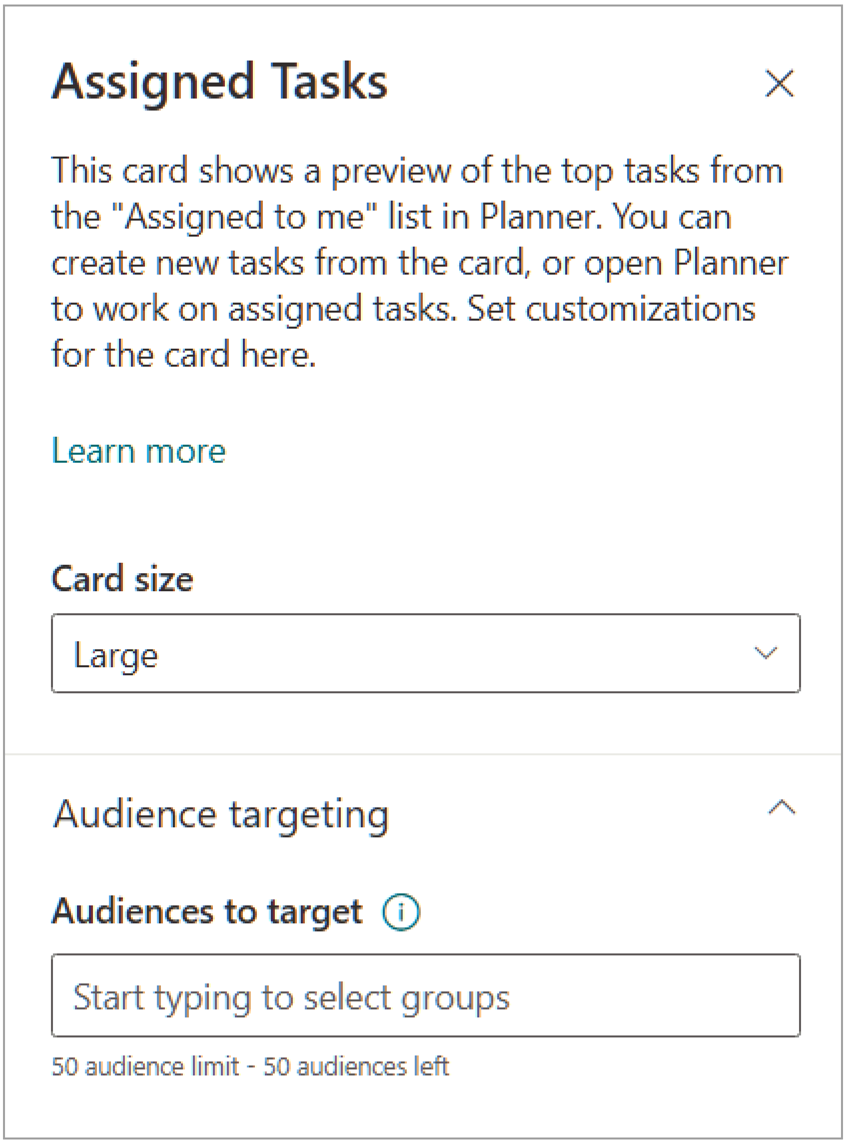


1. While in edit mode, select + **Add a card** from the dashboard.

2. Select **Assigned Tasks** from the dashboard toolbox.

3. In the property pane on the right, choose your card size from the **Card size** drop-down list.

> ⓘ **Note**
>
> The size of the card affects how many buttons are available on the card. The **Add tasks** and **Open Planner** buttons appear on large cards (default size), while on medium sized cards only the **Add tasks** button is shown.



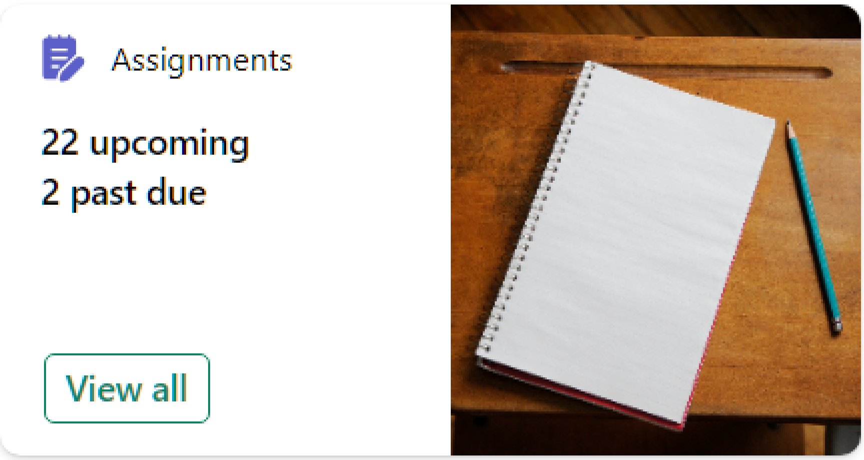
4. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.

For more information on using the Planner app, see the articles on how to Manage the Planner app for your organization in Microsoft Teams and Getting started with Planner in Teams, or see the blog post announcing the Assigned tasks card.

Add the Assignments card

The Assignments card displays a summary of upcoming and past due assignments. Students can select the card to view more details on their assignment list and open them in Microsoft Teams.

> **Note**
>
> The Assignments card is only available to Education tenants.



1. While in edit mode, select + **Add a card** from the dashboard.

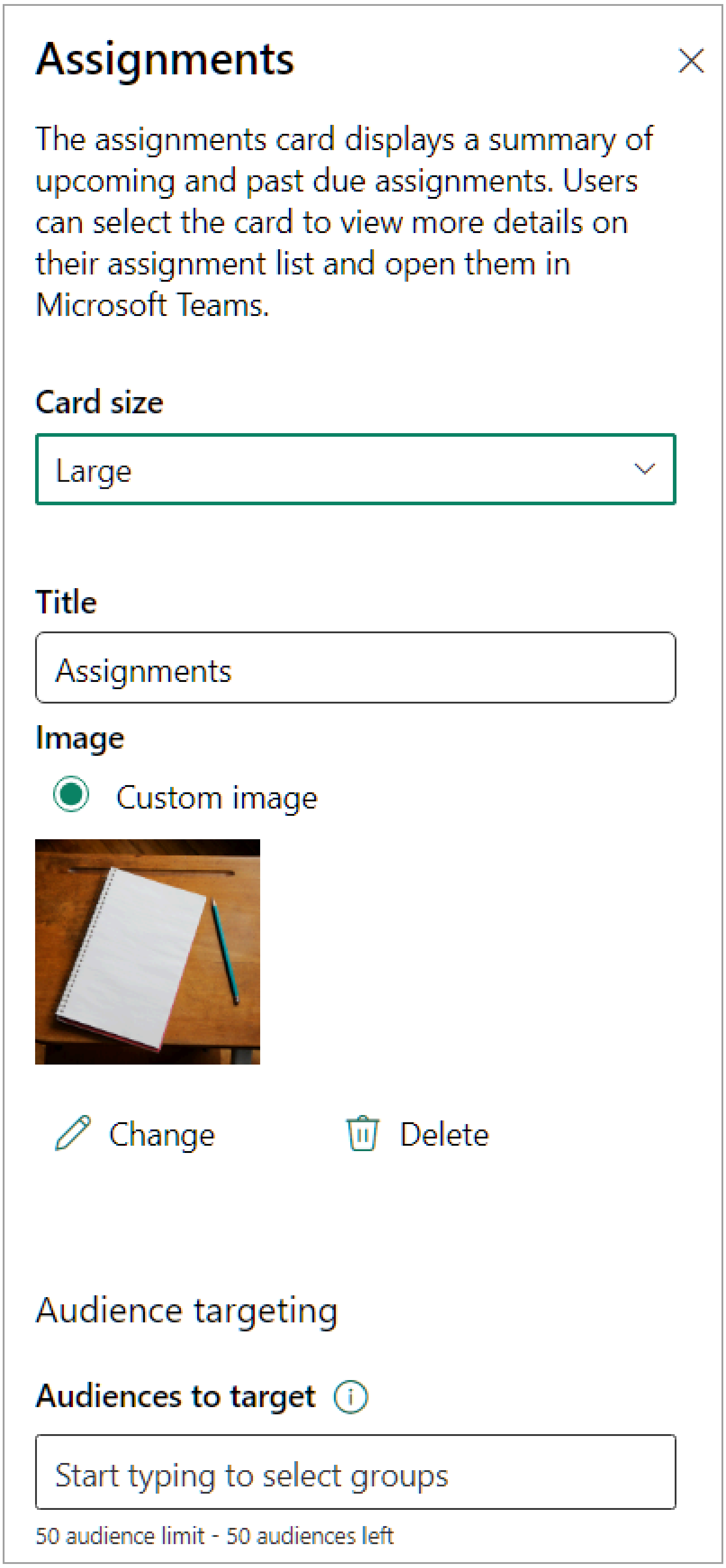
2. Select **Assignments** from the dashboard toolbox.

3. In the property pane on the right, choose your card size from the **Card size** drop-down list.

4. Enter a **Title** for the assignments card.

5. To change the card image, select **Change**, then select an image or upload your own.

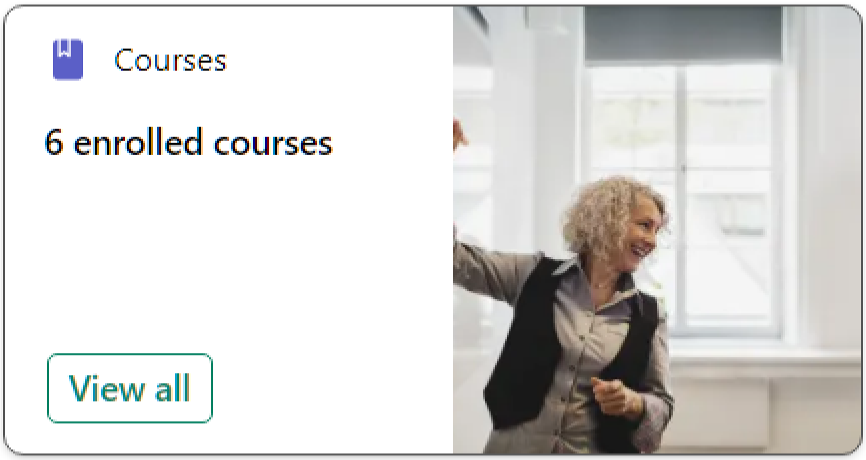
6. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.



Add the Courses card

The Courses card displays a summary of courses a student is enrolled in. Students can select the card to view their course list and open them in Microsoft Teams.

> ⓘ **Note**
>
> The Courses card is only available to Education tenants.



1. While in edit mode, select **+ Add a card** from the dashboard.

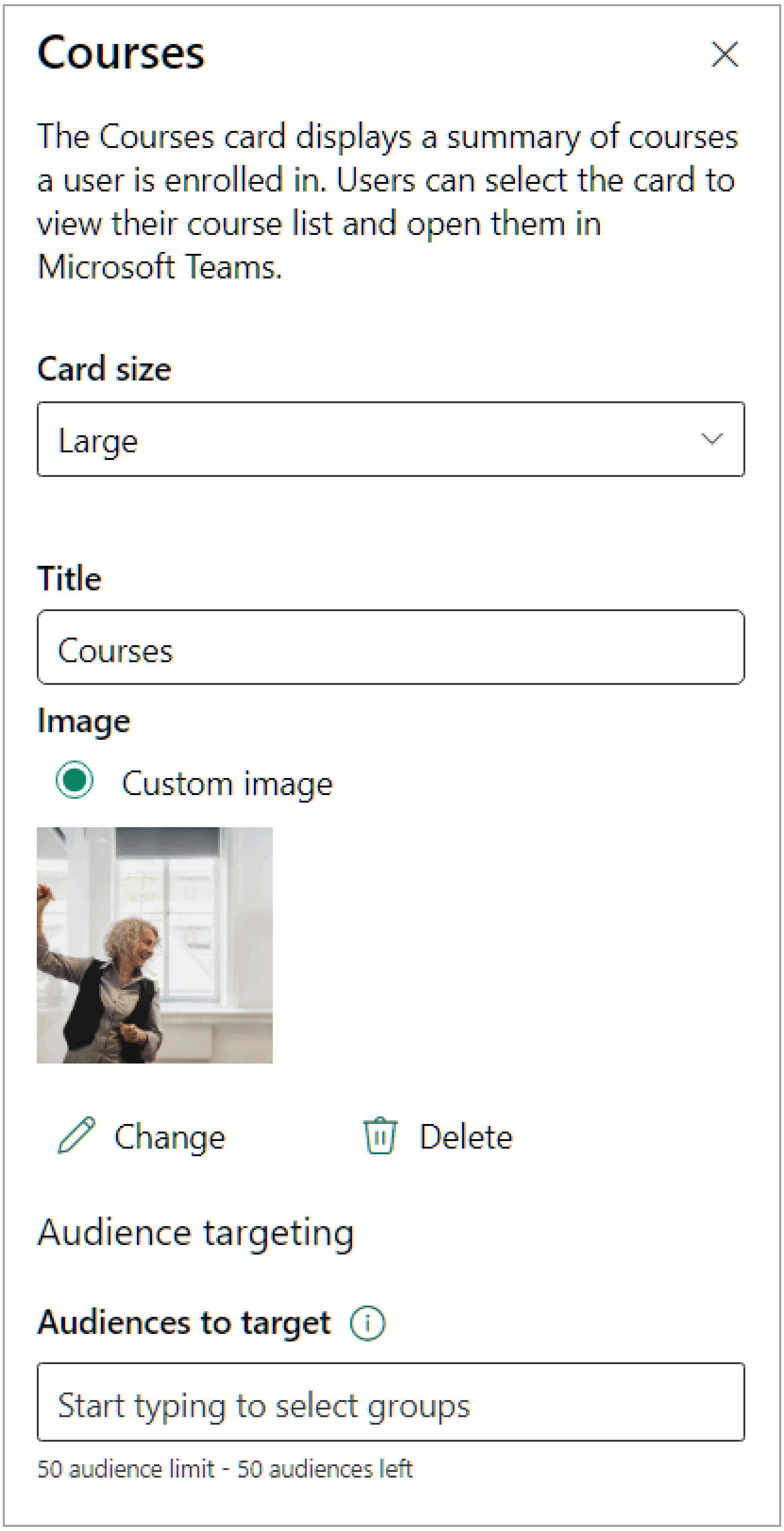
2. Select **Courses** from the dashboard toolbox.

3. In the property pane on the right, choose your card size from the **Card size** drop-down list.

4. Enter a **Title** for the assignments card.

5. To change the card image, select **Change**, then select an image or upload your own.

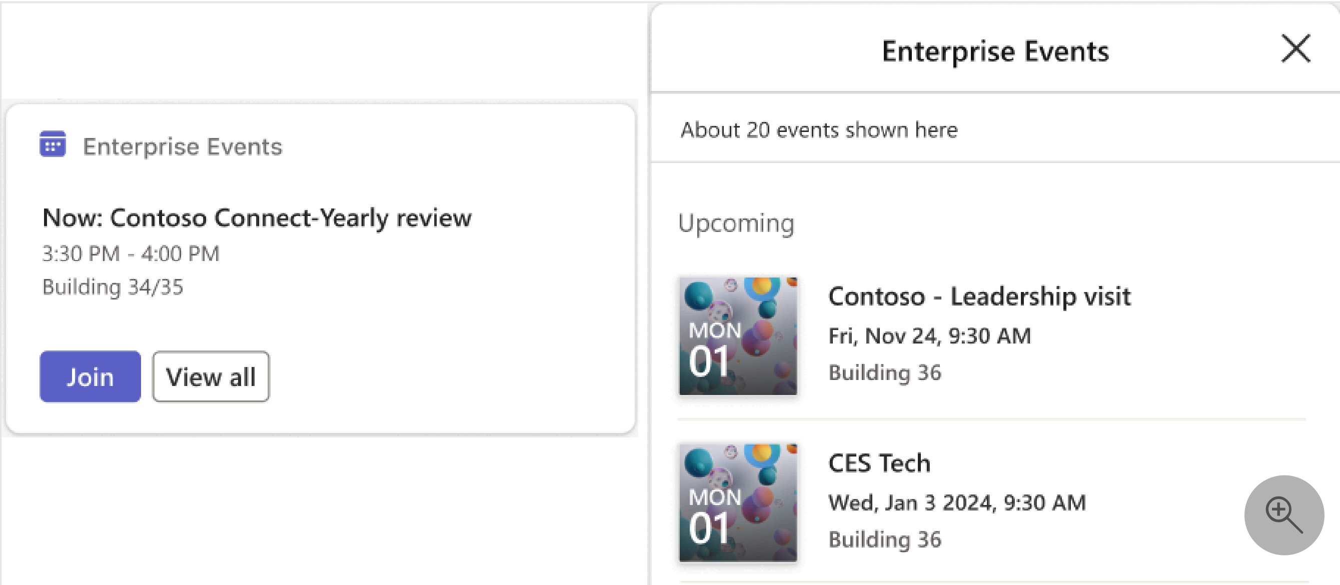
6. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.



Add the Events card

The events card can help your users stay informed and engaged with upcoming events in their organization, such as webinars, trainings, town halls, and celebrations. Users can view more upcoming events or join via teams via the links on the Events card. The card can be customized and even targeted to specific audiences so only relevant events are displayed.

The Events card is tied to the SharePoint Events web part. Site owners and members need to access their SharePoint site and use the SharePoint Events web part to add events to their site. For more information, see the article on using the Events web part.

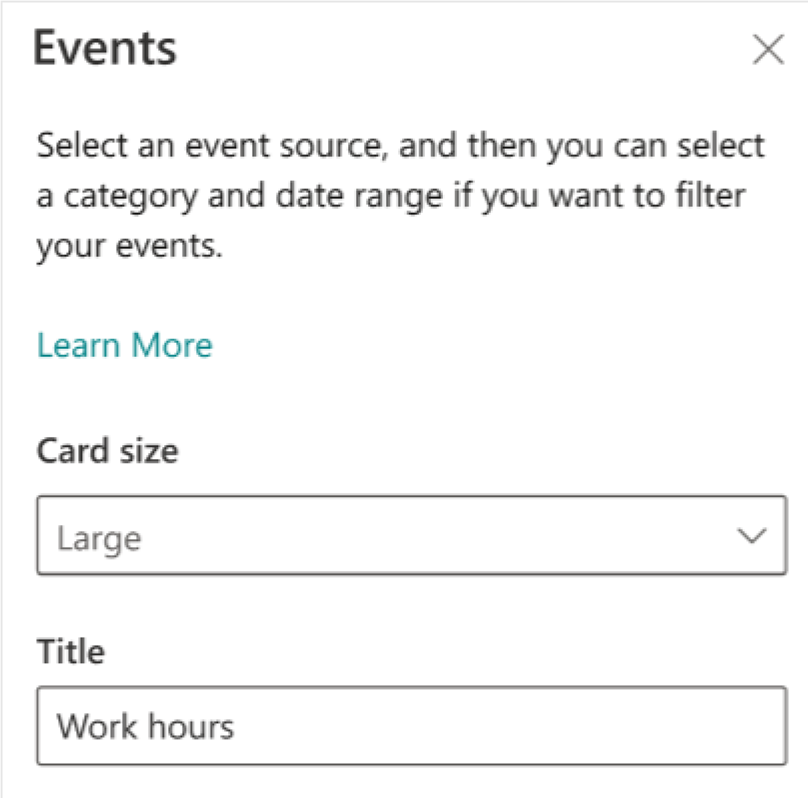


ⓘ **Note**

Recurring events aren't supported, even if you manually set up a recurrence in the events list that you're using. You need to create a new event for each occurrence.

1. While in edit mode, select + **Add a card** from the dashboard.
2. Select **Events** from the dashboard toolbox.

3. Select the **edit pencil** to the left of the card to open the properties pane for the Event card.
4. In the property pane on the right, choose your card size from the **Card size** drop-down list.
5. Enter a **Title** for the event card.

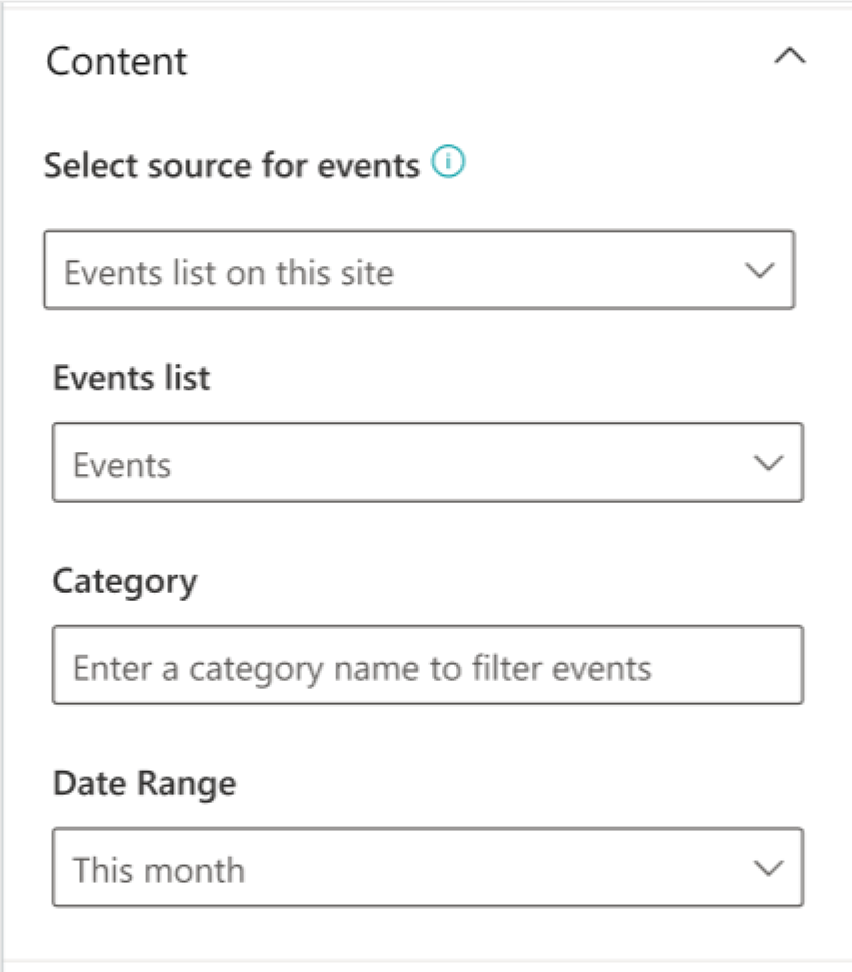


6. Under Content, select a **Source** for your events: **Events list on this site**, **This site**, **This site collection**, **Select sites**, or **All sites**. If your site is connected to a hub site, you'll also able to select **All sites in the hub** or **Select sites from the hub**.

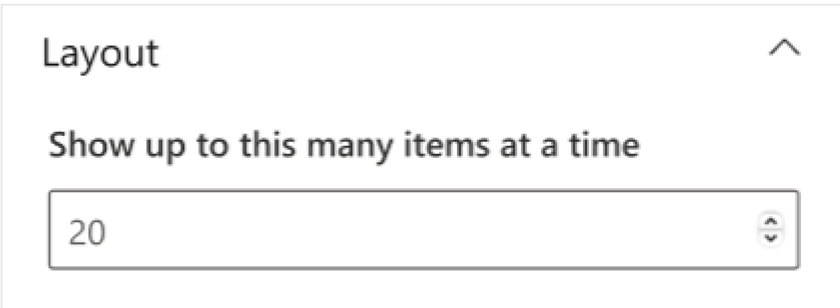
> Note
>
> - When you choose **Select sites**, you can search for the site you want to add, or select one or more sites from **Frequent sites**, or **Recent sites**. You can select up to 30 sites.
>   - The **Select sites** option isn't available in SharePoint Server, U.S. Government GCC High and DoD, and Office 365 operated by 21Vianet.
> - If there's more than one **events list** on the site, you can select the one you want. If you don't have an existing list, the **Events** card creates an empty Events list for you, with the default settings of a Calendar list.
> - If you choose to show events from multiple sites, and don't see all of your events displayed on the page, see [How events from multiple sites are found and displayed](#).

7. If your list has **categories**, you can select one by which to filter the events you show.

8. Select a date range by which to filter your events in the **Date range** drop-down list. You can choose **All upcoming events** (the default), **This week**, **Next two weeks**, **This month**, or **This quarter**.



9. Under the layout section, select how many events to be shown at once from the dropdown. Up to 30 events can be shown on one event card.

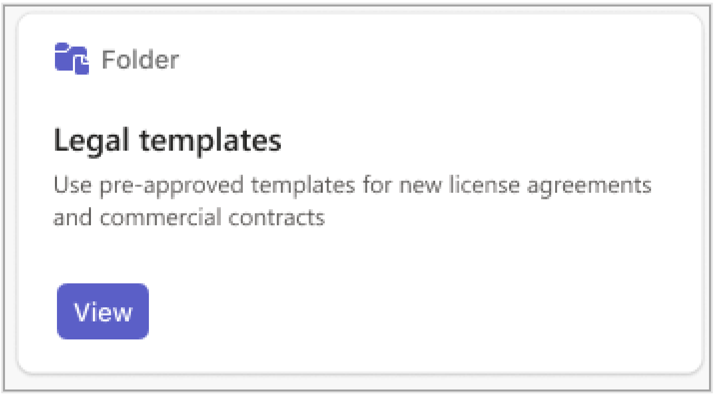


10. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), **enable audience targeting**. For more information on audience targeting, see Audience targeting.

11. When finished with your selection, you can close the panel. Your settings will autosave.

Add the Folder card

Provide easy access for users to an existing SharePoint document library in your Connections experience by using the Folder card. For more information, see the article on document libraries.



1. While in edit mode, select + **Add a card** from the dashboard.

2. Select **Folder** from the dashboard toolbox.

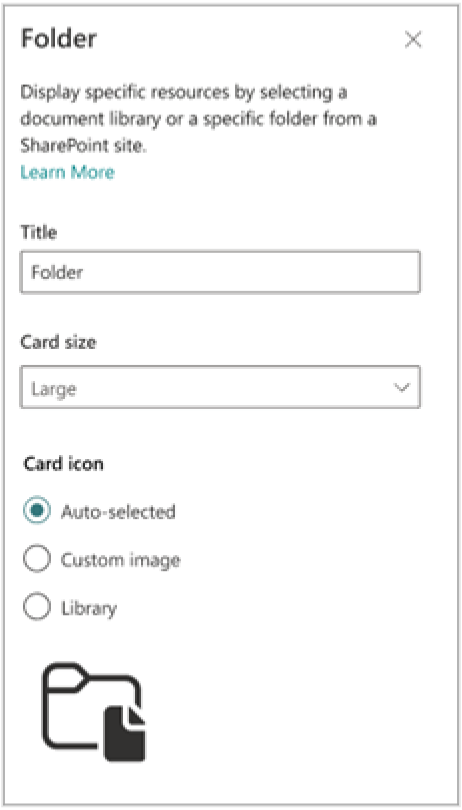
3. Select the **edit pencil** to the left of the card to open the properties pane for the Folder card.

4. In the property pane on the right, enter a **Title** for the Folder card.

5. Choose your card size from the **Card size** drop-down list.

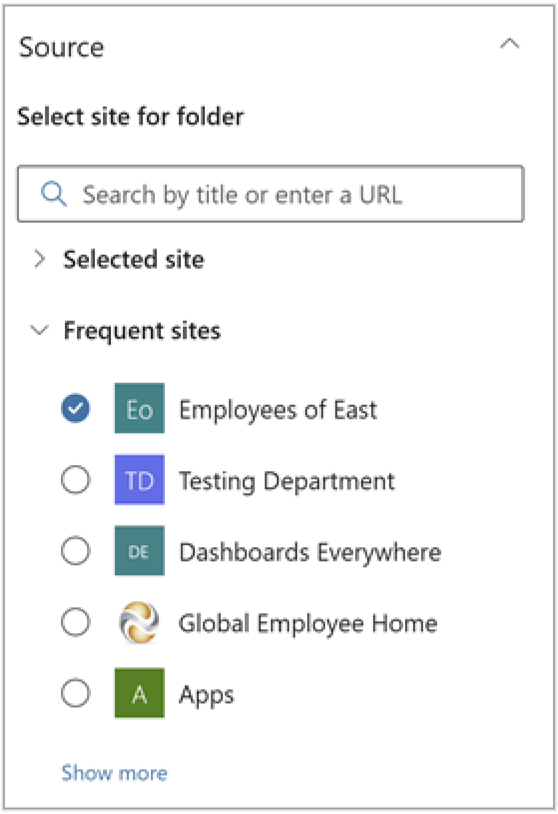
6. Under Card icon, select one of the following options that enable the icon to be displayed on the left side of the card title:

   - **Auto-selected**: This option when chosen automatically displays a built-in icon associated with the page.
   - **Custom image**: This option when chosen enables the Change button. You can select this button to choose an image you want to use as an icon.
   - **Library**: Select from a list of Microsoft provided icons.



7. In the **Select site for this folder** field, enter a **title** or **URL** of a SharePoint site that has an existing document library.

   - You can also select a SharePoint site from a list of **frequent sites**.

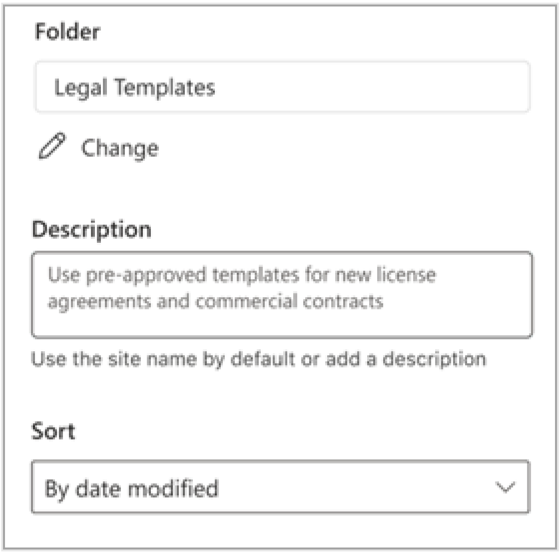


8. The document library in the selected SharePoint site will show in the **Folder** field.

- If the chosen SharePoint site has more than one document library, select **change** to choose a different library.

9. Enter a **description** for your card.

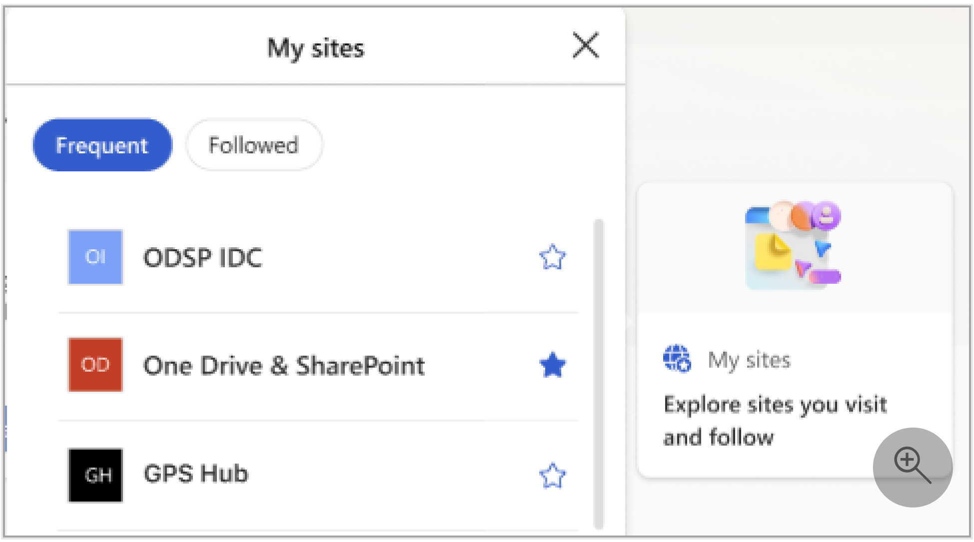
10. Under **sort**, select to order documents by date modified, A-Z, or Z-A.



11. To target your card to specific audiences (only audiences you specify will see the card in the dashboard), enter one or more M365 group into the Audience targeting field. For more information on audience targeting, see Audience targeting.

Add the My Sites card

Add the My Sites card to provide users links to their frequently visited or followed SharePoint sites in an easily accessible list.



1. While in edit mode, select **+ Add a card** from the dashboard.

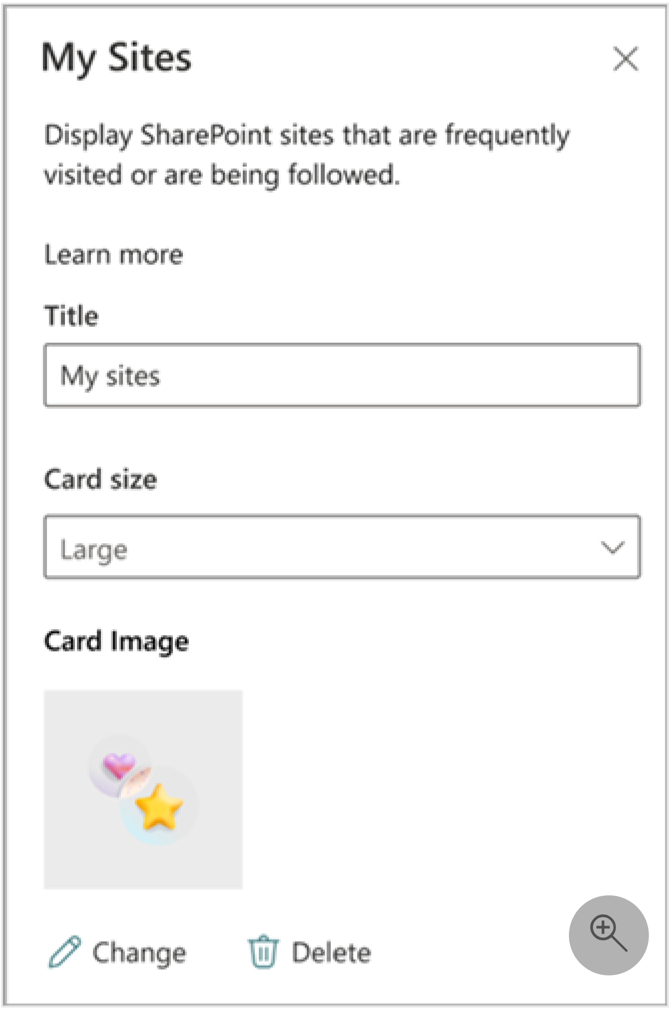
2. Select **My Sites** from the dashboard toolbox.

3. Select the **edit pencil** to the left of the card to open the properties pane for the My Sites card.

4. Enter a **Title** for the card.

5. Choose your card size from the **Card size** drop-down list.

6. To change the card image, select **Change**, then select an image or upload your own.



7. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.

Add the News card

Add the News card to the Viva Connections Dashboard to promote news from various sources that you wish to prominently display, including boosted news from SharePoint. If you choose a boosted news post, they'll display in the News card during the boost period.

1. While in edit mode, select **+ Add a card** from the dashboard.

2. Select **News** from the dashboard toolbox.

3. Select the **edit pencil** to the left of the card to open the properties pane for the News card.

4. Add a title and select a card size.

5. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information, see the section on Audience targeting.

6. For a news source, select one of the following options:

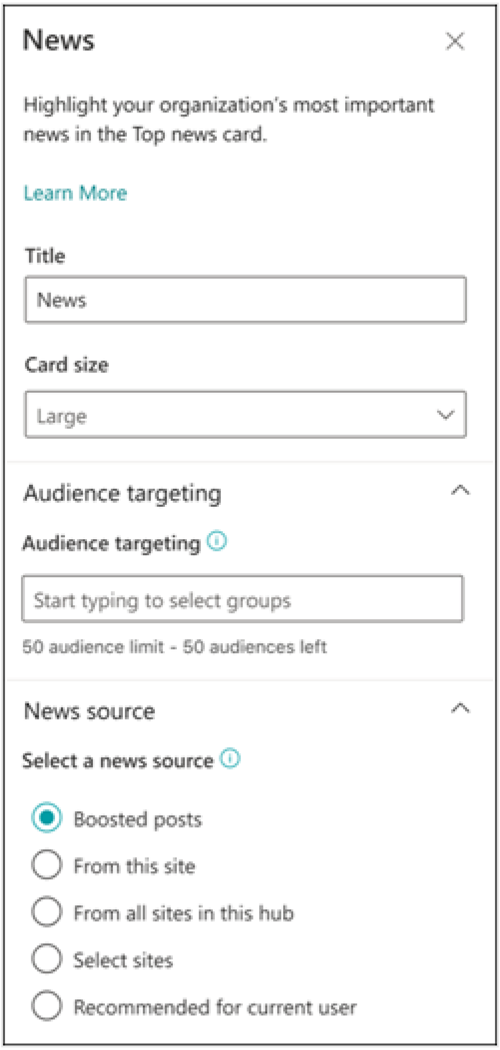
   - **Boosted posts**: Displays any SharePoint boosted news posts from the organization's news sites only. The word "Boosted" displays at the top of the card.

   - **From this site**: Pulls news from the hub site that the current site is a part of.

   - **From all sites in this hub**: Pulls news from all sites within your SharePoint hub.

   - **Select sites**: Pulls news from one or more individual sites (if selected, a list of sites associated with your SharePoint hub displays).

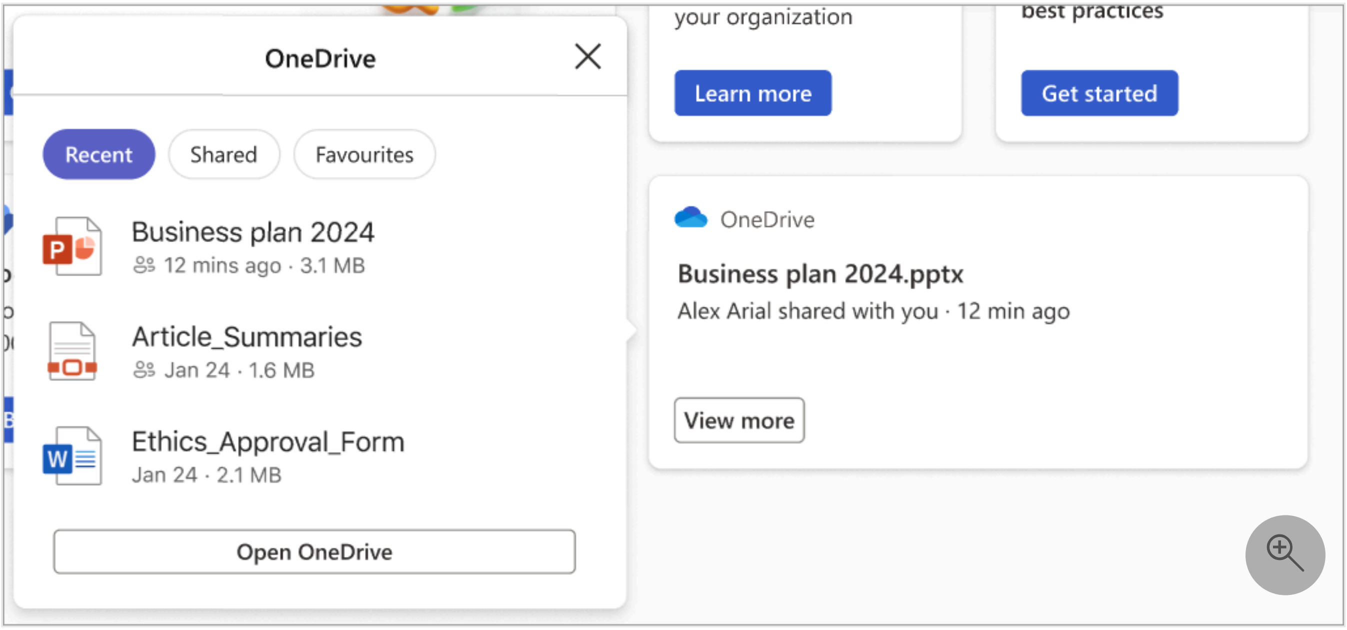
   - **Recommended for current user**: Displays news posts for the current user from people the user works with; managers in the chain of people the user works with, mapped against the user's own chain of management and connections; the user's top 20 followed sites; and the user's frequently visited sites.



Add the OneDrive card

The OneDrive card (previously known as Files) connects individuals to their own recent, shared, or favorite files in their OneDrive account. Users can review files they have access to from their Connections experience and open them from the OneDrive card.

> ⓘ **Note**
>
> Office files like Word, PowerPoint, and Excel will be opened in their respective Teams app. All other file types will be opened in their respective web or local app.



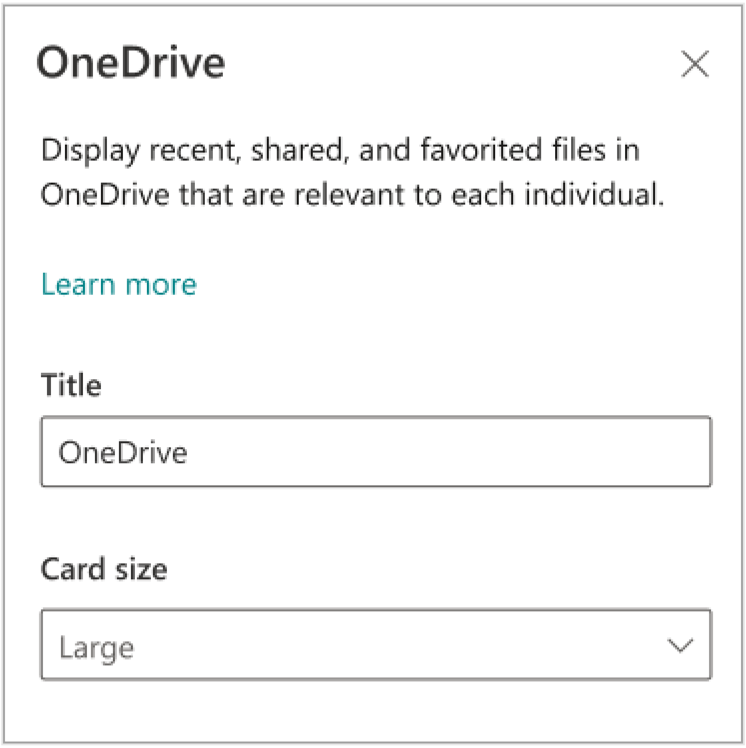
1. While in edit mode, select **+ Add a card** from the dashboard.

2. Select **OneDrive** from the dashboard toolbox.

3. Select the **edit pencil** to the left of the card to open the properties pane for the OneDrive card.

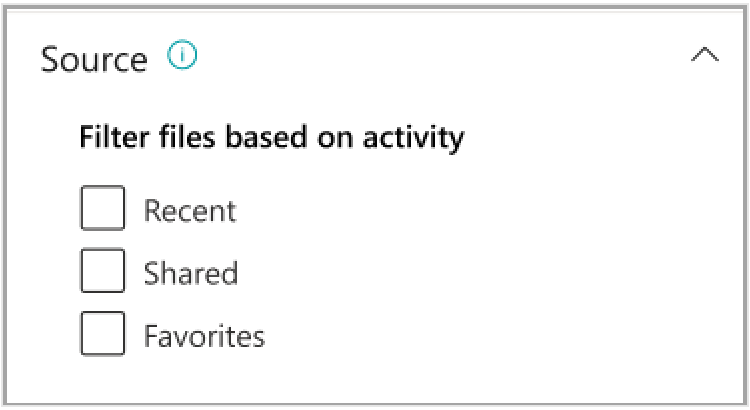
4. In the property pane on the right, enter a **Title** for the OneDrive card.

5. Choose your card size from the **Card size** drop-down list.



6. Select a **Source** for files to be displayed from:

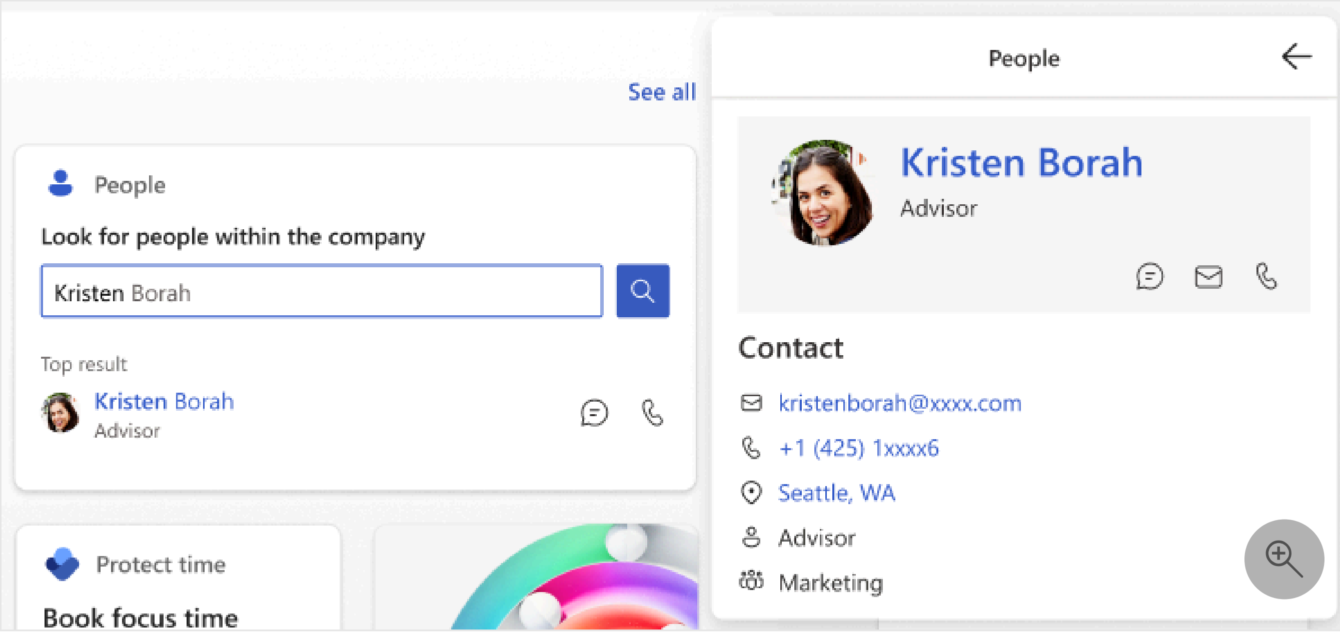
   - **Recent**: Recent files the user accessed display.
   - **Shared**: Files that shared with the user display.
   - **Favorites**: Files that the user marked as "favorite" display.



7. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), enter one or more Microsoft 365 groups into the **Audience targeting** field. For more information on audience targeting, see Audience targeting.

Add the People card

The People Search card automatically retrieves contact information from members of your organization using Microsoft Entra ID. Users can access the People Search card to look up contact information and can jump into chat, email, or a call with the contact directly from the card view.



1. While in edit mode, select + **Add a card** from the dashboard.

2. Select **People** from the dashboard toolbox.

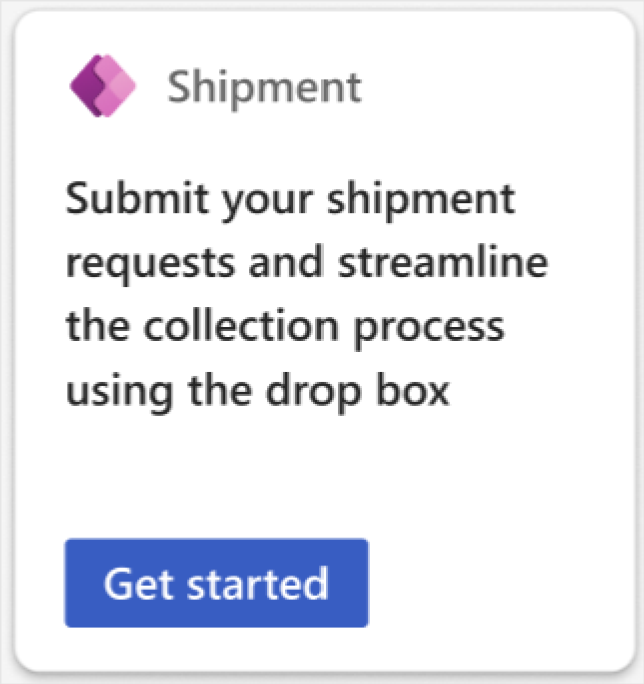
3. Select the **edit pencil** to the left of the card to open the properties pane for the People card.

4. In the property pane on the right, choose your card size from the **Card size** drop-down list.

5. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.

Add the Power Apps card

You can create a dashboard card using Power Apps for use in Viva Connections. Design a lightweight power app to check daily sales numbers, shipment requests, vacation requests then bring it into Viva Connections by pasting a URL.

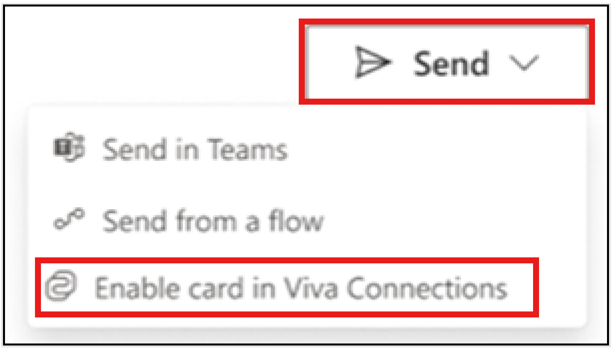


ⓘ Note

- You'll need a Power Apps account and have created a card in Power Apps in order to bring one into Viva Connections.
- Only cards based on the Dataverse connector are supported.
- All Viva Connections users need to have the Basic User security role in the Power Apps environment where the card is created.

1. Access your Power Apps account to create your card. For more information about cards for Power Apps, see the overview documentation.

2. After creating your Power App, select **Send** and choose **Enable card in Viva Connections**.



3. When asked to Enable as a card in Viva Connections, select **Enable**.

ⓘ Note

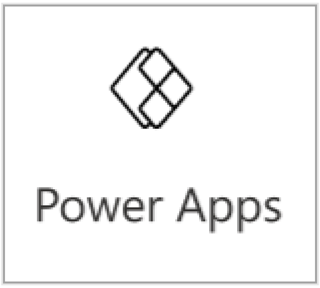
If you're updating a Power App card that was previously enabled and added to Viva Connections, the new version will automatically update in Viva Connections once enabled.

4. Copy the **URL** for your card.

5. Access your Viva Connections instance.

6. While in edit mode, select **+ Add a card** from the dashboard.

7. Select **Power Apps** from the dashboard toolbox.

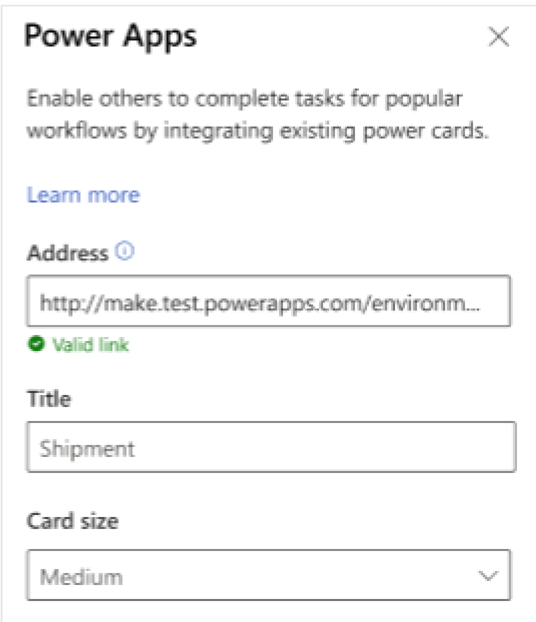


8. Select the **edit pencil** to the left of the card to open the properties pane for the Power Apps card.

9. In the property pane on the right, paste the URL from your created Power Apps card in the **Address** field.

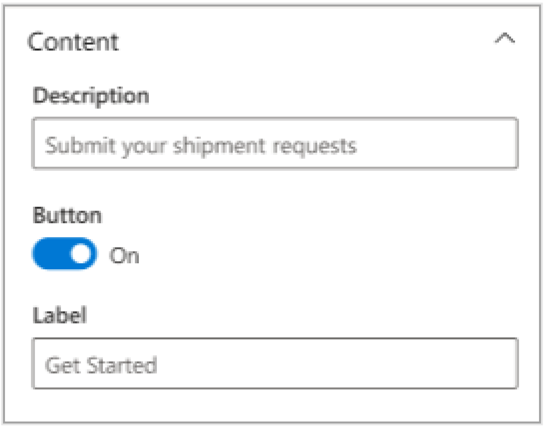
10. Enter a **Title** for the event card.

11. Choose your card size from the **Card size** drop-down list.



12. Enter a **Description** for your card.

13. The **Button** can be toggled on and off. If enabled, enter a name in the **Label** field.

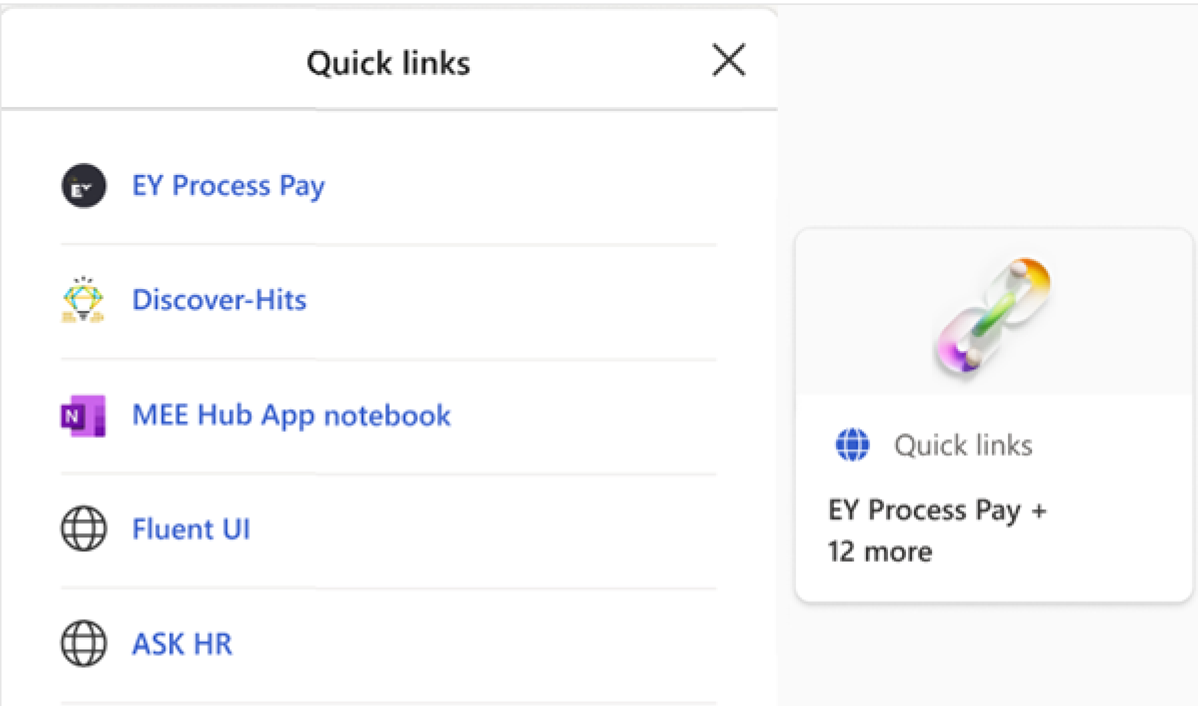


14. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.

For more information, see the documentation on using Power Apps.

Add the Quick links card

Use the Quick links card to provide a list of relevant links or files selected by admins to users. Users can select the link to be taken to the respective web page or file.



1. While in edit mode, select **+ Add a card** from the dashboard.

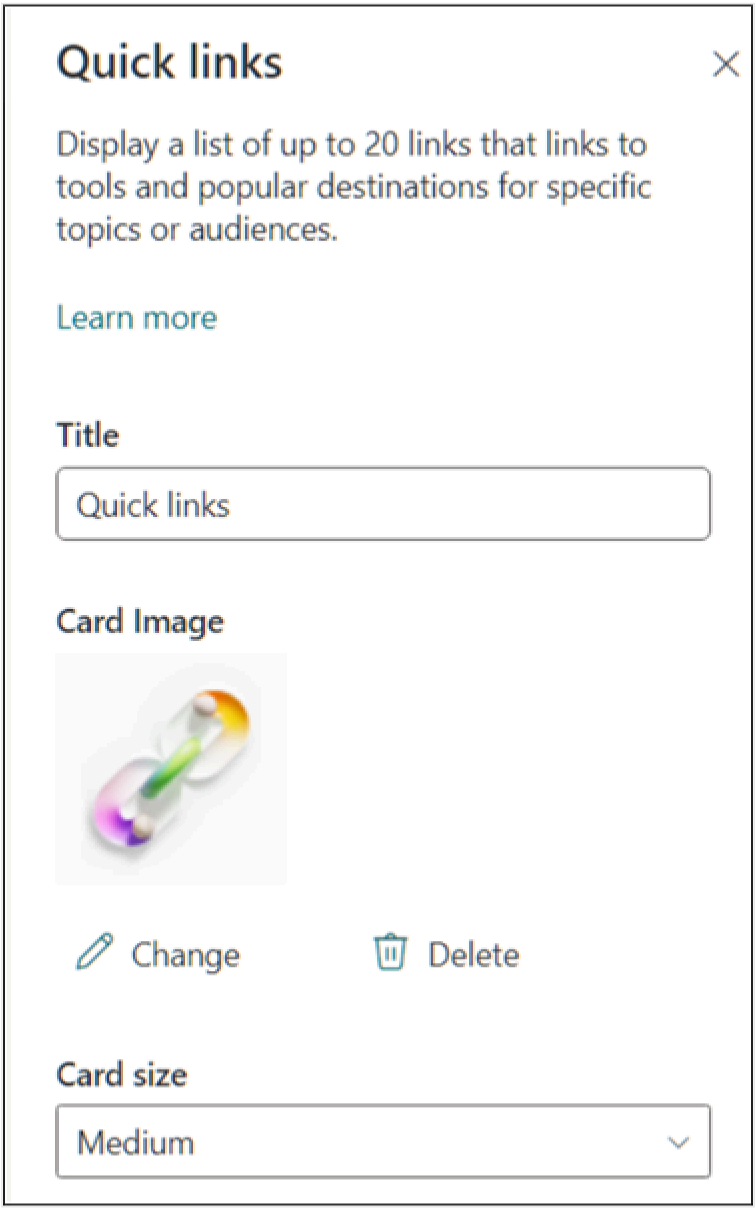
2. Select **Quick links** from the dashboard toolbox.

3. Select the **edit pencil** to the left of the card to open the properties pane for the Quick links card.

4. In the property pane on the right, enter the **title** for the Quick links card.

5. To change the card image, select **Change**, then select an image or upload your own.

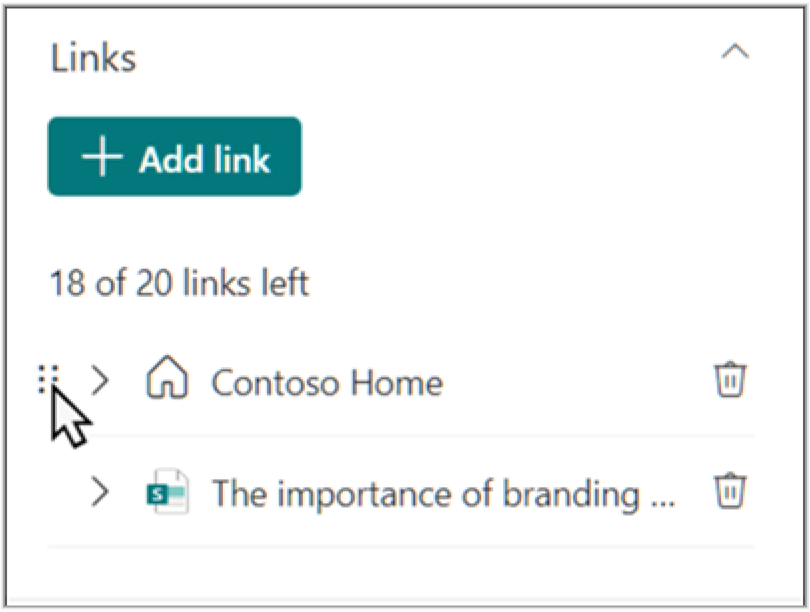
6. Select a **card size** for the Quick links card.



7. Under links, select **+ Add link** to add a URL, SharePoint page, or files. Added links show below the **+ Add link** button. You can add up to 20 links.

8. Once added, links can be edited in the following ways:

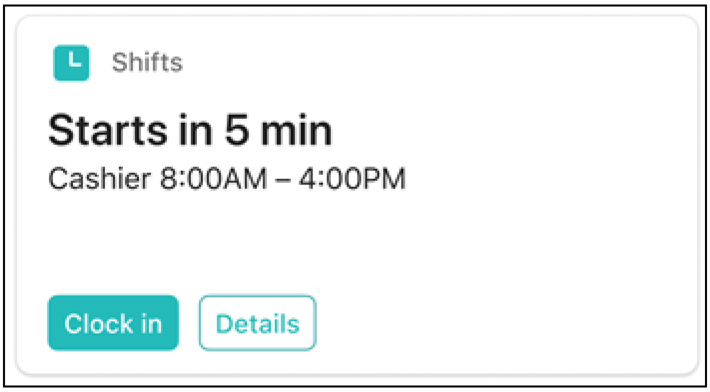
- **Rearrange** – Select and drag to the left of the link to reposition it within your quick link list.
- **Delete** – Select the trashcan to delete the selected link.
- **Edit** – Select the arrow to edit the link URL, title, and thumbnail image.



9. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.

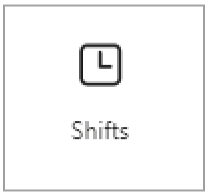
Add the Shifts card

The Shifts card shows users information about their next or current shift from the Shifts app in Teams. They can also clock in and out and track break time when Time clock is enabled in Teams.



1. While in edit mode, select **+ Add a card** from the dashboard.

2. Select **Shifts** from the dashboard toolbox.



3. In the property pane on the right, choose your card size from the **Card size** drop-down list.

4. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.

Add the Stay Engaged card

The Stay Engaged card can be added to help users access their Viva Engage feed conversations from within the Connections app, enabling employees to stay updated with important communications and relevant updates from their organization. Users can easily engage with conversations relevant to them without needing to switch apps.

> ⓘ **Note**
>
> The Stay Engaged card will be automatically added to unconfigured dashboards.

1. While in edit mode, select + **Add a card** from the dashboard.

2. Select **Stay Engaged** from the dashboard toolbox.

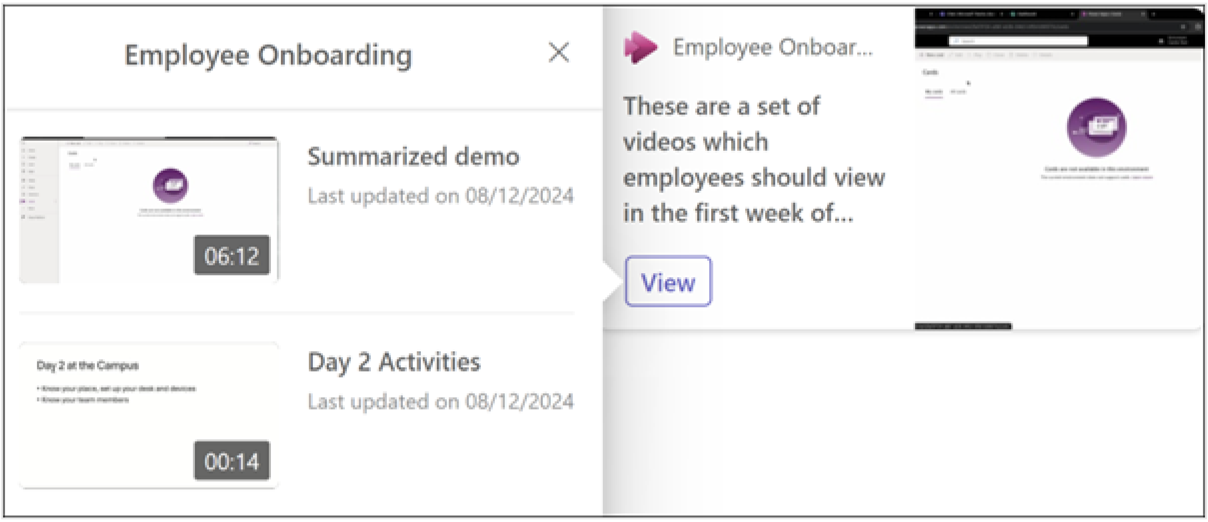
3. Select the edit pencil to the left of the card to open the properties pane for the Stay Engaged card.

4. In the property pane on the right, choose your card size from the **Card size** drop-down list.

5. To target your card to specific audiences (only audiences you specify will see the card in the dashboard), **enable audience targeting**. Learn more about audience targeting.

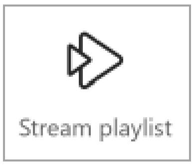
Add the Stream playlist card

The Stream playlist card displays a list of videos to users that can be viewed in Microsoft Stream by selecting an existing playlist from a SharePoint site. For more information, see the article on creating a playlist from SharePoint.



1. While in edit mode, select + **Add a card** from the dashboard.

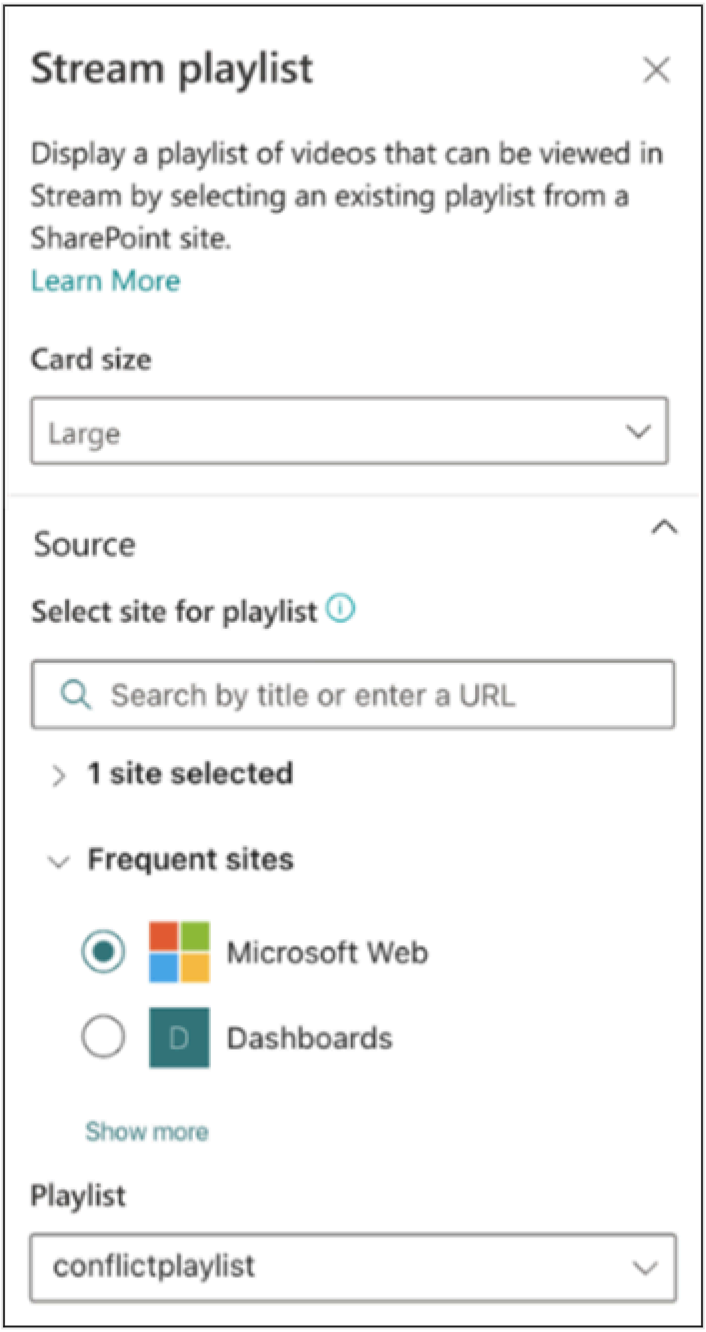
2. Select **Stream playlist** from the dashboard toolbox.



3. Select the **edit pencil** to the left of the card to open the properties pane for the Play list card.

4. In the property pane on the right, choose your card size from the **Card size** drop-down list.

5. Under source, select a **SharePoint site** that has the playlist you wish to display. You can search for a SharePoint site by its title, URL, or select from a list of frequented sites.



6. Under playlist, select the **playlist** from the drop-down of available playlists found from your selected source.

7. Enter a **Title** and **Description** for the selected playlist.

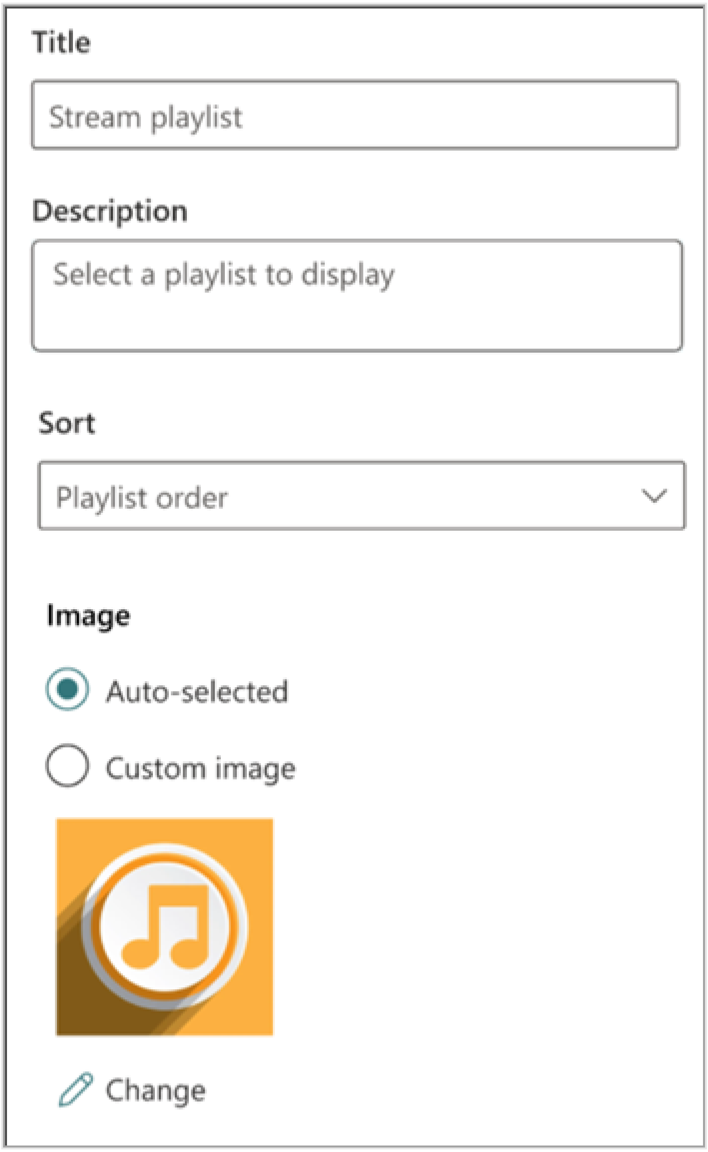
8. Under sort, select one of the following options:

   - **Playlist Order**: Videos play in the order set within the selected SharePoint playlist.
   - **Last Created**: Videos play in order based on the date they were last created.
   - **Last Updated**: Videos play in order based on the date they were last updated.

9. Under Image, select **Auto-selected** or **Custom image**:

   - **Auto-selected**: Displays an image for your playlist that comes from your selected SharePoint page.

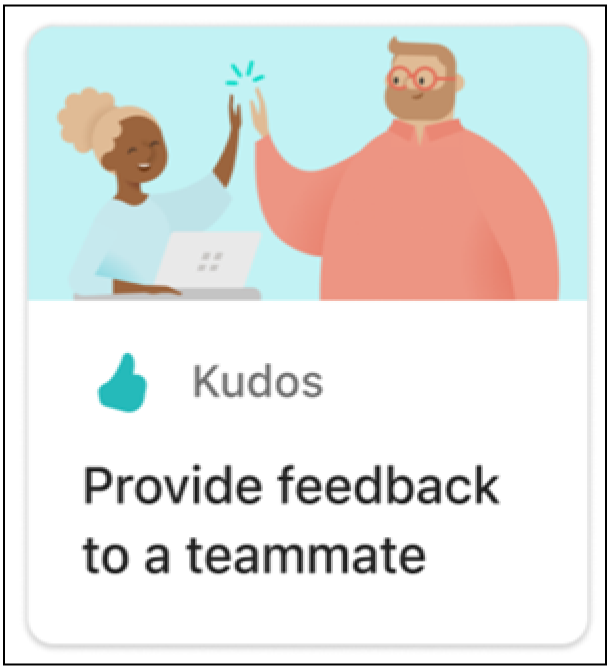
- **Custom image**: Select custom image then Change to upload your own image or select an existing image from your site or from an online source (for example, web search, OneDrive, Site).



10. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.

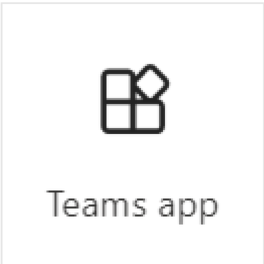
Add the Teams app card

A Teams app card allows you to create a card for an existing Teams app.

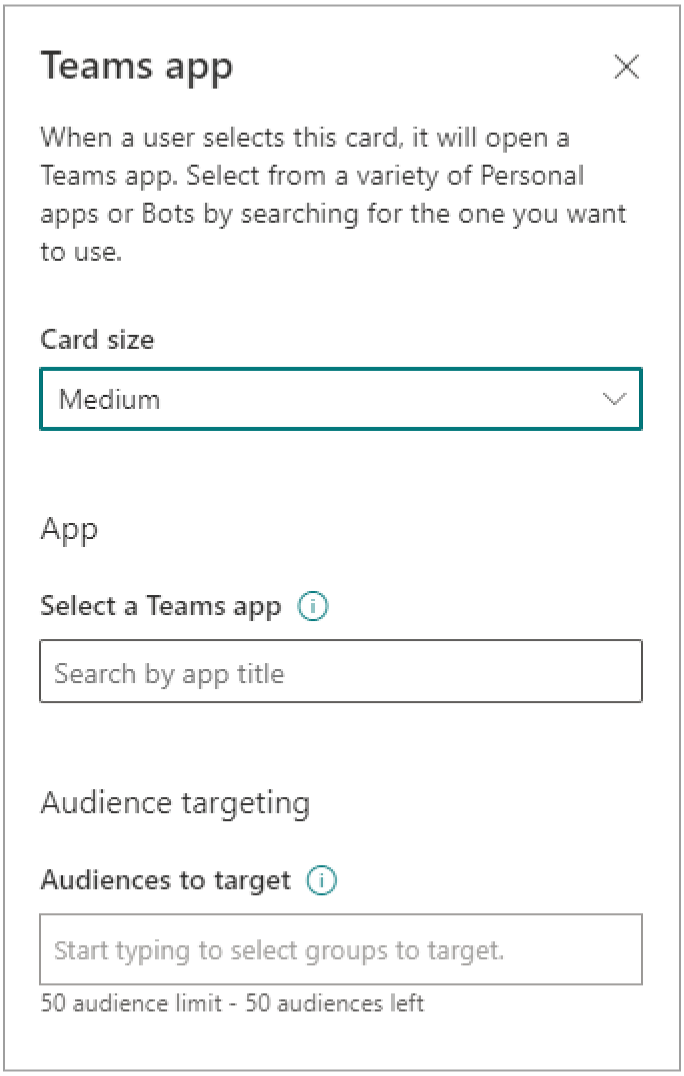


1. While in **edit** mode, select **+ Add a card** from the dashboard.

2. Select **Teams app** from the web toolbox.



3. In the **property** pane on the right side of the page, select your options.



4. Select a size for the card from the **Card size** drop-down list.

5. Search for the Teams app you want to use, and then select it from the list.

6. Set the card-display options:

   - Enter a title for the card in the **Card title** text box. (This title won't change your page title; it's the title that is displayed on the top of the card.)
   - Enter a description for the card in the **Card description** text box. This description is displayed in larger text under the title.

7. If you want to target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.

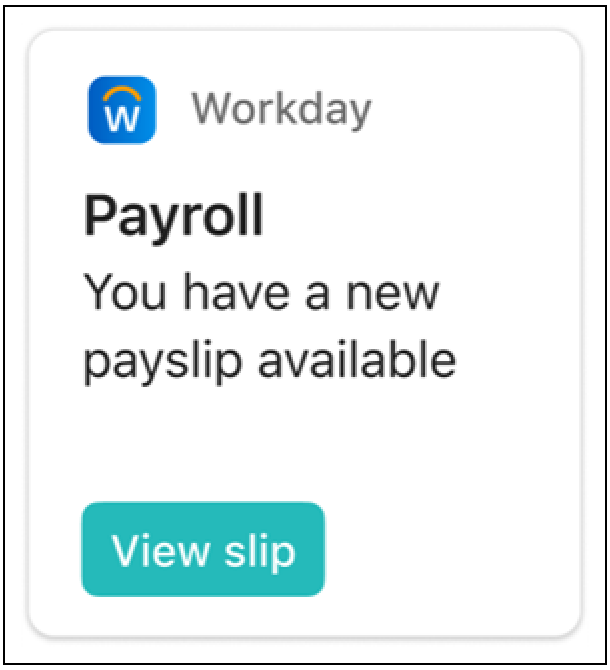
Add a partner card or Microsoft app

The Viva Connections dashboard and mobile experience can be extended and customized using cards, which are based on adaptive cards and the SharePoint Framework (SPFx). These adaptive cards are used to display data, complete tasks, and connect to Teams Apps, Websites, and mobile apps on Viva Connections. They provide a low-code solution to bring your line-of-business apps into the dashboard.

To create custom experiences on Viva Connections dashboard and Viva Connections Mobile App, developers must use the SPFx to create custom Adaptive Card Extensions (ACE). To learn more about creating ACE, see the following tutorial: Build your first SharePoint Adaptive Card Extension. Learn more about Viva Connections extensibility.

Add a partner card

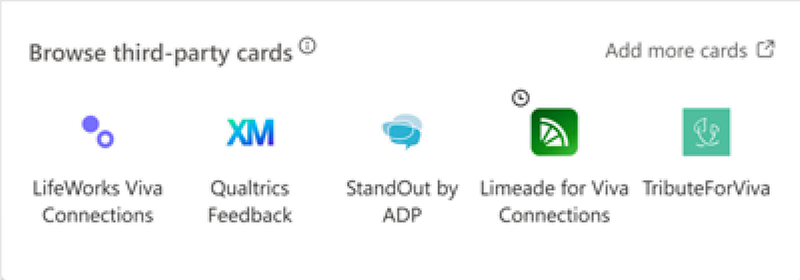
There are three ways to get partner apps and solutions integrated with the Viva Connections dashboard. The following image shows an example of a partner card.



Option 1: Discover and request apps from the Viva Connections card toolbox

Partner cards and an entry point to browse more cards in the app store will automatically display in the card toolbox. Depending on your level of permissions, you might need to request the app before it can be used on the dashboard. Learn more about managing partner apps.

> ⓘ **Note**
>
> - Site owners managing the Viva Connections dashboard will need to request partner apps before they're available in the card toolbox.
> - Some partner apps require a service plan agreement with your organization.



1. While in edit-mode, select + **Add card** from the dashboard.
2. Partner options appear in the **Suggested cards** section. Select one of the cards displayed or browse more cards by selecting **Add more cards**.
3. Request the cards you'd like to add to the toolbox and the requests will be sent to the App Catalog Admin for their approval.
4. You'll receive an email to confirm if your request has been approved or denied by the App Catalog Admin.
5. Once your request has been approved, refresh the page to see the new card display in the toolbox.

Option 2: Acquire the app from a Microsoft AppSource or the SharePoint store

- If you're building a dashboard, you can request the app directly, but you need approval from an admin of the tenant-level app catalog to continue with the installation
- If you're an **admin** of a tenant-level app catalog, you can deploy business apps directly. You can acquire apps from non-Microsoft developers by browsing the Microsoft AppSource or SharePoint store (recommended).

Get step-by-step guidance on how to request and deploy an app, and add an app to your site. For tenant admin, learn how to manage apps in the App Catalog.

Option 3: Acquire the app directly from the partner developer

> **Note**
>
> SharePoint administrative permissions are required to complete this task.

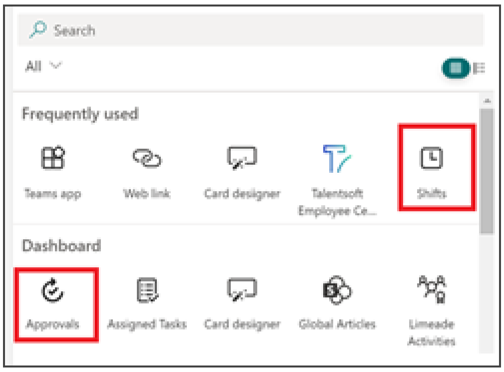
You can request apps directly from the Viva Connections partner developers and partners. Admin permissions are required to add the app to tenant level app catalog.

Add a Microsoft app as a card on the dashboard

A Microsoft app card allows you to create a card that links to Microsoft apps (For example: Shifts, Approvals, Task, etc.). Microsoft apps cards are available out of the box when Viva Connections is enabled.

1. While in edit mode, select + **Add a card** from the dashboard.

2. Select the Microsoft App you want to add from the web toolbox.



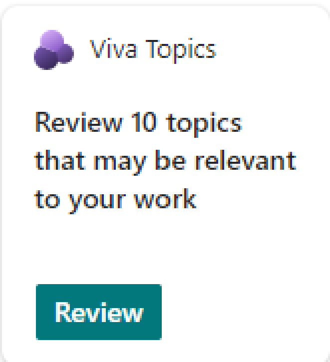
3. Select your options in the property pane on the right side of the page.

4. When you **Republish**, the card appears on your dashboard.

Add the Viva Topics card

Topics has two different cards. The **Topics Contribute card** can be used to reach people who are known knowledge managers and are already engaged with topics and knowledge areas. Topics and knowledge areas are dynamically displayed in the card based on the viewers interests, current projects, and expertise. The **Topics Discover card** can be used to view topics and knowledge areas for people who could be interested in learning more or contributing to a topic.

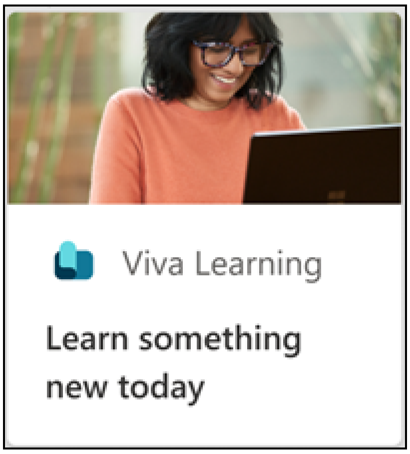
Learn more about the two different cards.



Add the Viva Learning card

The Viva Learning card provides users quick-links to recommended trainings, and can be set to target specific trainings to certain individuals. Users can easily access their required trainings by selecting the Viva Learning link.

Content in the cards is dynamic and changes according to settings in Viva Learning. The following are three examples of Viva Learning card states that display different information depending on the viewer and Viva Learning settings.



1. While in edit mode, select + **Add a card** from the dashboard.

2. Select **Viva Learning** from the dashboard toolbox.

3. In the property pane on the right, choose your card size from the **Card size** drop-down list.

4. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.

Add the Viva Pulse card

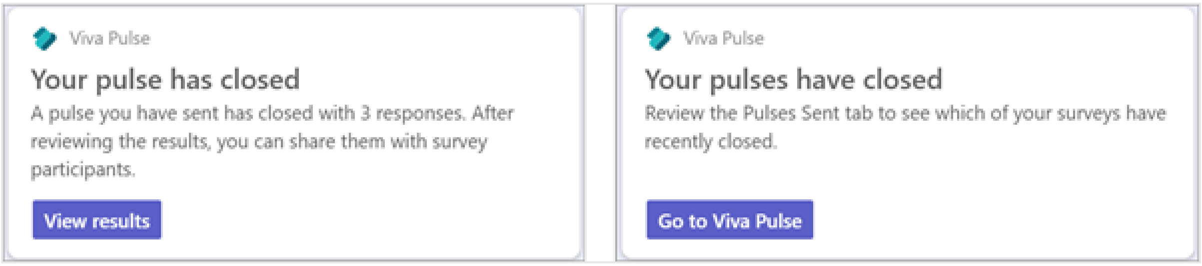
Invite managers and team leads to send requests for feedback or view feedback results using the Viva Pulse card. The card provides a way for feedback authors to access and interact with active or recently closed feedback pulses. This provides feedback authors and feedback providers with a direct link to their account in the Viva Pulse Teams app.

ⓘ Note

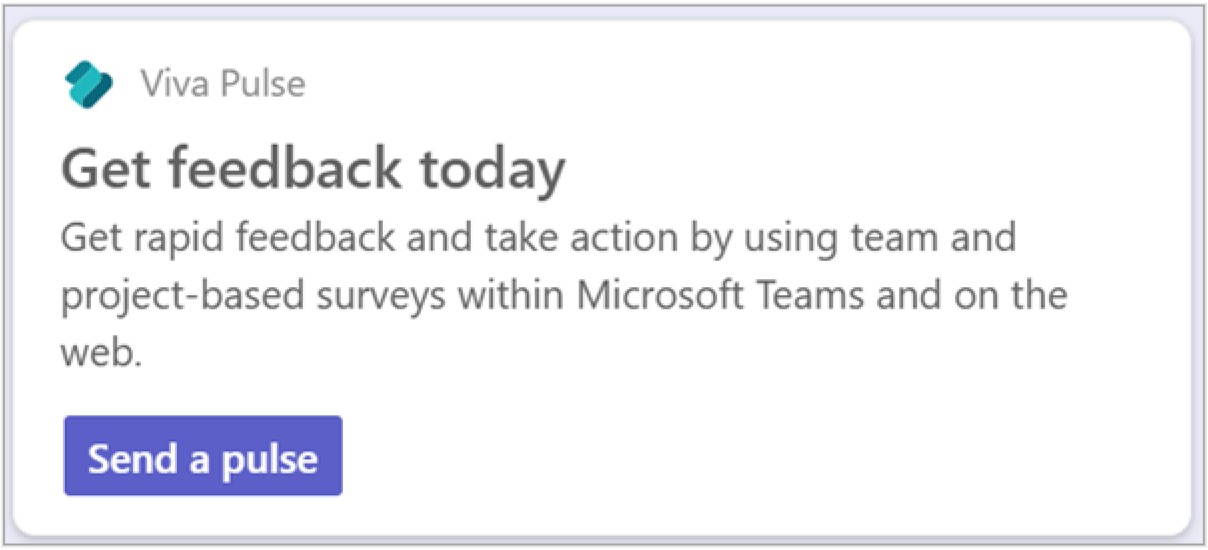
- It’s recommended admins set up the Viva Pulse app for their organization and pin it as an app in Microsoft Teams so users can fully experience the Viva Pulse card. For more information, see the article on manage, install, and pin Viva Pulse in the Teams admin center.
- Users will only see the Viva Pulse card if their organization is licensed for Viva Pulse.

Content in the card is dynamic and changes according to the users role in Viva Pulse and if a feedback pulse is active. The following are examples of Viva Pulse card states that display different information depending on the viewer’s role and if any active or recently closed feedback pulses are available.

The Pulse card tells feedback authors the number of responses an active or recently closed pulse received and provides a link to feedback results in their Viva Pulse account for the recently closed pulse. When multiple feedback results are available, authors are directed to their **Pulses sent** tab within the Viva Pulse Teams app.



When no open pulses are available, the card displays **send a pulse**, which brings the author to the Viva Pulse Teams app where they can create a new request for feedback to be sent out.



ⓘ Note

- Viva Pulse requires a license to send pulse requests for feedback and to review results. A license is **not required** to respond to a pulse. For more information on Viva

Pulse licensing, see the article on Licensing requirements.
- The Viva Pulse card requires the Viva Pulse app to be enabled in Microsoft Teams for the card to display information

To add the Viva Pulse card to your dashboard:

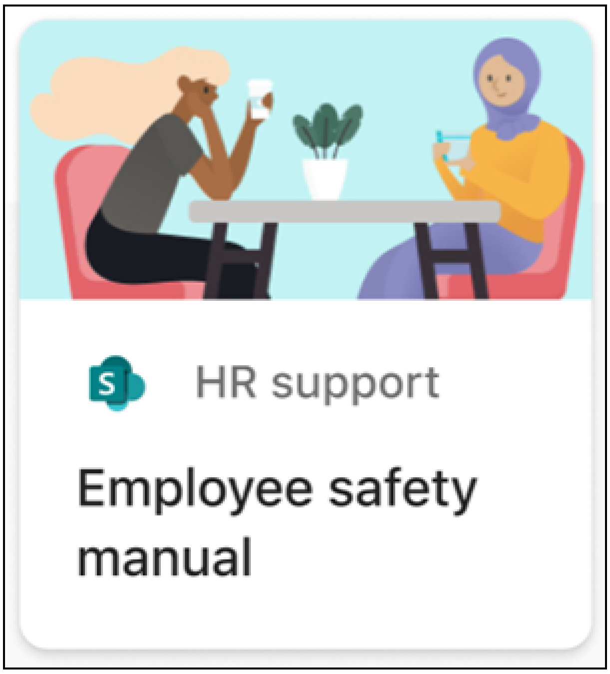
1. While in edit mode, select + **Add a card** from the dashboard.
2. Select **Viva Pulse** from the dashboard toolbox.

3. In the property pane on the right, choose your card size from the **Card size** drop-down list.
4. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.

For more information on using Viva Pulse as a feedback author or feedback recipient, see the Viva Pulse documentation here.

Add the Web link card

Add a web link card when you want your users to go to an internal or external link on a web site.



1. While in **edit** mode, select + **Add a card** from the dashboard.

2. Select **Web link** from the web toolbox.

3. In the property pane on the right side of the page, select your options.

4. Select a size for the card from the **Card size** drop-down list.

5. Enter the URL for your link in the **Link** text box.

6. Set the card-display options:

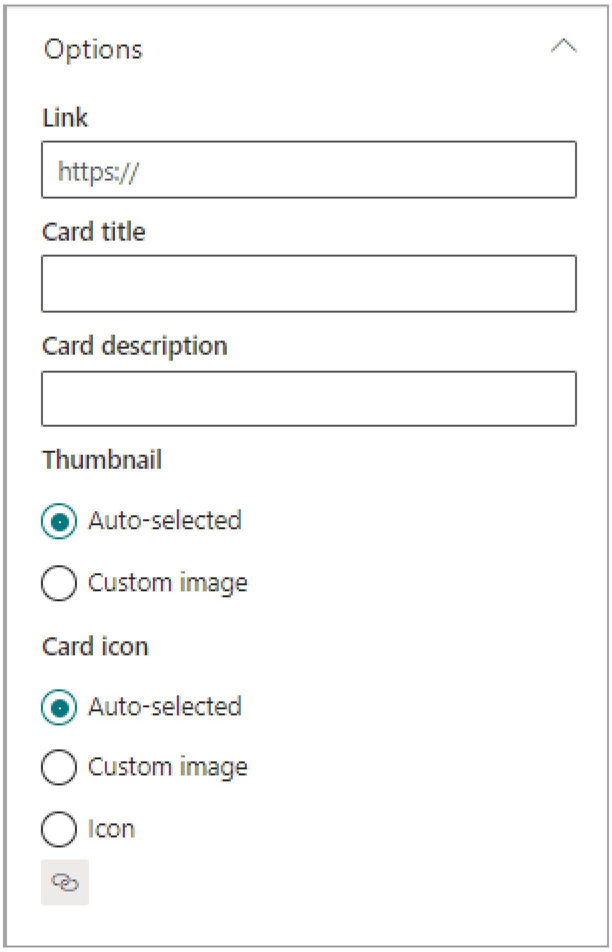
   - Enter a title for the card in the **Card title** text box. (This title won't change your page title; it's the title that is displayed on the top of the card.)
   - Enter a description for the card in the **Card description** text box. This description is displayed in larger text under the title.

7. Under **Thumbnail**, select one of the following options:

   - **Auto-selected**: This option when chosen automatically displays an image at the top of your card that comes from your page.
   - **Custom image**: This option when chosen enables the **Change** button. You can select this button to choose an image you want to use.

8. Under **Card icon**, select one of the following options that enable the icon to be displayed on the left side of the card title:

    - **Auto-selected**: This option when chosen automatically displays a built-in icon associated with the page.
    - **Custom image**: This option when chosen enables the **Change** button. You can select this button to choose an image you want to use.
    - **Icon**: This option when chosen enables the **Change** button. You can select this button to choose from a set of stock icons.



9. To target your card to specific audiences (that is, the card only displays in the dashboard to the audience you specify), select one or more groups to target. For more information on audience targeting, see Audience targeting.

More Resources

Create a Viva Connections dashboard and add cards

Design your own dashboard card with the card designer

Create a Viva Connections dashboard in more than one language

Article • 01/22/2025

Create a Viva Connections dashboard that can be viewed in multiple languages. Start by enabling the multilingual experience, select languages, and then assign translators.

> **Note**
>
> You must have member level permissions or higher to edit multilingual settings.

Step 1: Navigate to the Viva Connections dashboard

Depending on whether your organization has a SharePoint home site or not determines where you go to access the multilingual settings.

If your organization has a home site:

1. Navigate to your organization's home site in SharePoint.

If your organization doesn't have a home site:

1. Navigate to the Viva Connections app in Teams.
2. Select **Edit** in the dashboard section.
3. Then select **Dashboard details**.
4. Copy the link to the dashboard under **Properties** > **Name**.
5. Paste the link in a browser and then go to **Settings** in the top-right corner.

Step 2: Enable the multilingual experience and choose languages in Site settings

1. Select **Settings** from the top right, and then select **Site information**.

2. At the bottom of the site information pane, select **View all site settings**.

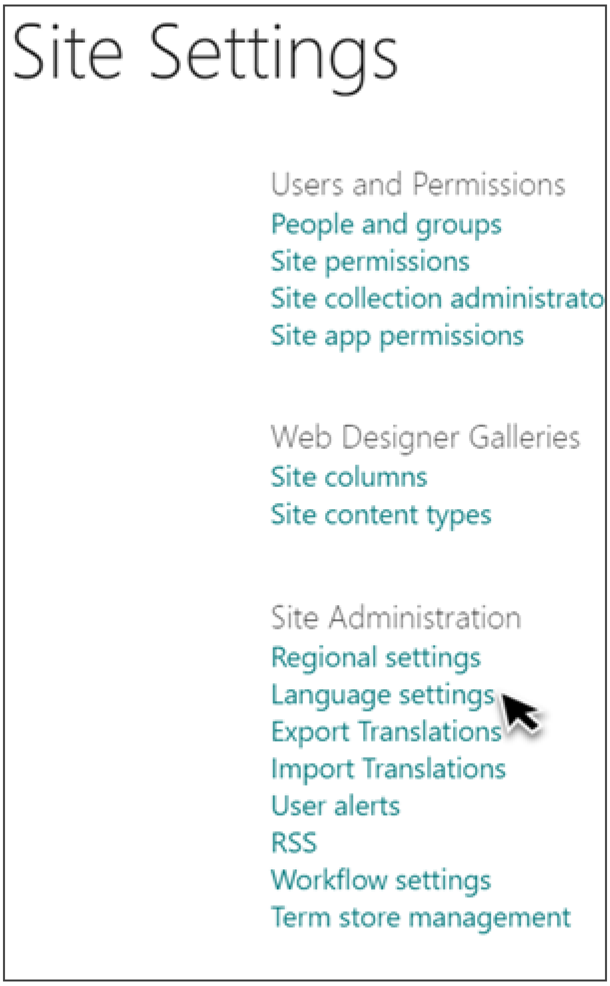
3. Under **Site Administration**, select **Language settings**.

4. Under **Enable pages and news to be translated into multiple languages**, slide the toggle to **On**.

Step 3: Select languages and assign translators

1. Under **Add or remove site languages**, start typing a language name in **Select or type a language**, or choose a language from the dropdown. You can repeat this step to add multiple languages. You can add or remove languages from your site at any time by going back to this page.

2. In the **Translator** column, start typing the name of a person you want to be a translator, and then select the name from the list.



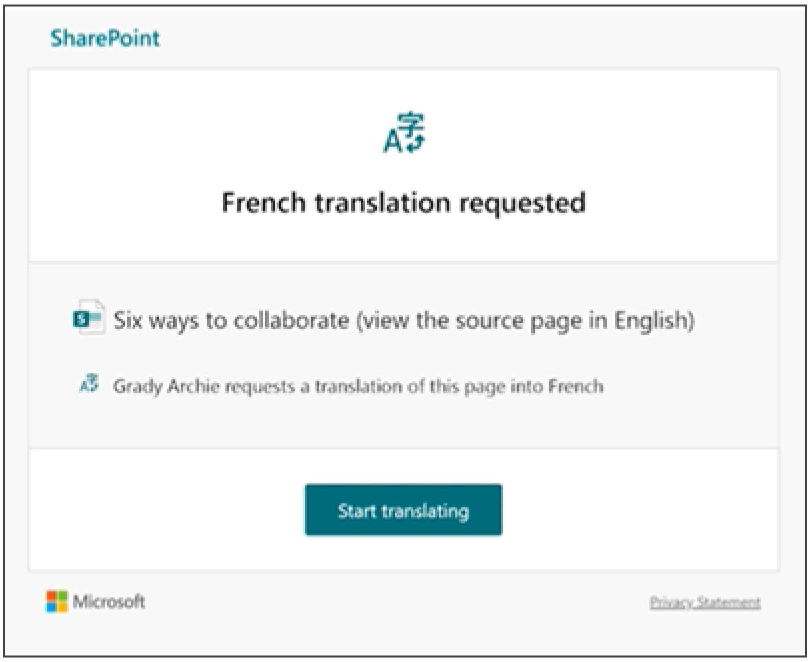
3. Select **Save**.

> ⓘ **Note**
>
> - Anyone in your organization's Active Directory can be assigned as a translator. People assigned as translators won't automatically be given appropriate permissions. When someone without edit permissions to the dashboard tries to access the site, they're directed to a web page where they can request access.
> - You can add or remove languages from your dashboard at any time by going back to this settings page.
> - The default language of a dashboard is set to the language chosen when the dashboard is created. However, when English is among the supported languages, English is treated as the preferred language if the user's preferred language isn't supported by the dashboard. This is a known issue.

Step 4: Create dashboards in specific languages

Translators manually translate copies of the dashboard into one or more languages specified. When you select a language and assign a translator, a copy of the dashboard is created, and translators are notified in an email that a translation is requested. The email includes a link to a copy of the dashboard. An email notification is sent to the person who requested the translation when it's finished. The translator will:

1. Select the **Start translating** button in the email.



2. Select **Edit** on the top right of the dashboard and translate the content.

3. When the translation is done, select **Save as draft** (if you're not ready to make it visible to readers) or, if the dashboard is ready to be visible to everyone who is using that language on the site, select **Publish**.

> ⓘ **Note**
>
> Some components of 2nd and 3rd party Dashboard cards (for example, the card name) might not be translatable.

Step 5: Add a translated dashboard name and description

1. To edit the description, from the dashboard, select **Dashboard settings** in the command bar.
2. **Edit** the dashboard description.
3. To edit the name of the dashboard, navigate to **Settings**, and then **Site contents**, and then find the translated dashboard in **Site pages**. Hover over the dashboard

that you want to rename and select the ellipsis **(...)** and then select **Rename.**

Email notifications

The default dashboard owner and assigned translators receive emails when content is edited, with email notifications batched in 30-minute increments as needed. For example, after the first email related to a page is sent, and an update is made to the default language page, the next notification email or any others that need to be sent, will be batched and sent after 30 minutes.

- When a translation dashboard is created, an email is sent to one or more assigned translators to request a translation. The email includes a Start translating button.
- When a translation dashboard is published by a translator, an email is sent to the person who requested the translation.
- When an update is made to the default language dashboard and saved as a draft or is published, an email is sent to the translator to notify them that an update to the translation dashboard might be required.

More tasks for your multilingual dashboard

After creating dashboards in additional languages, you should confirm which languages are available, update translated versions, and delete translations that are no longer needed.

Confirm the languages the dashboard can be viewed in

The status of the translation of the dashboard (draft saved, published, and so on) is shown in the Translation pane next to each language. To see the status:

1. Go to the default dashboard.
2. Select **Translation** at the top of the page.
3. In the Translation pane on the right, the status of each language is shown, and a link to view the dashboard in that specific language.

Find a translated dashboard

You can use the language dropdown at the top of the page, the translation panel, or find the dashboard in the Pages library.

To find it in the Pages library, follow these steps:

1. Go to the Pages library for the home site.
2. Find the dashboard you want to delete in the language folder next to the default language page. The folder can be identified by its two or four letter language code. For example, the French folder is identified as "fr."

Delete a version of the dashboard for a specific language

To delete a translated dashboard, you must perform a few extra steps to break the association between the default language dashboard and the deleted dashboard.

1. Go to the **Pages library** for the dashboard.
2. Find the version of the dashboard you want to delete in the language folder next to the default language page. The folder can be identified by its two or four letter language code. For example, the French folder is identified as "fr."
3. Select the dashboard you want within the folder, and then select the ellipsis (...) to the right of the selected page.
4. Select **Delete**.
5. After you've deleted the version of the dashboard that’s no longer needed, go to the default language dashboard, and select **Edit** at the top right. If you aren't in edit mode, the rest of the steps won't work.
6. Select **Translation** at the top of the page.
7. In the Translation panel, you should see a message indicating that an association with the page has been removed.
8. **Republish** the default language dashboard.

Update the dashboard with new changes or edits

Make changes as needed over time to the dashboard and select **Save as draft** or **Republish**. Then, the translators for the translated dashboard are notified in email that an update has been made so updates can be made to the individual translation pages as well.

Update the default language page

When the default language dashboard is updated, it must be republished. Then, the translators for the translated dashboard are notified in email that an update has been made so updates can be made to the individual translation pages. Translators need to view the version history of the default dashboard to see what content has changed.

Translated dashboards in the Dashboard web part

The Dashboard web part can be used once the dashboard has been published. The Dashboard web part will display in the users preferred language (if different from the default language) if a translated dashboard has been provided.

ⓘ **Note**

- Translation dashboards must be approved and published before they appear.
- Some components of partner dashboard cards (like the card name) might not be translatable.

More resources

Set up the Viva Connections experience in a specific language

Edit the Viva Connections dashboard

Create multilingual communication sites, pages, and news

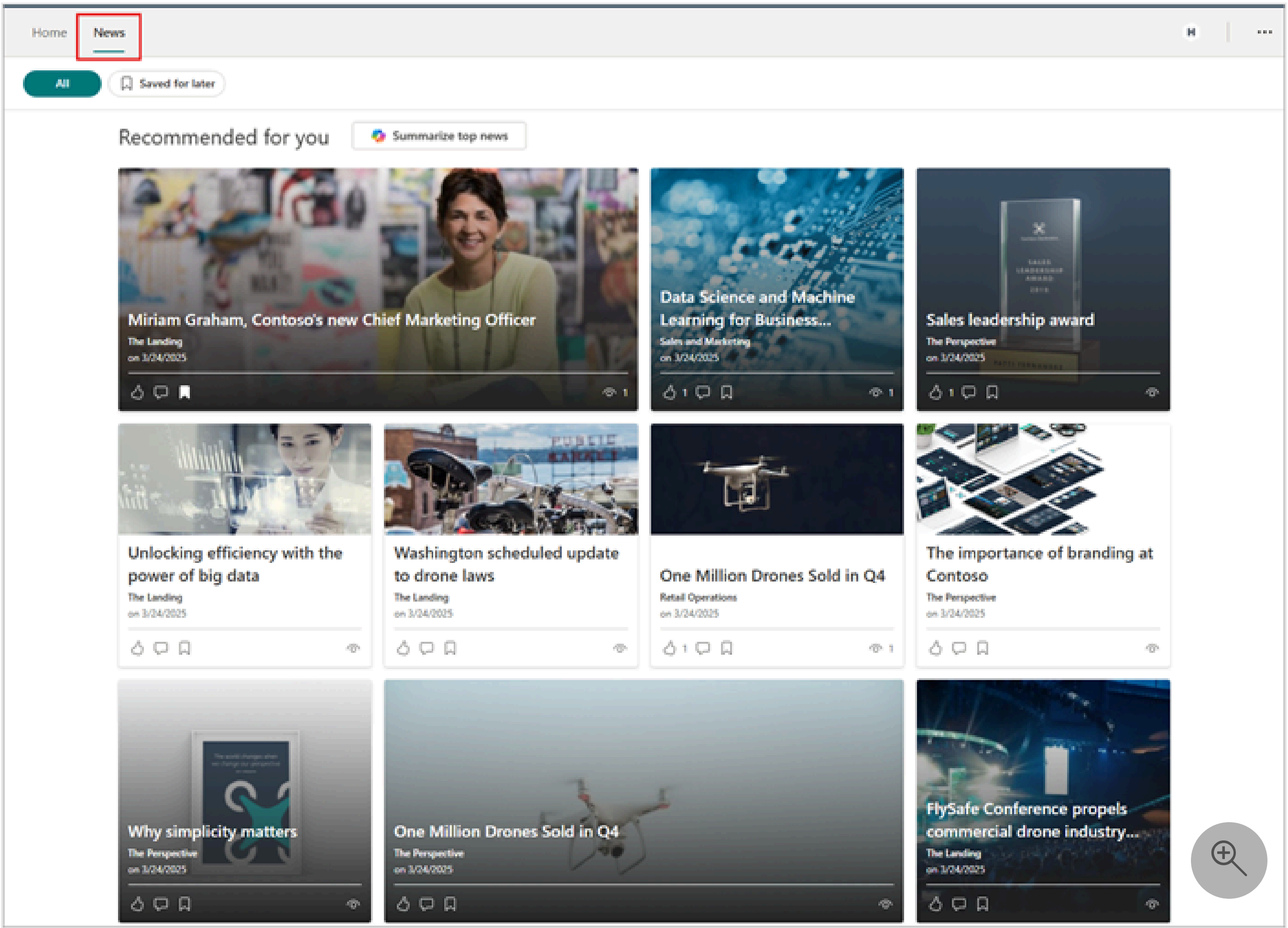
The news reader in Viva Connections

Article • 04/16/2025

The News reader provides users with SharePoint news from across the organizational sites, boosted news, user's followed sites, frequent sites, and people the user works with. News items are presented as news cards in a neat and easy to access immersive reader experience through the News tab. Users can easily Like interesting news, Save news posts to be accessed later, or use Copilot to provide a summary of top news.

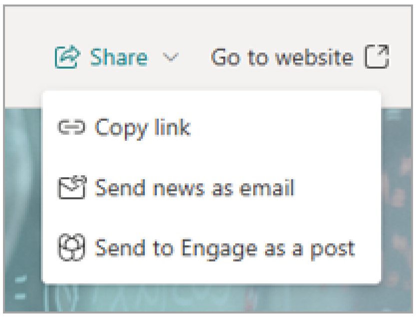
> **Note**
>
> - The news reader experience is being rolled out to users that will replace the current Feed experience across desktop, web, and mobile devices. This update is planned to roll out to all customers across all devices by the end of April 2025.
> - The Copilot powered news summary is currently only available through the desktop version of Microsoft Teams and is rolling out to users with a Microsoft 365 Copilot license.

Users can access the news reader by selecting the **News** tab in their Connections experience.



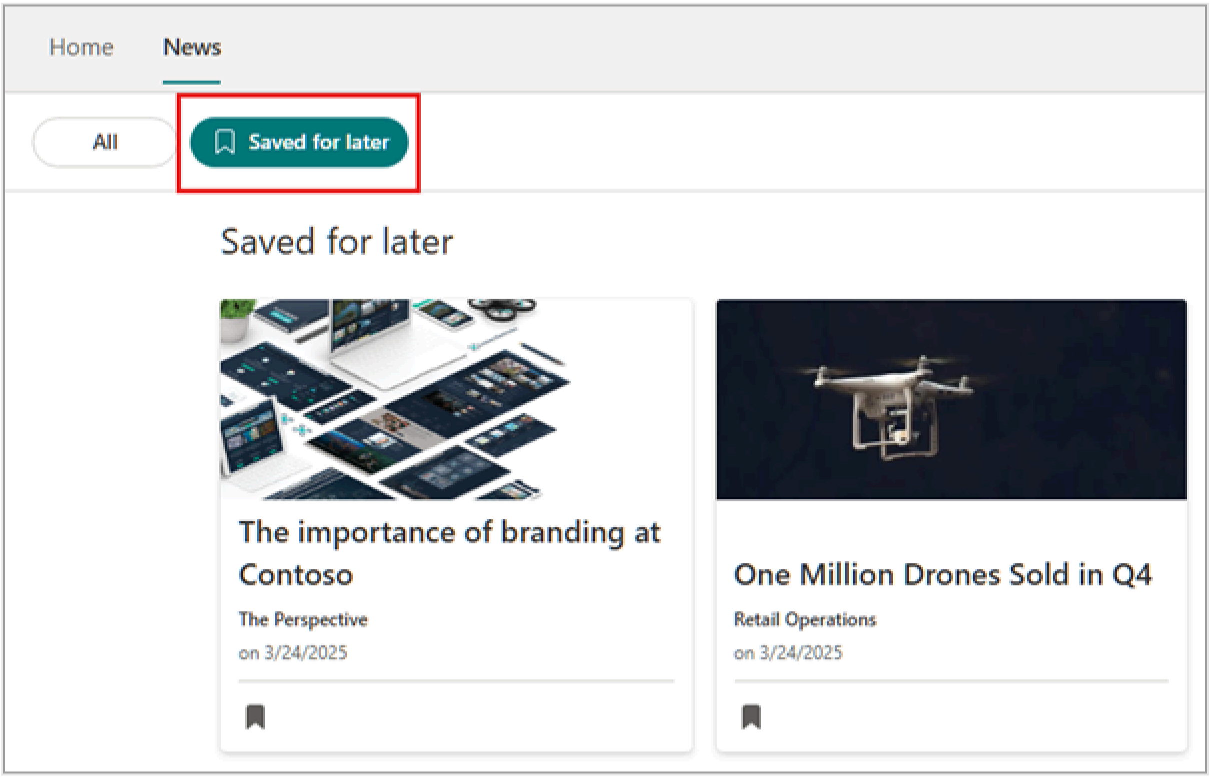
Interacting with news cards

When users access the **News** tab, they see their news feed displayed in grid layout on cards. Selecting a card opens the news within the Connections app itself in an immersive reader experience with access to sharing options and the ability to access the news item in the browser.



Users can select the **thumbs up** icon ( ) on a news card to like the news post, or select the **bookmark** icon ( )to save the news post for later reading. Select the **bookmark** icon again to remove the bookmark.

Bookmarked news items can be accessed by selecting **Saved for later** at the top of the News reader experience.



The Copilot powered news summary

ⓘ Note

The Copilot powered news summary is currently only available through the desktop version of Microsoft Teams and is rolling out to users with a Microsoft 365 Copilot license.

Users are able to summarize the top news articles in their news feed using the **Summarize top news** button located under the **All** section of the News tab.

When selected, Copilot provides an AI generated summary of top news items in a user's feed, giving a quick overview of all the latest information.

For more information on Copilot powered news summary and other Copilot features in Connections, see the Copilot in Viva Connections article and the Copilot in Viva Connections FAQ.

News reader FAQ

What news items are shown to a user?

The news reader is a system driven news feed with SharePoint news posts from the user's followed sites, frequent sites, trending sites, home site, organization news sites, and news posts published by people they work with.

Do admin's have any control over the news items shown here?

News posts published on the home site, organizational news sites, and boosted news are prioritized and show at the top of the news reader experience.

Does the news reader feed support audience targeting?

Yes, news posts are filtered appropriately based on the user's audience memberships. Additionally, if multilingual news posts are available, the news item for the user's preferred language is shown.

Will the Copilot summary work for any language?

The Copilot summary experience respects the end user's language and works for all languages found in the supported languages for Microsoft Copilot article.

How can Engage content be shown in Viva Connections now?

An Engage dashboard card is planned that will replace the existing dashboard card. Specific Engage posts can be pinned through the Spotlight properties. Viva Engage storylines are now natively available in the Microsoft Teams app (for more information, see the blog post on What's new in Viva Engage – Ignite Edition.

Where can I find more information regarding news posts and news link posts?

Refer to create and share news on your SharePoint sites and demystifying SharePoint news for more information.

Why isn't boosted news displaying in the news reader?

It can take up to 24 hours for boosted news created from a new organization news site to appear.

Learn More

Create and share news on your SharePoint sites

Use the News web part on a SharePoint page

Overview of Viva Connections

Copilot in Viva Connections

Copilot in Viva Connections FAQ

Manage the Viva Connections spotlight

Article • 04/16/2025

The Viva Connections spotlight dynamically displays content from the home site, news from SharePoint sites, or links to articles or sites above the dashboard in your Connections experience. Experience owners and admins can dynamically populate extra content in the spotlight by selecting SharePoint sites to automatically pull news posts from or by pinning links to content sources, to display up to 11 items at a time.

Using the spotlight settings allows you to curate news without needing to have SharePoint news on a home site as a prerequisite (which Experience owners can still do if they choose).

Selecting news sources for the Spotlight

SharePoint news sources will display in the spotlight section after any pinned links, and news posts from these sources will automatically populate if there's remaining space. To select a source:

1. Select **Edit** above the spotlight, then **Settings**.

2. Under SharePoint News, select a news source:

   - **This site**: Only displays news posted to this SharePoint home site.

   - **Select sites**: Display all available SharePoint sites within the organization that an owner or admin has access to.

   - **Search all sites**: Search for a site by name or URL.

   > **Note**
   >
   > If you created your Connections experience without a home site, the **this site** option will still show but won't allow you to save since no home site is detected.

3. If selecting a source other than your current site, extra sources display from available SharePoint sources:

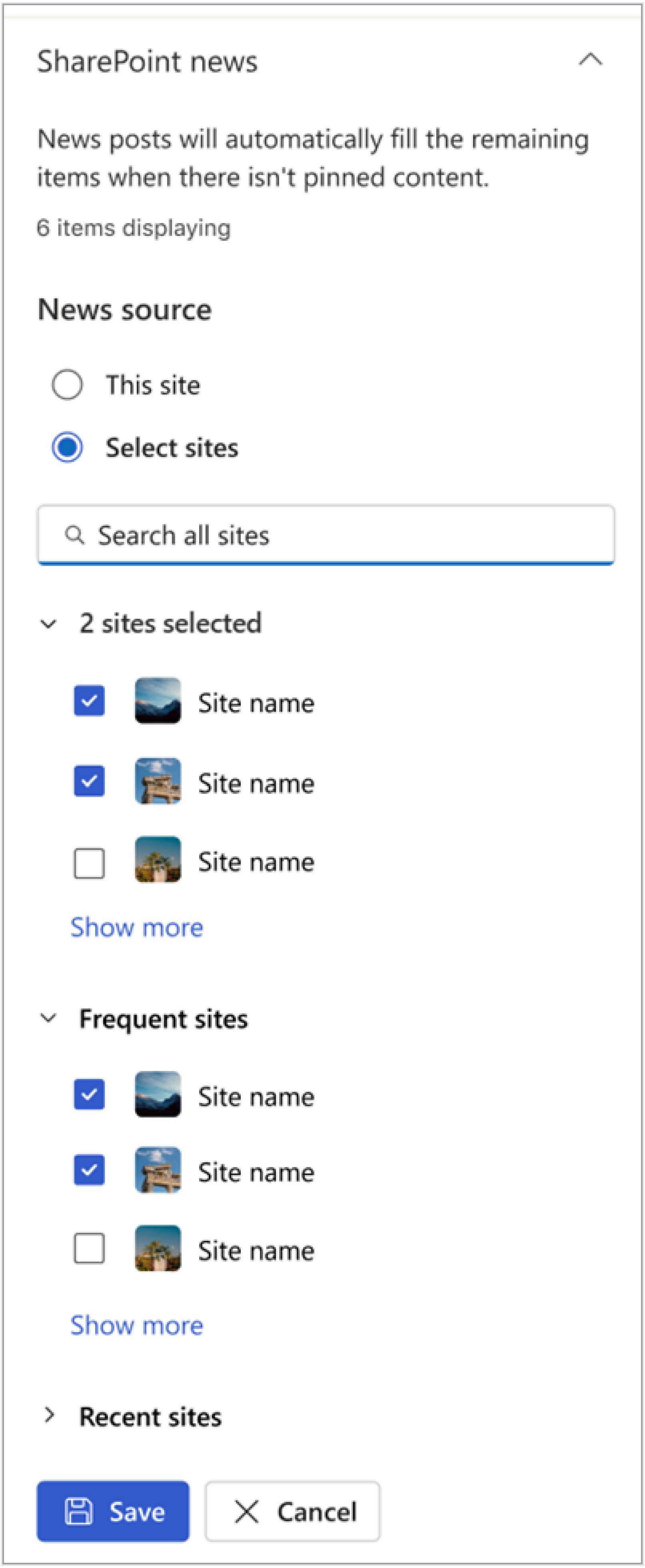
   - **Sites selected**: lists any currently selected SharePoint sites.

   - **Frequent sites**: lists SharePoint sites you've frequently visited.

   - **Recent sites**: lists SharePoint sites you've recently visited.

4. Select the **sites** you want to pull news from.

5. Select **Save** to save your changes.



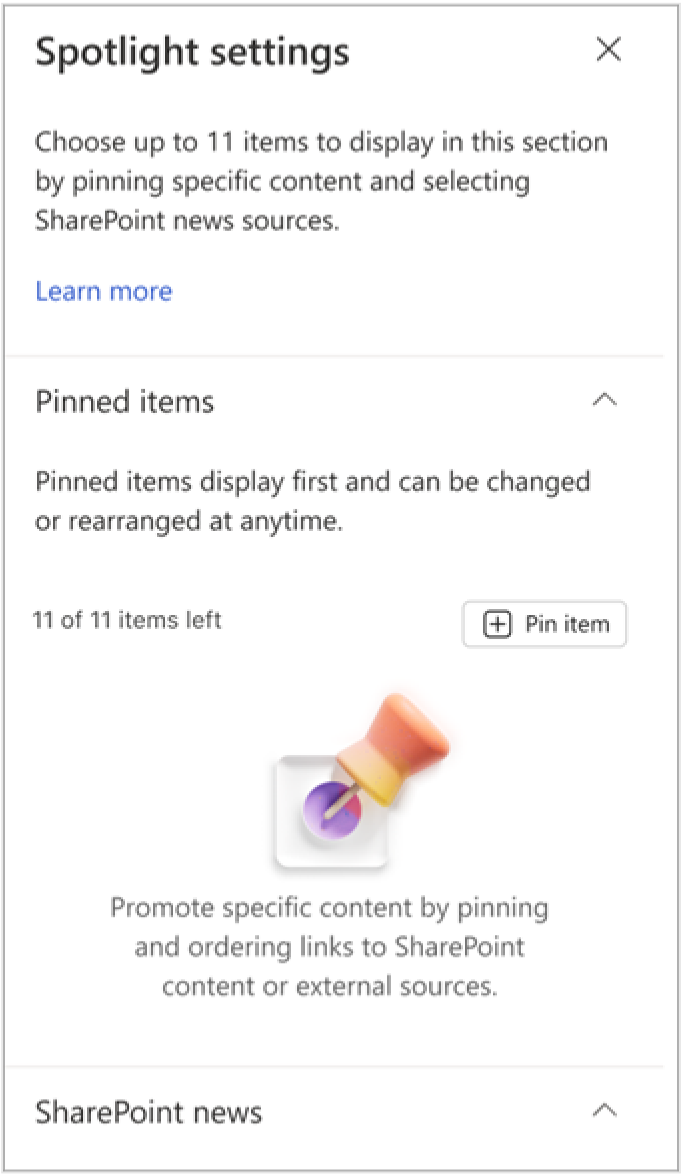
6. News from selected SharePoint sites will display after any pinned links and if there's space available.

Pinning a link to a content source

You can add a link to any source of content (blog, post, site, etc.) to display it in the spotlight. Up to 11 links can be pinned at a time. Pinned links display first in the spotlight before any news from SharePoint sites (if space is available).

1. Select **Edit** above the spotlight, then **Settings**.

2. In the Spotlight settings, select **Pin item**.

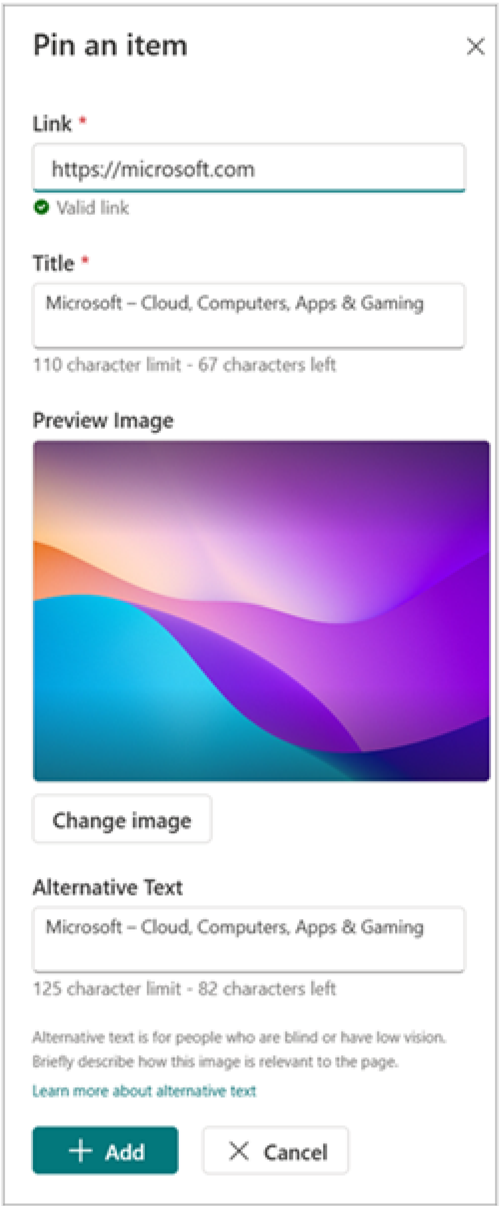


3. The **Pin an item** panel appears. In the **Link** field, enter the URL of the SharePoint news post or external source.

4. Additional information populates based on the information from the news source.

- **Title**: Edit the title or keep the populated entry from the news source.
- **Preview Image**: Select **Change image** to select your own, or keep the image used from the news source.
- **Alternative Text**: Enter descriptive text for the image to be used by screen readers.

5. Select **Add** to add your pinned item and return to the spotlight settings.



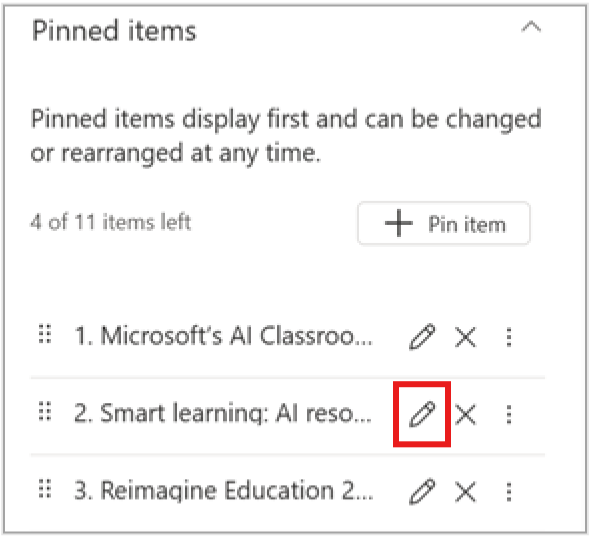
6. Select **Save** to save your changes and close the spotlight settings pane.

Editing a pinned item

You can make changes to existing pinned links or rearrange the order that the pinned links appear in the spotlight.

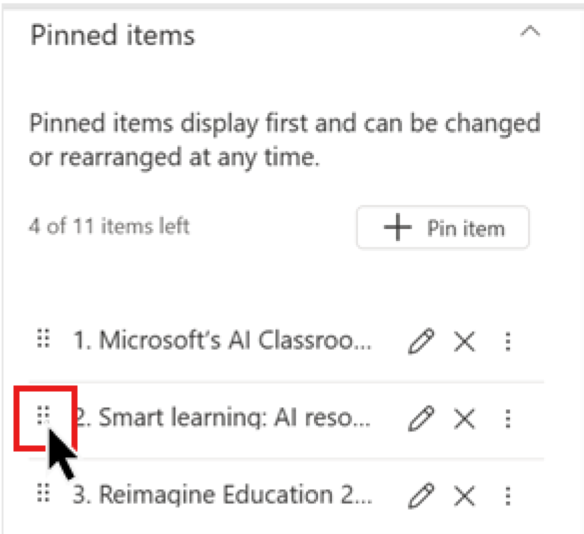
1. Select **Edit** above the spotlight, then **Settings**.

2. Under **Pinned items**, select the **edit icon** for the pinned item you want to edit.

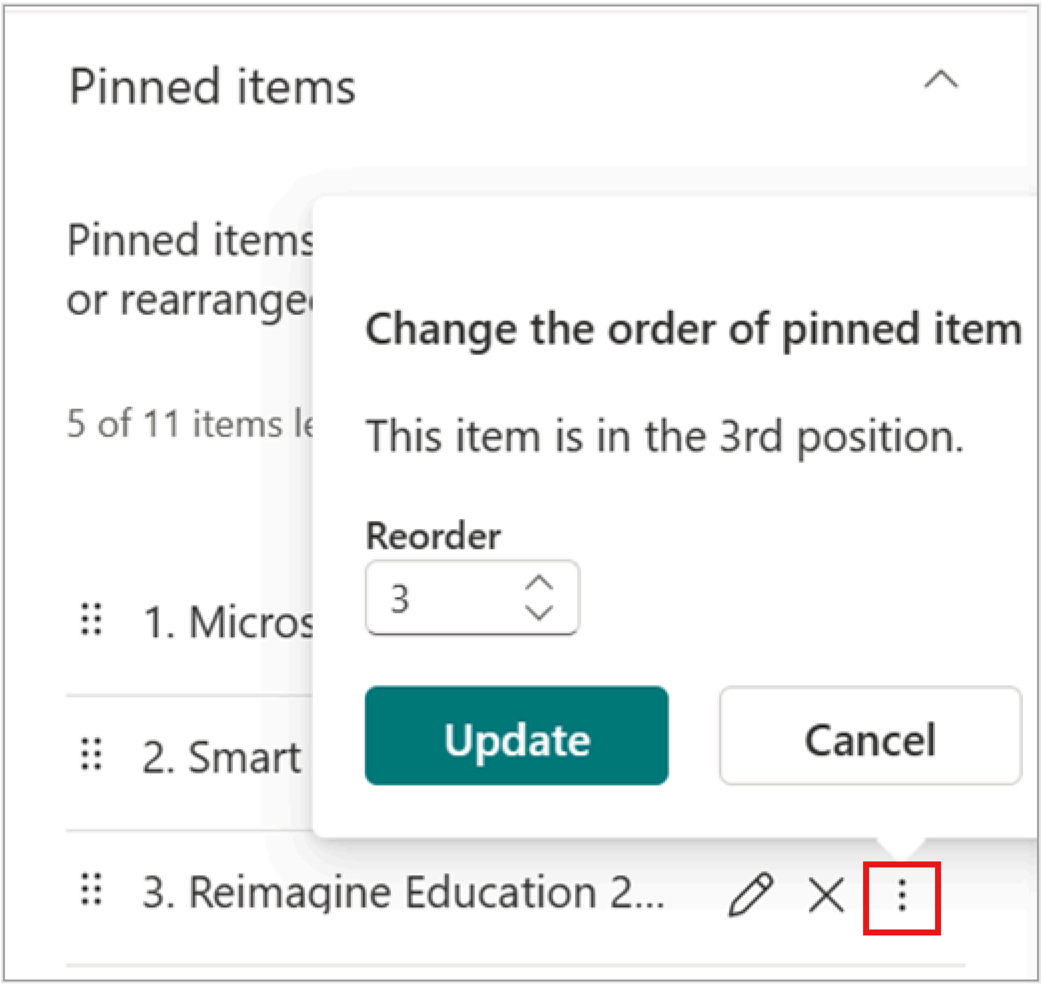


3. Make any necessary changes to the link, title, image, or alternative text as needed. When finished, select **Update** to apply your changes.

4. To reorder a pinned item, hover your mouse over the **six vertical dots** to the left of the item. Select and drag the item to its new location within your list of news items.



5. You can also reorder items by selecting the **three vertical dots** to the right of the item. Use the number field to indicate the new location for the item, then select **Update**.



6. When finished making your changes, select **Save**.

Viva Connections News notifications

08/14/2025

The Viva Connections app delivers News notifications via Microsoft Teams and links users to the Viva Connections app through the notification. This document describes when notifications are sent, and the conditions that need to be met for receiving notifications.

> **Note**
>
> The news reader experience is being rolled out to users that will replace the current Feed experience across desktop, web, and mobile devices. This update is planned to roll out to all customers across all devices by the end of April 2025.

When notifications are sent via Microsoft Teams

News notifications are delivered via Microsoft Teams in the desktop, mobile, and web environments in the following scenarios:

- News is published to a SharePoint team or communication site a user follows or by someone a user works closely with.
- News that is targeted to a user is boosted.
- Someone comments on a new News post that a user posted.
- Someone "Likes" a News post that a user posted.
- Someone is @mentioned in a comment on a news post that a user posted.

> **Note**
>
> - Notifications are pulled from the top 100 collaborators that an author works with. If an author works with more than 100 collaborators, the most relevant notifications will be pulled.
> - Authors can set an audience on their news posts and notifications will honor the audience that is set. Only users part of the selected Microsoft 365 audience(s) specified receive notifications. Learn more about **audience targeting** in SharePoint.
> - Notifications triggered when a News link is published will be available only on Microsoft Teams mobile. Learn more about **Microsoft Viva** and **Viva licensing**.

Who receives notifications and when

End-users only receive notifications through Microsoft Teams when the following conditions are met:

1. The Viva Connections app is installed in Teams.
2. Notifications are enabled in the Teams mobile app and are enabled in the notification settings option in Teams desktop.
3. The notification is outside of the user's set quiet hours as configured in Microsoft Teams.
4. The user has access to the news post.
5. The user is part of the selected Microsoft 365 audience if Audience targeting is enabled for the news post.

Once these conditions are met, end-users receive a notification when news is published by someone they work closely with, or a site they follow. Authors also receive notifications when posts they publish are liked or commented on.

End-users receive notifications when

- A SharePoint news page is published to a site you follow.
- A SharePoint news page is published by someone you work closely with.
- A SharePoint news page is boosted, and the user is part of the audience target.
- You're "@mentioned" in a comment left on a SharePoint news page.

Authors can receive extra notifications when posts they publish are liked or commented on.

Authors receive notifications when

- A user 'likes' a SharePoint news page the author created.
- A user comments on a SharePoint news page the author created.

After an author receives a notification of either of these type, Viva Connections will batch more notifications of the same type. After the first comment notification to a user, Comments are batched in 20-min intervals. After the first like to a user, likes are batched in 60-min intervals.

How can notifications be controlled?

Viva Connections notifications follow the Microsoft Teams notification settings, including Quiet Hours settings, and are only sent if users have the Viva Connections app installed

> Note

There is no organization-wide method for an administrator to control Viva Connections notifications.

Users can control what notifications they want to see in the following ways:

- On Teams desktop and web, specific notification types can be selectively enabled or disabled under **Settings** > **Notifications and activity** > **Viva Connections**. These settings are respected on Teams mobile as well.
- On Teams mobile, notifications can't be selectively enabled or disabled, but users can toggle all push notifications (including Viva Connections) in the Teams mobile app:
  - For iOS: **Settings** > **Notifications** **> Custom >**under **Notify me for** > **Apps on Teams**.
  - For Android: **Settings** > **Notifications** **> Custom** > under **Teams - General** > **Apps on Teams**.

    Notifications will still be visible under the Microsoft Teams activity feed.

Frequently Asked Questions

What defines ‘people I work with’?

You can read more about how this list of people is determined and how to disable it in this documentation.

How often are like and comment notifications batched?

After the first comment notification to a user, Comments are batched in 20-min intervals. After the first like to a user, likes are batched in 60-min intervals.

How do notifications work?

If the user selects a notification from their home screen within Microsoft Teams, or from the Microsoft Teams activity feed, the notification takes the user directly to the source news post within Viva Connections.

Will Viva Connections users be notified every time a user reacts to a news post?

No. Only authors who created the news post receive notifications when someone likes or comments on a post.

Why isn’t boosted news displaying in the Top News Card?

For new organization news sites, it can take up to 24 hours for boosted news created from those sites to appear in the Top News card in Viva Connections dashboard.

Edit Viva Connections Resources

Article • 04/16/2025

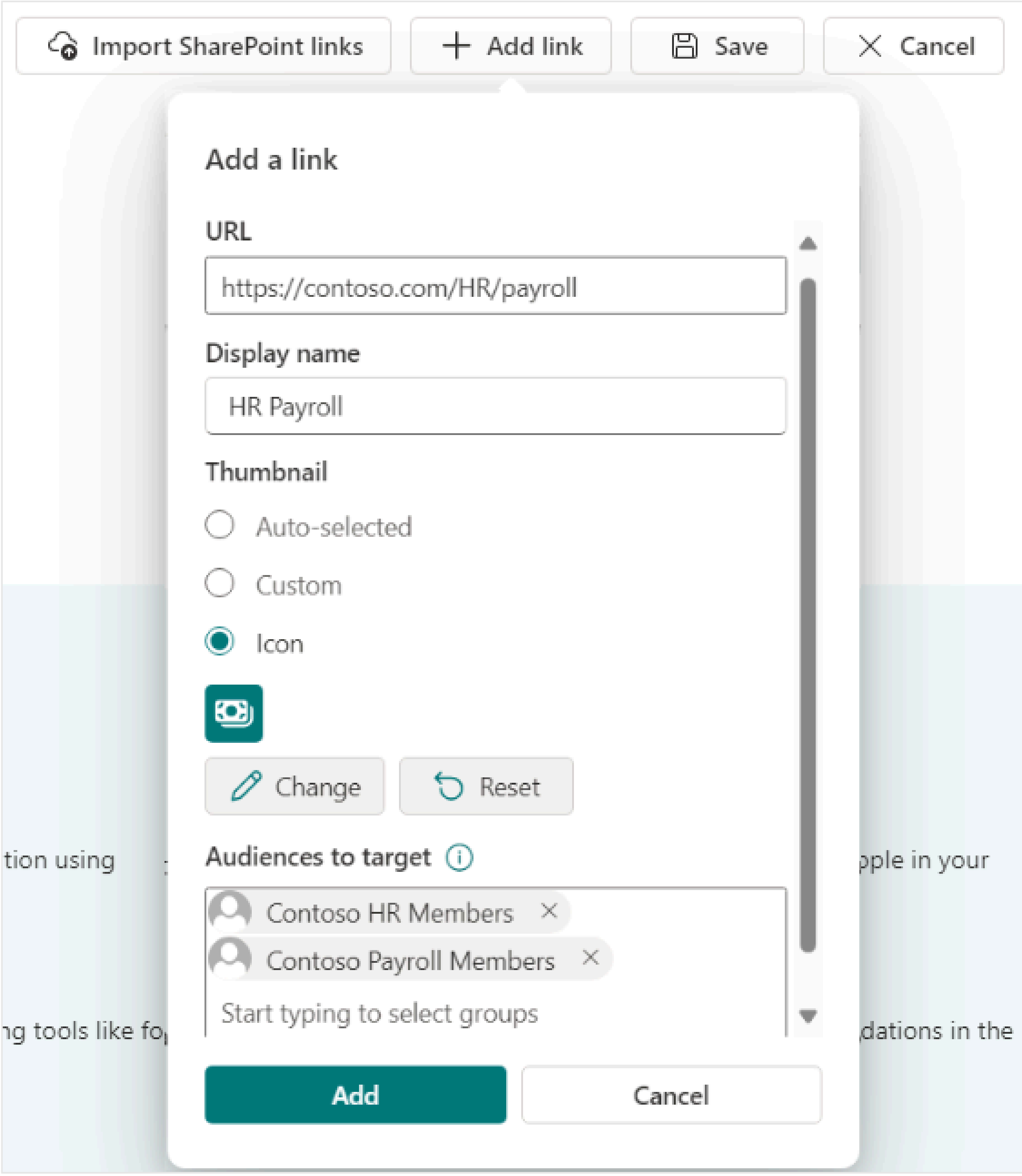
Resources provide links to the most popular portals and destinations at your organization and can be found below the dashboard of the Connections experience. Operators and members can import navigational links from a SharePoint home site or global navigation bar, or create their own links, which can all be targeted to specific audiences. Any edits made to the resource section will also show in the mobile experience.

> ⓘ **Note**
>
> - Global navigation can be accessed by clicking on the **Connections** icon in the Teams app bar. Refer to this document if you're setting up global navigation for the first time.
> - You must manually save your changes when finished editing resource links.

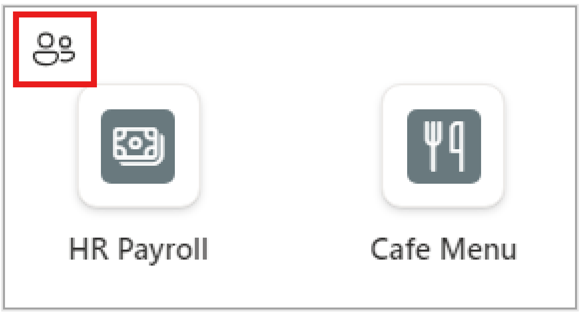
Add a resource link

1. Navigate to the Resources section within your Connections experience and select **Edit**.
2. To add a new link, select + **Add Link**.
3. In the Add a Link window that opens, paste the link to the site in the **URL** field.
   - Only modern SharePoint sites and certain Microsoft 365 experiences display in Teams. All other types of content open in a separate browser window.
4. Enter a **Display name**.
5. Under Thumbnail, select a choice to represent your resource link.
   - **Auto-selected**: the icon is generated based on the URL, if applicable (a link icon displays by default if one can't be autogenerated).
   - **Custom**: upload your own image as an icon by selecting **Change** and uploading your image (the image will resize to fit the icons dimensions).
   - **Icon**: choose an icon from a preexisting list by selecting **edit icon**.
6. To apply audience targeting to this resource, enter one or more Microsoft 365 groups in the **Audiences to target** field (up to 10 audiences can be targeted). Learn more about audience targeting for resources.

7. Select **Save**.



8. The new resource appears. If audience targeting is active, you'll see an icon in the upper left of the resource link.

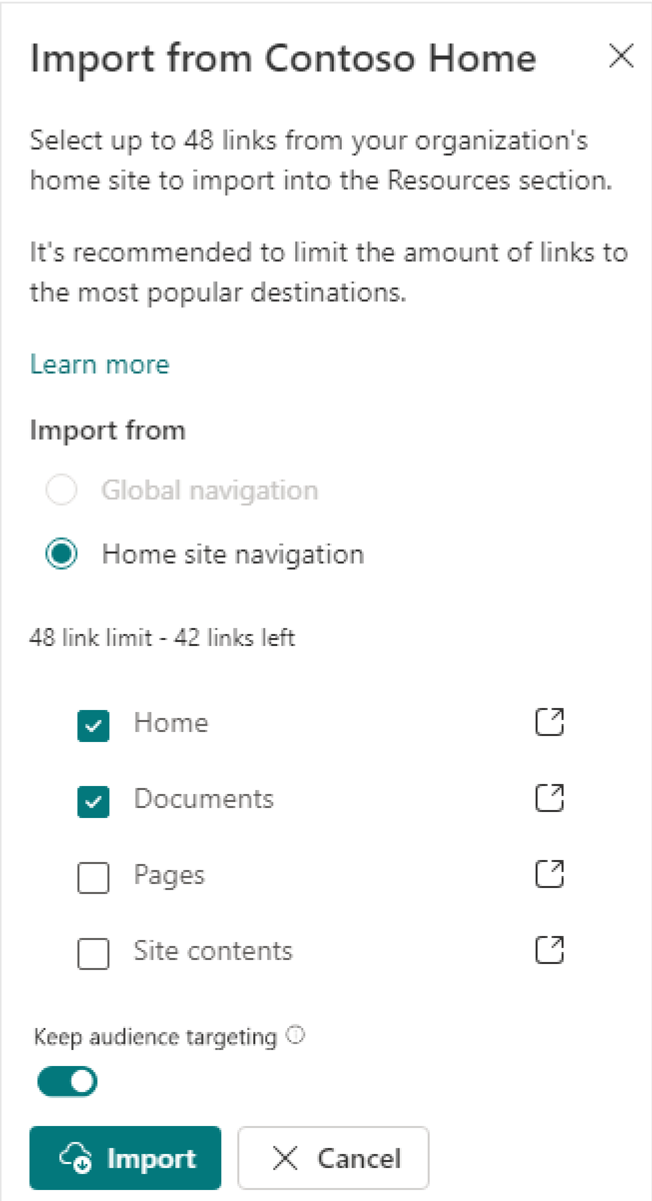


9. Continue editing your resource links. When finished, select **Save** to confirm your changes.

Import SharePoint links

You can import navigational links from a SharePoint home site and the SharePoint global navigation bar into your resources.

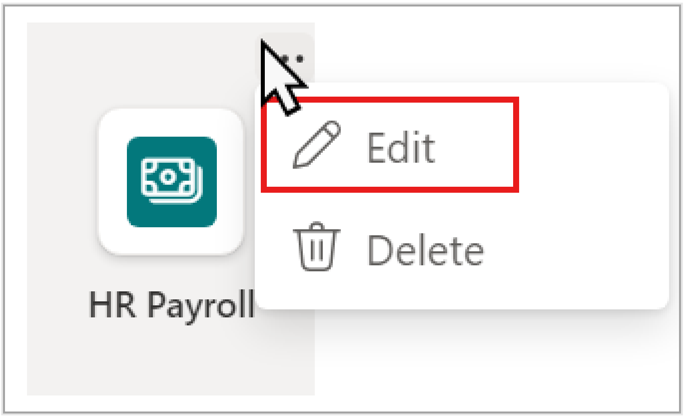
1. Start by selecting **Edit** in the Resources section of your Connections experience.
2. Select **Import SharePoint links**.
3. Select which navigation you want to **import from** (unavailable navigation is greyed out).
4. Select which links to import.
5. Select **Keep audience targeting** if you want to enable existing audience targeting settings for your selected imported links.
6. Select **Import**.



7. The selected links are added to your resources.
8. Continue editing your resource links. When finished, select **Save** to confirm your changes.

Edit an existing resource link

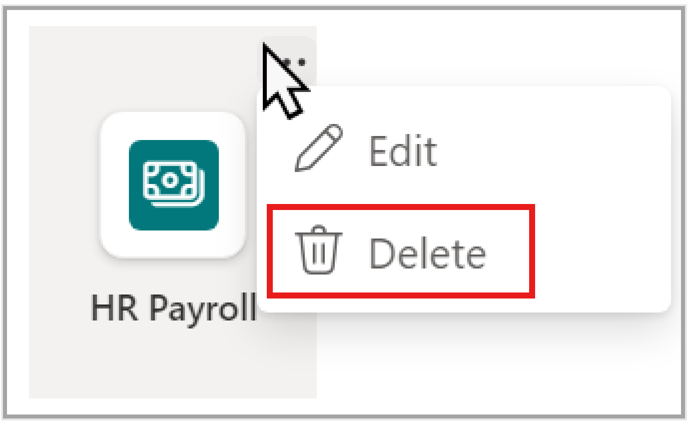
1. Start by selecting **Edit** in the Resources section of your Connections experience.
2. Hover over the resource link and select the **ellipsis**.
3. Select **Edit** to open the resource link and change its settings.



4. When finished editing the resource link, select **Save** in the edit link window.
5. Continue editing your resource links. When finished, select **Save** to confirm your changes.

Delete an existing resource link

1. Start by selecting **Edit** in the Resources section of your Connections experience.
2. Hover over the resource link and select the **ellipsis**.
3. Select **Delete**.



4. When asked to confirm, select **Delete**.
5. Continue editing your resource links. When finished, select **Save** to confirm your changes.

Reorder existing resource links

1. Start by selecting **Edit** in the Resources section of your Connections experience.

2. Select a resource link and drag it to its new location.

3. Continue editing your resource links. When finished, select **Save** to confirm your changes.

Plan, build, and launch a SharePoint home site for your organization

04/16/2025

A SharePoint home site provides a customized landing experience that reflects the organization's brand, voice, and priorities. A SharePoint home site also serves as the gateway to other portals in your organization's intranet. Learn more about how Viva Connections and SharePoint home sites work together to create user experiences.

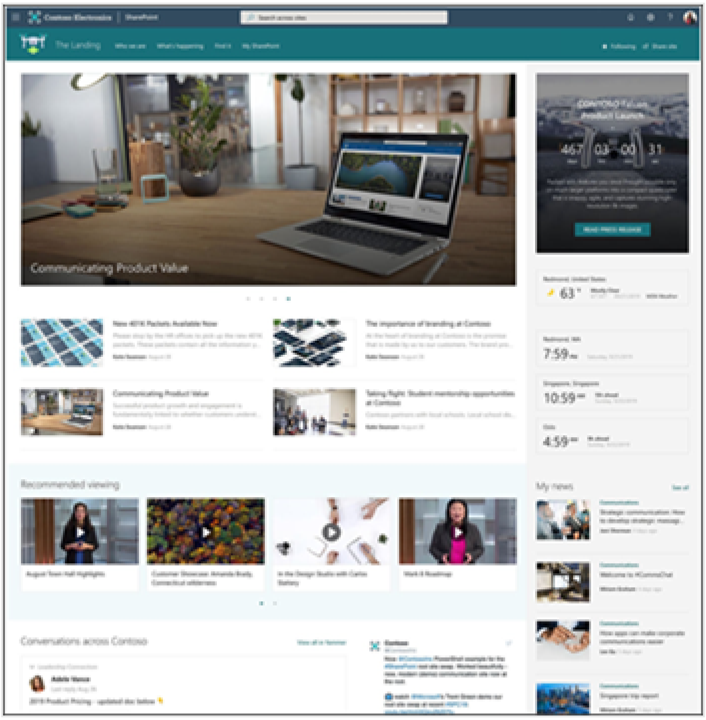
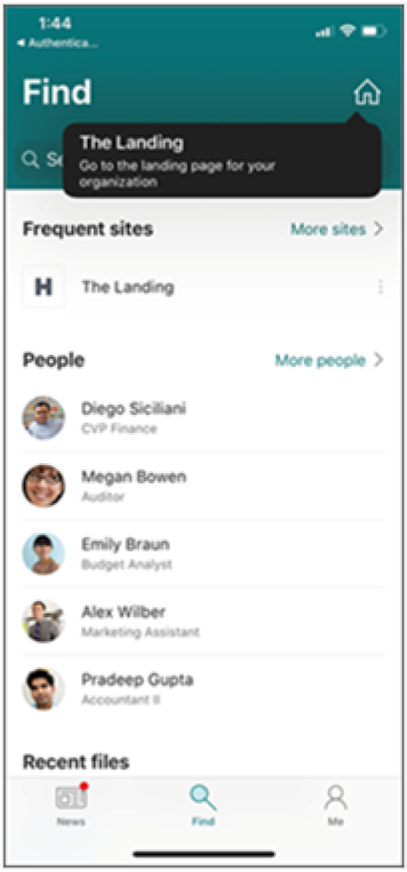
If you've already created the communication site and are ready to specify it as your home site now, learn how to set up Connections in the Microsoft 365 admin center.

> **Note**
>
> - A SharePoint home site isn't required for the Connections desktop, mobile, or tablet experience. Learn more about Connections experience, how to customize it, how to choose the default landing experience, and how to onboard new users.
> - Setting a SharePoint home site can be done in the Connections admin center.
> - You must have an Enterprise (E), Frontline (F), or Academic (A) license type to create a Connections experience.
> - Users with a Microsoft 365 subscription (E, F, or A license) are limited to creating and using one experience. If you want to create or use two or more experiences (up to 50), then every user in your organization must have a Microsoft Viva Suite or Viva Communications and Communities license. See Microsoft Viva plans and pricing for more info.
> - The Connections doesn't have any requirements to get started.
> - You must have SharePoint admin permissions to access the Microsoft 365 admin center.

Use a SharePoint home site to:

- Provide a gateway to other high-traffic portals.
- Connect people with an intranet-wide search experience.
- Showcase targeted news and content.
- Use Connections to integrate your intranet into Microsoft Teams.

Expand table

<table>
<tr><th>Example of a SharePoint home site:</th><th>View in the SharePoint mobile app:</th></tr>
<tr><td></td><td>
</td></tr>
</table>

What is a SharePoint home site?

Users can create multiple SharePoint home sites tied to multiple Viva Connection experiences that can take advantage of home site features. SharePoint home sites don't replace communication or team sites, but instead provide a landing place for your organization. Think of SharePoint home sites as an *add-on* to your intranet design. SharePoint home sites are communication sites that have special capabilities such as being marked as an official source of news in the organization. Consider making your organization's root site the SharePoint home site. Next, review key differences between standard SharePoint communication sites and SharePoint home sites.

Creating a SharePoint home site so your organization can use Connections? Consider following this design guidance.

SharePoint home site features explained:

SharePoint home sites are unlike any other site in SharePoint. When you set a SharePoint communication site as a home site, you'll automatically apply special capabilities that make the SharePoint home site an ideal landing destination for your intelligent intranet.

Use Connections to integrate your intranet into Microsoft Teams

Connections is designed to drive engagement, build community, and enable your organization to stay connected. Create a Connections experience as a standalone experience or take advantage of your intranet home site to provide a more holistic experience that uses existing content. Learn more about Creating a new Connections experience.

Search for content across the entire intranet

SharePoint home sites allow users to search for content (such as sites, news, and files) across the entire intranet rather than searching just the site like typical SharePoint sites. The search scope for the SharePoint home site searches the entire intranet instead of just the site collection like a typical site.

Official source of organizational news

By default, a SharePoint home site is set as the organizational news source. News posts that are created from the SharePoint home site automatically become official organizational news and take priority on the SharePoint start page and in the home section of the SharePoint mobile app. Administrators can set sites as official organizations news sources in the admin center.

Enable and customize global navigation in the SharePoint app bar

The SharePoint app bar features a global navigation option that displays intranet navigational nodes and resources no matter where users are in SharePoint. To take full advantage of this feature, you must have a SharePoint home site. Learn more about how to enable and customize global navigation in the SharePoint app bar.

Before getting started

Before you get started planning and building your SharePoint home site, review best practices and considerations.

Best practices for creating SharePoint home sites

- A SharePoint home site that will be used by the entire organization needs to be inclusive and easily accessible on all devices.

- The site needs to be inclusive and easily accessible on all devices, consider other languages that might be needed.
- The SharePoint home site will be viewed by a high volume of users. Make sure you manage site performance through the planning and building phases.
- Links in the SharePoint home site's navigation can direct users to content in addition to global navigation, which can be used to lead users to universally used resources and portals.
- The SharePoint home site should be discoverable by adding an entry point to Microsoft 365 Copilot and a featured link on the SharePoint start page.
- News published from the SharePoint home site should be relevant to the entire organization.

Considerations

- Align the branding on the SharePoint home site to the overall intranet brand where possible.
- Organizations with many portals and resources should consider making your SharePoint home site a hub site to expand navigational options and easily sync permissions and branding across many sites.
- Use a SharePoint home site template like the Organization home template when creating a new site to jump-start the design process.

Summary of how to get a SharePoint home site for your organization

Since SharePoint home sites are the gateway to your intranet, you want to prioritize content and resources that are relevant to most users. Work with business owners and stakeholders to organize and align the flow of information and the navigational design. Then, use the Page diagnostics for SharePoint tool to ensure to best viewing experience. Next, set your SharePoint communication site as a home site in the SharePoint admin center. Finally, use the Portal launch scheduler to plan the launch of your new site and make the site discoverable by adding links to key entry-points in the Microsoft 365 experience.

Expand table

Plan	Build	Launch and manage
- Align objectives with partners and business owners - Organize priority content - Design way finding for the SharePoint home site and global navigation - Think about branding - Use audience targeting on navigational links, news, and web parts	- Upload and organize site assets and content like files and logos (64x64px). - Customize the site to align with the rest of the intranet - Apply audience targeting - Turn on a content approval flow - Use PowerShell to turn the SharePoint comm site into a home site - Swap the root site location with the SharePoint home site - Measure site health and performance - Test on all devices	- Share the site with your organization - Use the Portal launch scheduler to release the new site in phases - Make the SharePoint home site discoverable - Announce the launch of the SharePoint home site using various communication channels - Monitor site usage and analytics

Plan your SharePoint home site

A great SharePoint home site starts with a plan. Because your SharePoint home site is essentially the gateway to your intranet, you want to collaborate with other business owners such as human resources, leadership teams, and even your legal team to ensure the most important and universal resources are accessible for everyone in the organization.

Expand table

Icon	Action	Get started
	Get organized	Start by aligning objectives with stakeholders and organizing priority content and resources. Consider details specific to your organization like if the SharePoint home page needs to be available in more than one language. Use modern SharePoint sites for the home site. Learn more about how modern SharePoint sites and how to create a multi-lingual site and pages.
	Plan navigation	Then, organize the navigational structure for the SharePoint home site itself and global navigation. Consider making the SharePoint home site a hub site if you need to add an extra layer of navigation and make it easier to sync associated site permissions and branding. Learn more about planning site navigation and how to make your SharePoint home site a hub site. Then, review guidance on how to set up global navigation on the SharePoint home site.
	Personalize content	Next, think about the different audiences that your organization serves. Consider how elements on your SharePoint home site like navigational links and certain web parts could benefit from audience targeting to specific audiences. Learn more about audience targeting.

Icon	Action	Get started
	Gather branding assets	Finally, start gathering assets needed to apply custom branding and other details to your SharePoint home site, like logo files (64x64px recommended), color themes, and any custom solutions. Learn more about how to change the look of your site.
	Consider site performance	Even before you build your site, understand the main elements that make sure your SharePoint home site is healthy. A healthy SharePoint home site optimizes performance to ensure the best possible viewing experience. Use the Page diagnostics for SharePoint tool to make sure the SharePoint home page is healthy before sharing with end users. Learn more about healthy portals and using the Page diagnostics tool for SharePoint.

Build your SharePoint home site

When you've prepared a plan, you're ready to start creating the home site in SharePoint. Start with a communication site, and after you have the general layout finalized, create a Connections experience from your existing SharePoint home site in the Connections admin center.

Expand table

Icon	Action	Get started
	Create a modern communication site	Start by creating a SharePoint communication site and build out the site by using sections, web parts, and pages. Consider using a mega menu and footer to enhance way finding. See the article on Using web parts to display content on your SharePoint site for information on creating personalized content for users. Learn how to create a communication site, use modern web parts, and customize your site.
	Apply audience targeting	Next, turn on audience targeting on for the SharePoint home site. By enabling audience targeting, specific content is prioritized to specific audiences in navigational links, news, and certain web parts. Learn more about how audience targeting works and how to apply it to navigational links, news, and web parts.
	Set up a page approval flow	Then, make sure the SharePoint home site is set up for regular content updates. Turn on content approval to ensure only high-quality content is published on the SharePoint home site. Learn how to turn on a page approval flow.
	Swap the root site location with the SharePoint home site	Before you set a communication site as the SharePoint home site, swap the communication site in place of the root site of your tenant as a best practice. The root site for your organization is one of the sites that's provisioned automatically when you purchase and set up a Microsoft 365 plan. If you set up a SharePoint home site first, and then swap locations

Icon	Action	Get started
		with your root site, you might lose SharePoint home site settings and need to reapply them. Learn how to swap the root site with the SharePoint home site.
	Set the SharePoint home site	Next, build a Connections experience from an existing intranet portal.
	Set up global navigation	Then, enable global navigation to allow users to easily navigate to important intranet resources anywhere in SharePoint. Global navigation can only be customized from the SharePoint home site's home page. Learn how to enable and customize global navigation.
	Test site health and the viewing experience	Finally, review portal launch guidance and understand the main elements that make sure your SharePoint home site is healthy. A healthy SharePoint home site optimizes performance to ensure the best possible viewing experience. Use the Page diagnostics for SharePoint tool to make sure the SharePoint home page is healthy before sharing with end users. Learn more about healthy portals and using the Page diagnostics tool for SharePoint.

Launch your SharePoint home site

After you've set your SharePoint home site, it's time to plan the launch and make sure the rest of the organization can find and use the SharePoint home site.

Expand table

Icon	Action	Get started
	Share the site and schedule the portal launch	Start by ensuring your SharePoint home site is healthy, and then its time to share the site with the rest of the organization and schedule the launch. Use the Portal launch scheduler tool to gradually roll out the SharePoint home site to batches of end users. Using a phased approach is ideal to manage any performance issues that might arise and to ensure a positive viewing experience. Learn how about how to use the Portal launch scheduler tool.
	Improve discoverability	Next, make sure people in your organization can easily find the SharePoint home site through a few different entry points in the Microsoft 365 experience. Add a link to the SharePoint home site in the Microsoft app launcher (sometimes called the waffle) and on the SharePoint start page. Learn more about how to add a custom tile to the app launcher and how to add a featured link to the SharePoint start page.
	Engage your audience	Then, let your organization know about the new SharePoint home site resource, and other new elements like global navigation. Consider

Icon	Action	Get started
		multiple communication options like a SharePoint news post that can also be shared in email and in Microsoft Teams. Learn more about how to create and post SharePoint news and share it in an email.
	**Manage and maintain your SharePoint home site**	Finally, when the site is healthy, launched, and being used by the organization, monitor site usage and maintain the site. Site maintenance should include making sure site content is relevant, there aren't any broken links, and that the site stays healthy and performant. Learn how to view usage data and analytics for your site and how to maintain your site over time.
	**(Optional) Integrate the SharePoint home site into Microsoft Teams using Connections**	Expand the reach of the SharePoint home site and help meet users where they're already working by making it easy to access and share content all in one place. After you have a SharePoint home site and the global navigation enabled and customized in the SharePoint app bar, you can integrate the SharePoint home site into Microsoft Teams using Connections. Learn more about the Connections end-user experience.

SharePoint home site FAQs

Q: Are SharePoint home sites now set in the Microsoft admin center?
Starting in June 2023, use the Microsoft admin center to set a SharePoint home site when you create a Connections experience.

Q: What's the difference between a SharePoint home site and the SharePoint start page?
The content on the SharePoint start page is driven and managed by Microsoft Graph. Content is personalized to the individual users' recent activity, followed sites, and content that is saved for later. The SharePoint home site is a landing experience for your entire organization. It displays universally relevant content and directs users to other important portals like Human Resources and company directories.

Q: Can I integrate the SharePoint start page with my SharePoint home site?
Integration between the SharePoint home site and SharePoint start page (where the branding, theming, header, navigation, and footer elements from the SharePoint home site are applied to the start page and users can easily navigate between the pages) isn't available at this time. However you can add a featured link to the SharePoint start page to increase SharePoint home site discovery.

Watch for updates in the Microsoft 365 roadmap.

Resources

Planning your SharePoint hub sites

Creating and launching a healthy SharePoint portal

Apply and customize SharePoint site templates

Design a SharePoint home site for Viva Connections

Create a SharePoint home site for Viva Connections

Article • 11/06/2024

Use this guided walkthrough if you're creating a SharePoint home site so your organization can use Viva Connections. Get guidance on how to create a cohesive experience between the desktop and mobile apps. Before you start, learn more about planning SharePoint home site content and how to launch a healthy portal.

Don’t have time to create a SharePoint home site from scratch? Consider using a SharePoint home site template like the Organization home template when creating a new site and then add the Dashboard web part. Use web parts like the News, Viva Engage, File and Media, and Highlighted Content web parts to provide users with a steady stream of content from a variety of sources.

Learn more about how Viva Connections and SharePoint home sites work together to create employee experiences.

> **Note**
>
> SharePoint home sites are created and managed in your Microsoft 365 admin center. You'll need to be a SharePoint admin to create a home site. A home site is not required to create a Viva Connections experience. Learn more about the Viva Connections experience, how to customize it, how to choose the default landing experience, and how to launch Viva Connections for your organization.

How to use this guide

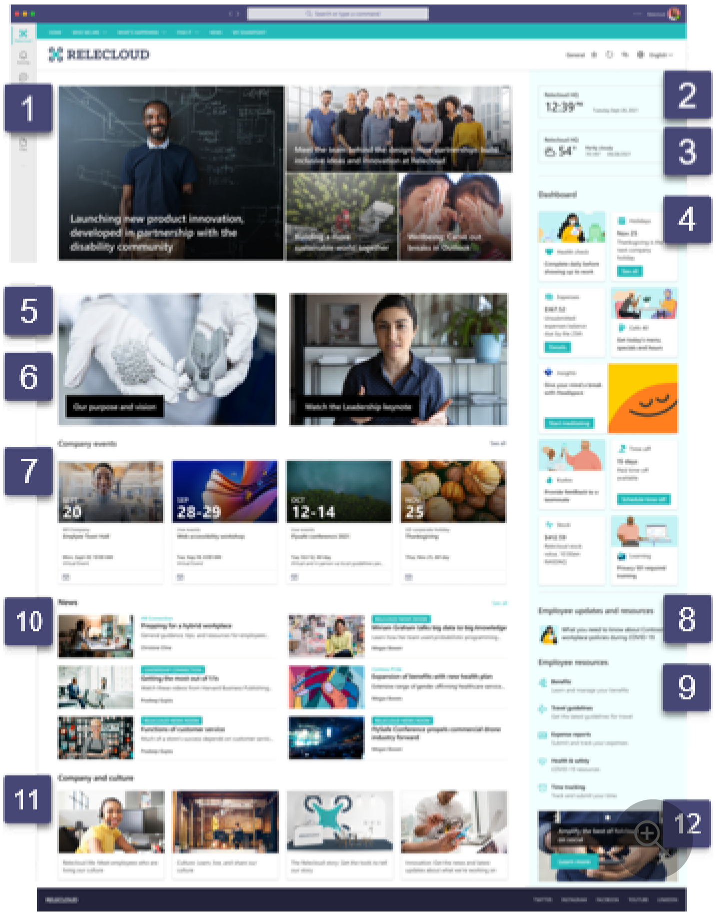
The web parts used here pair well with SharePoint home sites, however web parts can be swapped or left out. Decide what is best for your organization and adjust the layout as needed.

The guidance here will help you design the SharePoint home site and customize web parts, but you need to provide your own content.

A SharePoint home site needs site navigation that is organized well, highlights popular resources and portals, and is relevant to the entire organization. This design guidance doesn't specifically talk about how to design site navigation. Get more guidance on how to think about links in SharePoint home site navigation and in the global navigation.

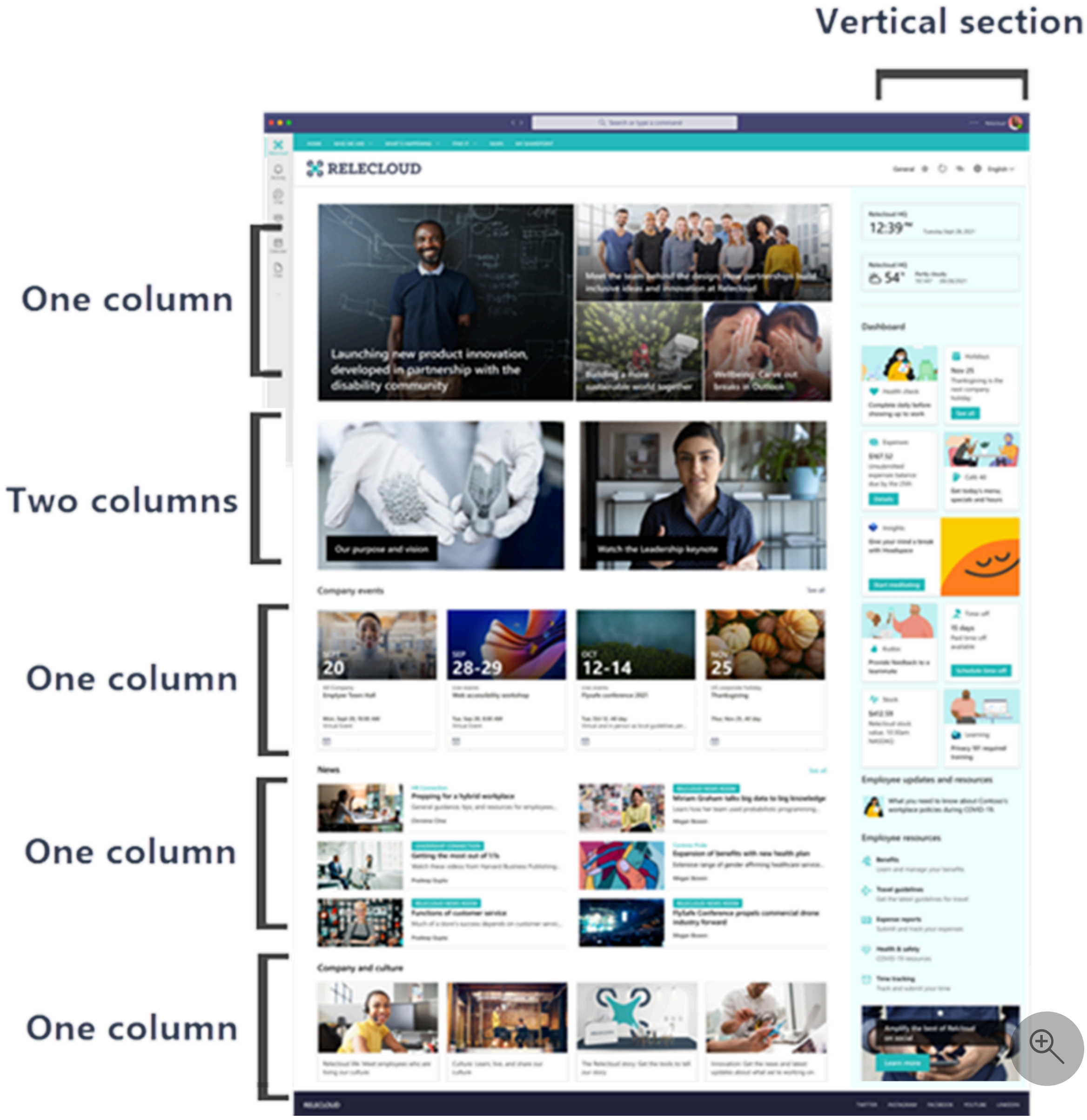
Summary of web parts

Expand table

Image of the SharePoint home site	Web parts key
	1. Hero web part 2. World clock web part 3. Weather web part 4. Dashboard web part 5. Image web part 6. File viewer web part 7. Events web part 8. Quick Links web part 9. Quick Links web part 10. News web part 11. Quick Links web part 12. Call to action web part

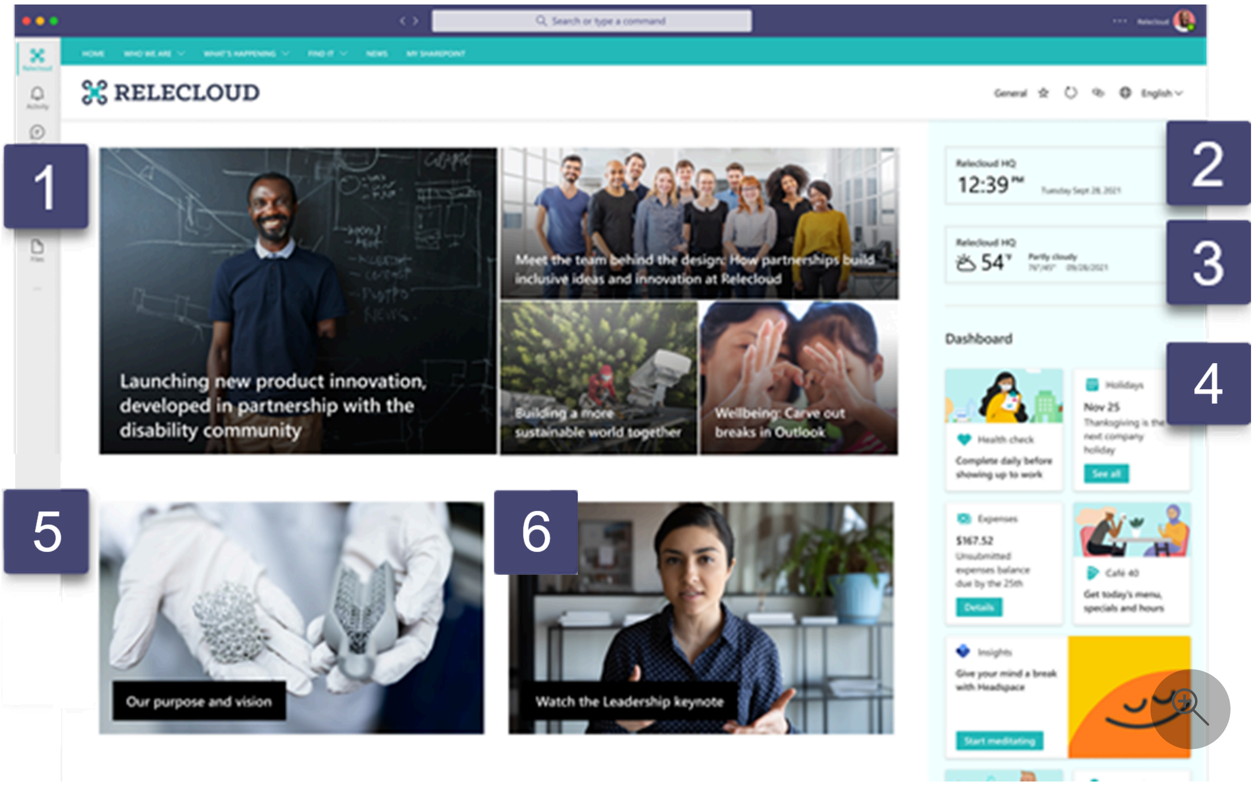
Summary of the site structure

This SharePoint home site design uses a vertical section and a combination of one and two column sections. After creating your communication site, start by laying out the sections before adding web parts.



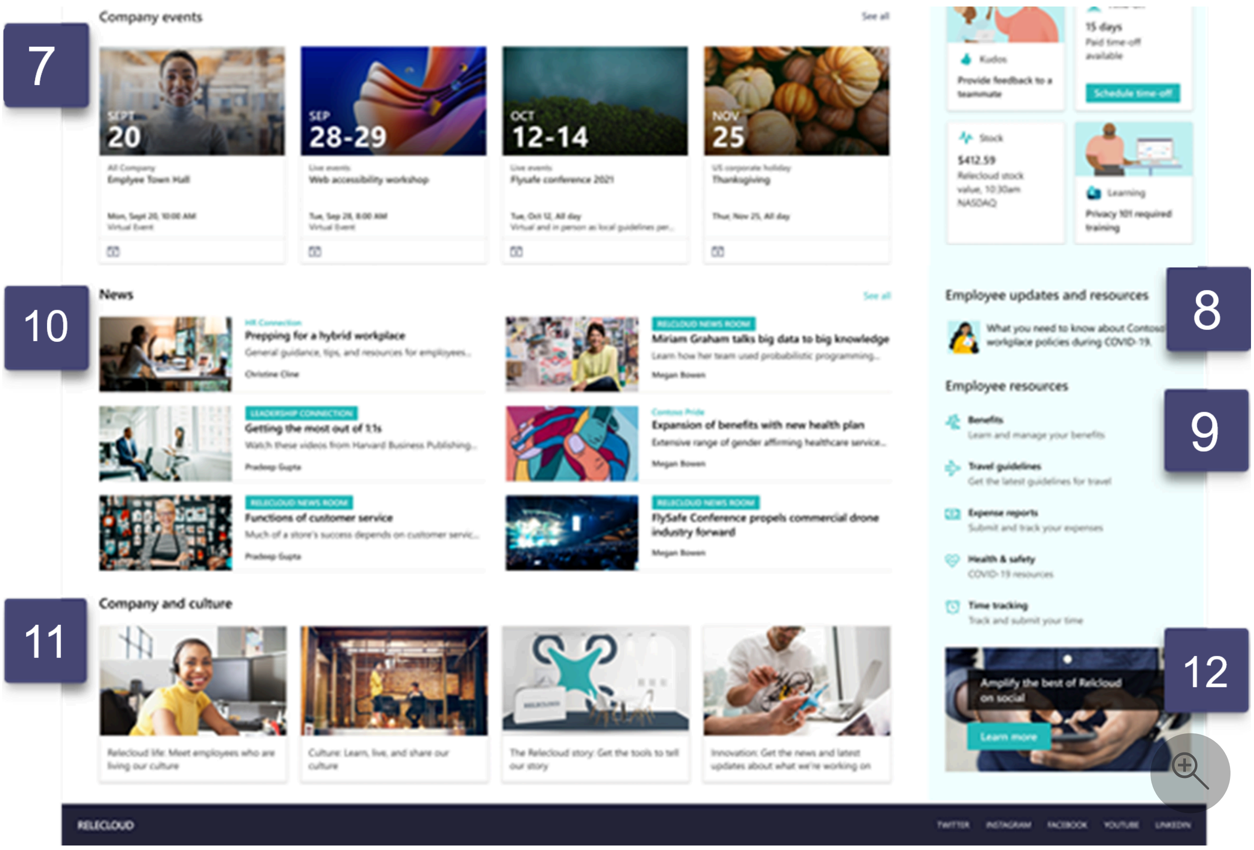
Build the site

Start with a modern SharePoint communication site . Next, start adding sections following the diagram in the site sections summary. Then, add and edit web parts. The guidance for customizing web parts can be applied when you are in edit mode for each web part.



Expand table

Number	Web part	Customization guidance
1	Hero web part	Select **Tiles layout** and then **Four tiles**.
2	World clock web part	Toggle the **Show days of the week** to **On**.
3	Weather web part	Decide which temperate measurement system makes the most sense for your audience between **Fahrenheit** and **Celsius**.
4	The Dashboard web part	Set the **Maximum number of cards to show** to 9.
5	Image web part	Toggle **Add text over image** to **On**.
6	File and Media web part	No settings guidance.



Expand table

Number	Web part	Customization guidance
7	Events web part	Select the **Filmstrip** layout and toggle **Show event images** to **On**.
8	Quick Links web part	Select the **Compact** layout and then toggle **Show image in layout** to **Yes**.
9	Quick Links web part	Select the **List** layout and toggle **Show descriptions** and **Show icons** to **Yes**.
10	News web part	Select the **Side-by-side** layout, set the **Number of news posts to show** to 4. Then toggle **Show number of views**, **Show author**, and **Show publish date** to **On**.
11	Quick Links web part	Select the **Grid** layout.
12	Call to action web part	No settings guidance.

Customize site details

After the site is built, edit site details to create a customized design that aligns with your organization's brand and identity. These site details can be managed from **Settings** >

Change the look.

- **Theme** – Select a theme that is ideal for the entire organization. If you make your SharePoint home site a hub site, this theme will get passed down to sites that associate with the hub.
- **Header** – Use the Compact header layout to reproduce the same look as your SharePoint home site.
- **Logo** – Under **Header** > **Display**, select a logo that is recognizable to the entire organization.
- **Footer** – Footer navigation is optional and can be used to highlight popular portals and resources.

Extensibility

Use the SharePoint Framework (SPFx) to create customized components like web parts and Viva Connections Dashboard cards that can be surfaced on a SharePoint home site and throughout the Viva Connections experience. The SPFx is the only extensibility and customization option for Viva Connections. Learn more about Viva Connections extensibility.

Best practices before launching your new SharePoint home site

- A SharePoint home site is used by the entire organization, so the site needs to be inclusive and easily accessible on all devices and potentially needs to be viewed in other languages.
- The SharePoint home site will be viewed by a high volume of users. Make sure you manage site performance through the planning and building phases.
- Before launching the SharePoint home site broadly, test the site with a handful of users to make sure key tasks and resources are readily accessible and fully functioning.
- Consider using the Portal launch scheduler to help you follow a phased roll-out approach by batching viewers in waves and managing the URL redirects for the new portal.

Next: Enable and set up global navigation

Once you've set a communication site as a SharePoint home site, you'll be able to enable and set up global navigation in the SharePoint app bar. Global navigation can be set up while you're designing your SharePoint home site but will only be accessible to visitors using SharePoint or the Viva Connections app in Teams. Links from global navigation can be imported to the Resources section so they appear across all instances of Viva Connections (desktop, mobile, and web).

Learn more

Plan, build, and launch a SharePoint home site for your organization

Creating and launching a healthy SharePoint portal

Plan, build, and launch Microsoft Viva Connections for your organization

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Feedback

Was this page helpful? Yes No

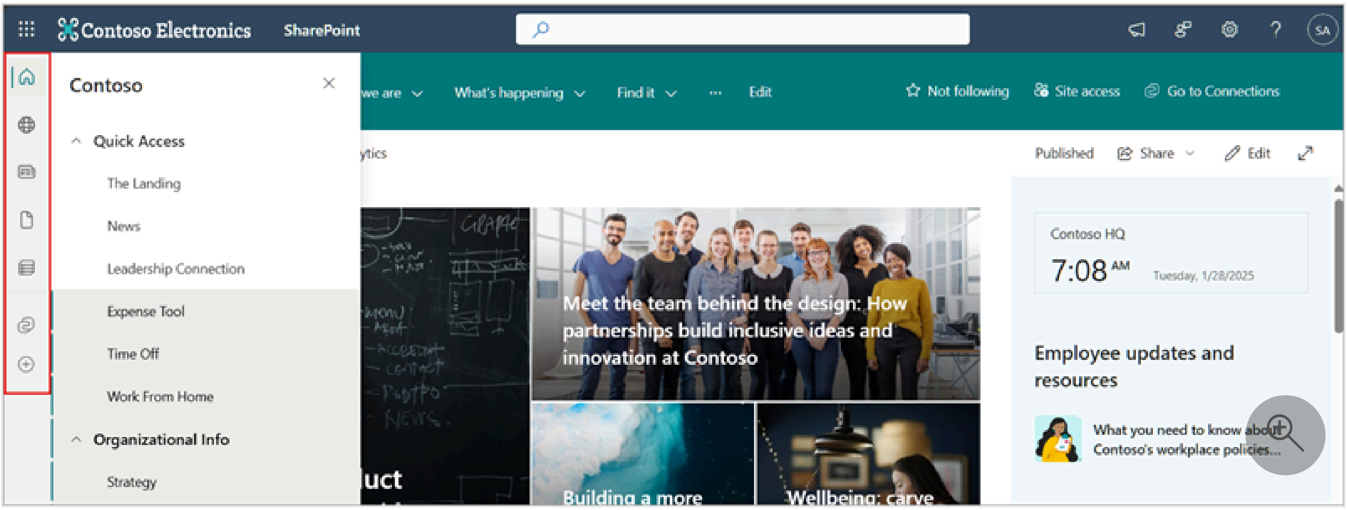
Provide product feedback

Introduction to the SharePoint app bar

Summarize this article for me

Help users find important content and resources no matter where they are in SharePoint. The SharePoint app bar improves the global way-finding and creation experiences while dynamically displaying personalized sites, news, files, and lists. The app bar is on the left-hand side anywhere in modern sites.

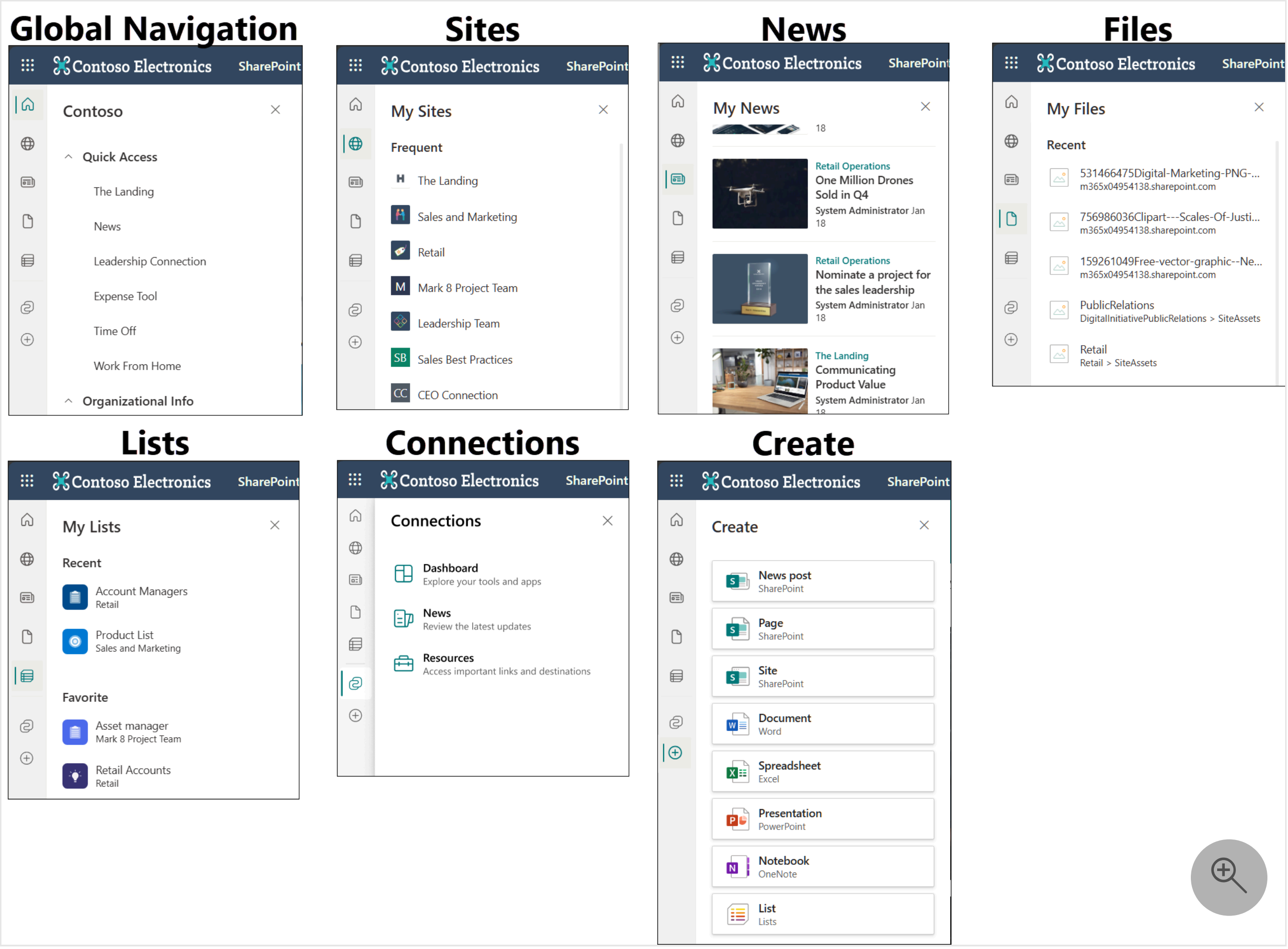
> Note
>
> The app bar is refreshed as a part of the new SharePoint experience, available in preview now. Enable the new SharePoint experience now!



The SharePoint app bar experience

The SharePoint app bar brings together intranet resources and personalized content like sites, news, files, and lists. Enable global navigation to allow users to easily navigate to important intranet resources anywhere in SharePoint. Customize global navigation details and the rest of the content will dynamically display and update personalized content for sites, news, and files. Access your Viva Connections Dashboard, news, or resources. Create sites, files, and lists easily from anywhere in SharePoint.

> Note
>
> - The Connections icon will only show to customers who have enabled a Viva Connections experience with a configured and published dashboard.



ⓘ **Note**

- Global navigation is the only app bar tab that can be customized.
- If global navigation is disabled or not configured, the home icon links to the SharePoint start page.
- Specific SharePoint app bar tabs can't be disabled.
- The SharePoint app bar can't be disabled on specific sites.
- The SharePoint app bar isn't available on classic SharePoint sites.
- The SharePoint app bar might affect current page customizations, specifically customizations that appear on the left side.
- The SharePoint app bar won't display in SharePoint for guests outside of your organization.
- In GCC High and DoD environments users might experience a degraded experience for the My sites panel in the app bar.
- Extra restrictions might apply to tenants within the GCC High and DoD environments when using My News in the SharePoint app bar.

- Global navigation in the SharePoint app bar must be enabled for SharePoint resources to display in the Microsoft Teams app bar for Viva Connections.

The SharePoint app bar is a significant change to the user experience and your organization's intranet information architecture. To ensure a seamless experience, Microsoft created specific guidance on how to design current navigation to compliment the global navigation feature. There's also end-user guidance to help onboard the rest of your organization.

Customize global navigation in the app bar

Global navigation can be enabled and customized in the SharePoint app bar. Customize the global navigation logo, title, and source depending on your users' and organization's needs.

If you choose to keep global navigation disabled, the home icon links to the SharePoint start page.

> **Note**
>
> - Site owner permissions (or higher) to the SharePoint home site are required to enable global navigation.
> - Users need read access (or higher) to the SharePoint home site to view the global navigation links.
> - Audience targeting can be applied to menu links in global navigation.
> - If you get an error after editing links to sites, try deleting the link and adding it again.
> - Implementing global navigation might take up to 24 hours for the changes to take effect for users.

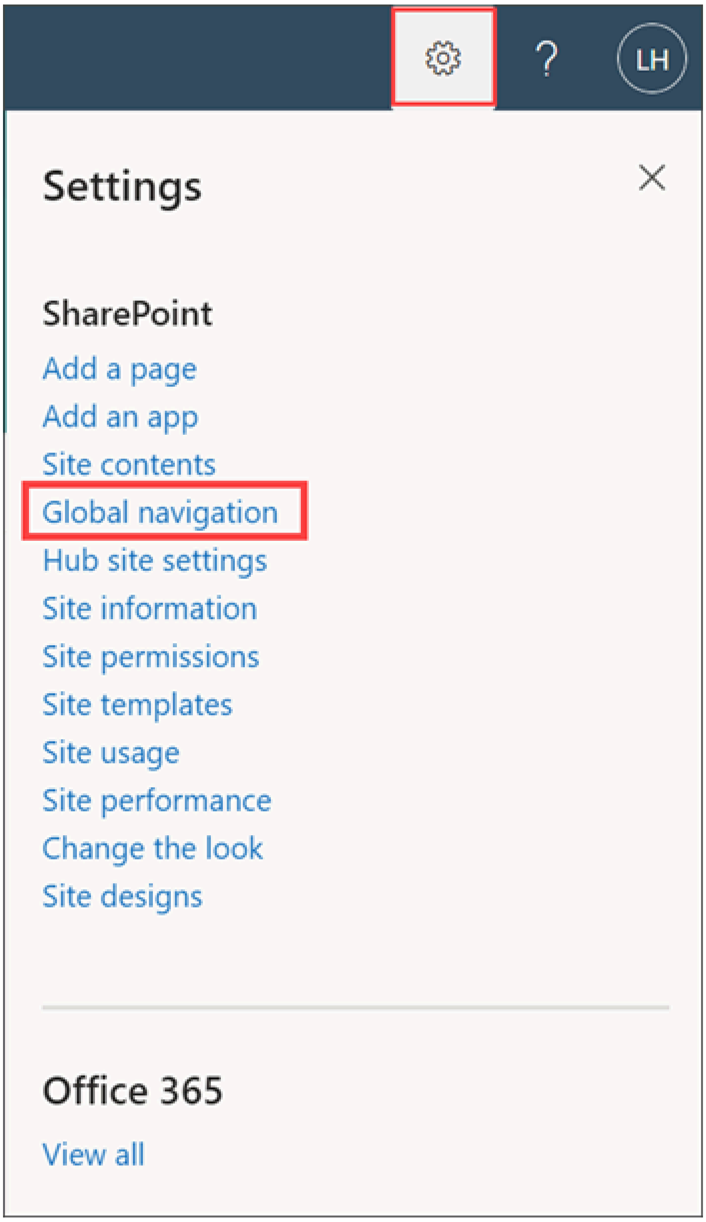
Get started customizing the global navigation tab

1. Set up a SharePoint home site if your organization doesn't already have one.

2. Share the SharePoint home site with everyone in your organization to ensure all users can access the global navigation links.

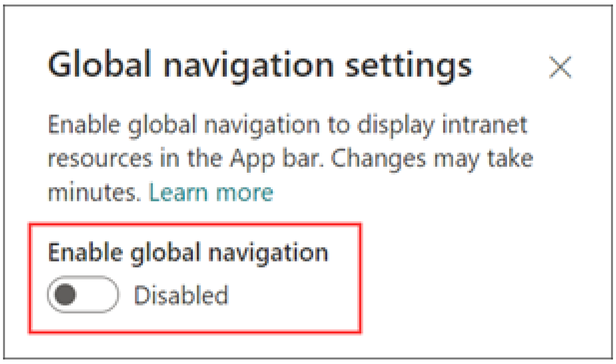
3. Navigate to your organization's SharePoint home site.

4. Select **Settings** and then select **Global navigation** settings.



> ⓘ **Note**
>
> If you don't see **Global navigation** in the **Settings** pane on the SharePoint home site, you might not have site owner permissions (or higher) to the SharePoint home site.

5. Switch the **Enable global navigation** toggle to **On**.



6. Next, add the **Logo** to represent global navigation for your organization (organization or custom logo). No action is needed if you choose to keep the default home icon.

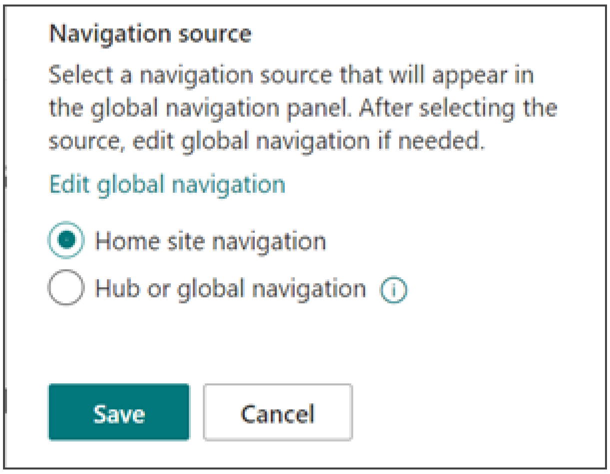
   Global navigation logo specifications:

   - The logo size should be 20x20 pixels
   - PNG file type
   - Transparent background recommended

7. Then, enter a **Title** that's to be displayed at the top of the global navigation pane.

8. Under **Navigation source** make edits to the selected global navigation source if needed by selecting **Edit global navigation**.

9. Select **Save** when you're done. Updates to global navigation might take several minutes before they appear.

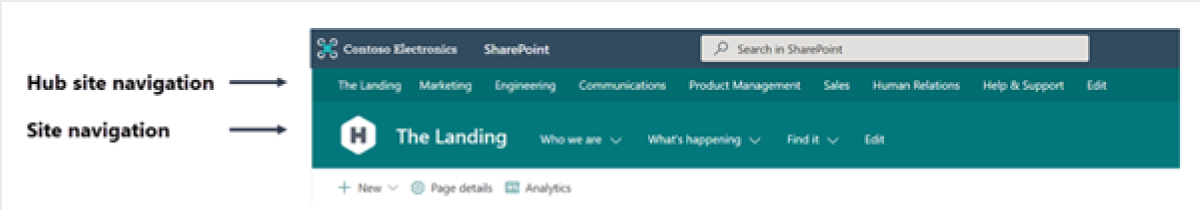


> ⓘ **Note**
>
> - The global navigation source can be edited at any time by site owners or admins of the SharePoint home site.
> - The site and global navigation [links and labels](#) can be edited at any time by editors of the SharePoint home site.
> - Implementing global navigation might take up to 24 hours for the changes to take effect.
> - If you get an error after editing links to sites, try deleting the link and adding it again.

Determine the global navigation source depending on your SharePoint home site's configuration

If you haven't set up your SharePoint home site, do that first and if you're setting up a SharePoint home site specifically to implement global navigation, review this guidance.

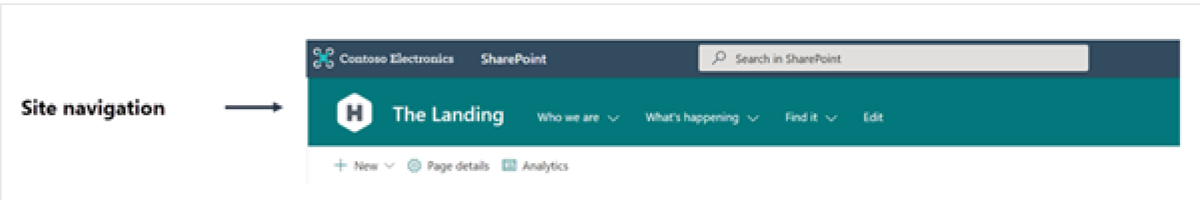
For SharePoint home sites that are a hub, you have two source options



- Select the site navigation source to display the SharePoint home site's navigation.
- Select the Hub or global navigation source to display the SharePoint home site's hub navigation.

> ⓘ Note
>
> When you apply the extended header layout to the site, you'll no longer see the site navigation.

For SharePoint home sites that aren't a hub, you have two source options



- Select the site navigation source to display the SharePoint home site navigation.
- Create a secondary set of navigation nodes specifically for the global navigation panel by selecting **Hub or global navigation**. Then, select **Edit global navigation** to create the new global navigation menu. Select **Save** when you're done.

> ⓘ Note
>
> For SharePoint home sites that aren't a hub site and choose to create a secondary set of navigational nodes for the global navigation pane - if you decide to make your SharePoint home site a hub in the future, the new hub site navigation inherits the current navigational nodes for global navigation and can be edited at any time.

See all the different ways you can set up global navigation

Depending on the content you want to make available in the global navigation, you can configure your SharePoint home site navigation and global navigation in three different ways.

Display the SharePoint home site’s navigation in global navigation

Display hub and site navigation on the SharePoint home page, and the home site navigation in the global navigation panel.

1. Navigate to the SharePoint home site’s **Settings** and then **Global navigation**.
2. **Enable** global navigation, enter a **Title**, and then select **Home site navigation** as the source.
3. Select **Save**. Changes might take a few minutes to reflect.

Display the SharePoint home site’s hub navigation in global navigation

Display hub and site navigation on the SharePoint home page, and the hub navigation in the global navigation panel.

1. Navigate to the SharePoint home site’s **Settings** and then **Global navigation**.
2. **Enable** global navigation, enter a **Title**, and then select **Hub or global navigation** as the source.
3. Select **Save**. Changes might take a few minutes to reflect.

Hide the site navigation and display it in the global navigation

Display just the hub navigation on the SharePoint home page, and the site navigation in the global navigation panel.

1. Start by hiding the site navigation by going to **Settings**, then **Change the look**, then **Navigation** and toggle the **Site navigation visibility** to **Off**.
2. Then, navigate to the SharePoint home site’s **Settings** and then **Global navigation**.

3. **Enable** global navigation, enter a **Title**, and then select **Home site navigation** as the source.
4. Select **Save**. Changes might take a few minutes to reflect.

Set up a SharePoint home site for the first time

A SharePoint home site is a SharePoint communication site that you create and set as the top landing page for all users in your intranet. The home site brings together news, events, conversations, and other resources to deliver an engaging experience that reflects your organization's voice, priorities, and brand.

It's recommended that you set up a SharePoint home site for your organization to take full advantage of SharePoint's communication and collaboration features and is required to enable and customize global navigation in the SharePoint app bar.

Set up a SharePoint home site just for global navigation

If you're creating a SharePoint home site for the main purpose of setting up global navigation, you can simplify the steps recommended to plan and launch a SharePoint home site.

Learn more about planning navigation in SharePoint and apply information architecture principles to your new SharePoint home site's navigational design.

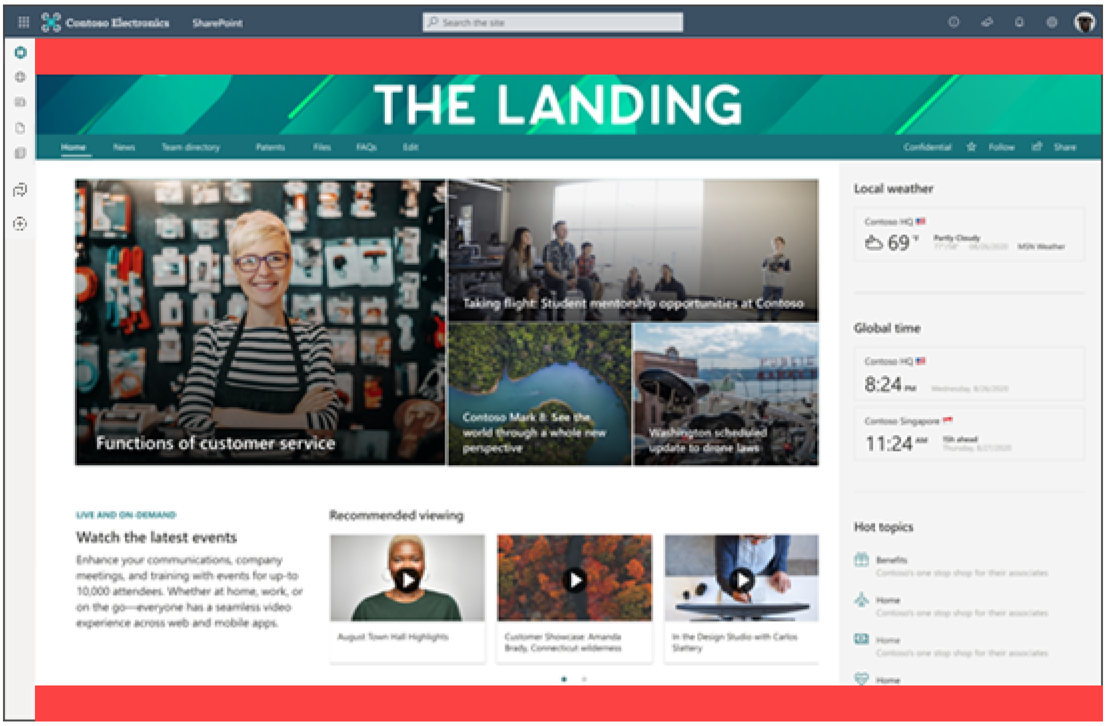
> ⓘ **Note**
>
> - Only one communication site can be set as the SharePoint home site.
> - The first time you set up a SharePoint home site, it might take up to several minutes for the changes to take effect.
> - SharePoint admin credentials are required to use the SharePoint Online Management Shell tool that is required to transform a communication site into a SharePoint home site.

1. Start by creating a SharePoint communication site.
2. Customize the communication site navigation to reflect the view you'd like to see in the global navigation pane. You can make edits to the navigation source and individual labels and links at any time.
3. Set this communication site as a SharePoint home site using the SharePoint Online Management Shell tool.

4. Share the SharePoint home site with users so they can access the global navigation links.
5. On the SharePoint home site, select **Settings** and then **Global navigation** to **enable** and customize.
6. For the global navigation source, select **Home site navigation** to display the SharePoint home site navigation that you created in the global navigation panel, then select **Save**.

Understand how the app bar might affect page customizations

The SharePoint app bar might affect current page customizations, specifically customizations positioned to the left of your page. For organizations using page placeholders, the SharePoint app bar will cover parts of both the header and footer page placeholder. In the following image, the placeholder footprint is in red:



Modernize classic SharePoint sites to display the SharePoint app bar

The SharePoint app bar only appears in modern SharePoint sites and pages.

We highly recommend modernizing classic sites not only to display the SharePoint app bar but for a more consistent user experience. Learn more about how to modernize classic SharePoint sites and pages using the open-source SharePoint PnP Page Transformation solution.

Teach end users about this feature

Help end users understand how the new SharePoint app bar works.

Resources

- Learn more about SharePoint home sites
- Learn more about planning and creating hub sites
- Learn more about navigation and information architecture in SharePoint
- Learn more about sharing and permissions in SharePoint

Last updated on 02/12/2025

The Viva Connections Dashboard web part

Article • 08/28/2024

Viva Connections is an integrated experience designed to drive user engagement. When deploying Viva Connections, you'll set up a Dashboard and use cards to bring together resources for different audiences to provide a comprehensive view of everything they need to complete common tasks. For example, the Dashboard could include a card that allows users to access cafeteria menus, schedules, reports, shift schedules, HR policies, and more.

Once a Dashboard is published, you can use the Dashboard web part to display it on your SharePoint home site. If you want to add, remove, or reorder cards, the existing Dashboard on your site must be edited. To learn how to create or edit a Dashboard, see Create a Viva Connections dashboard and add cards.

Add the Dashboard web part

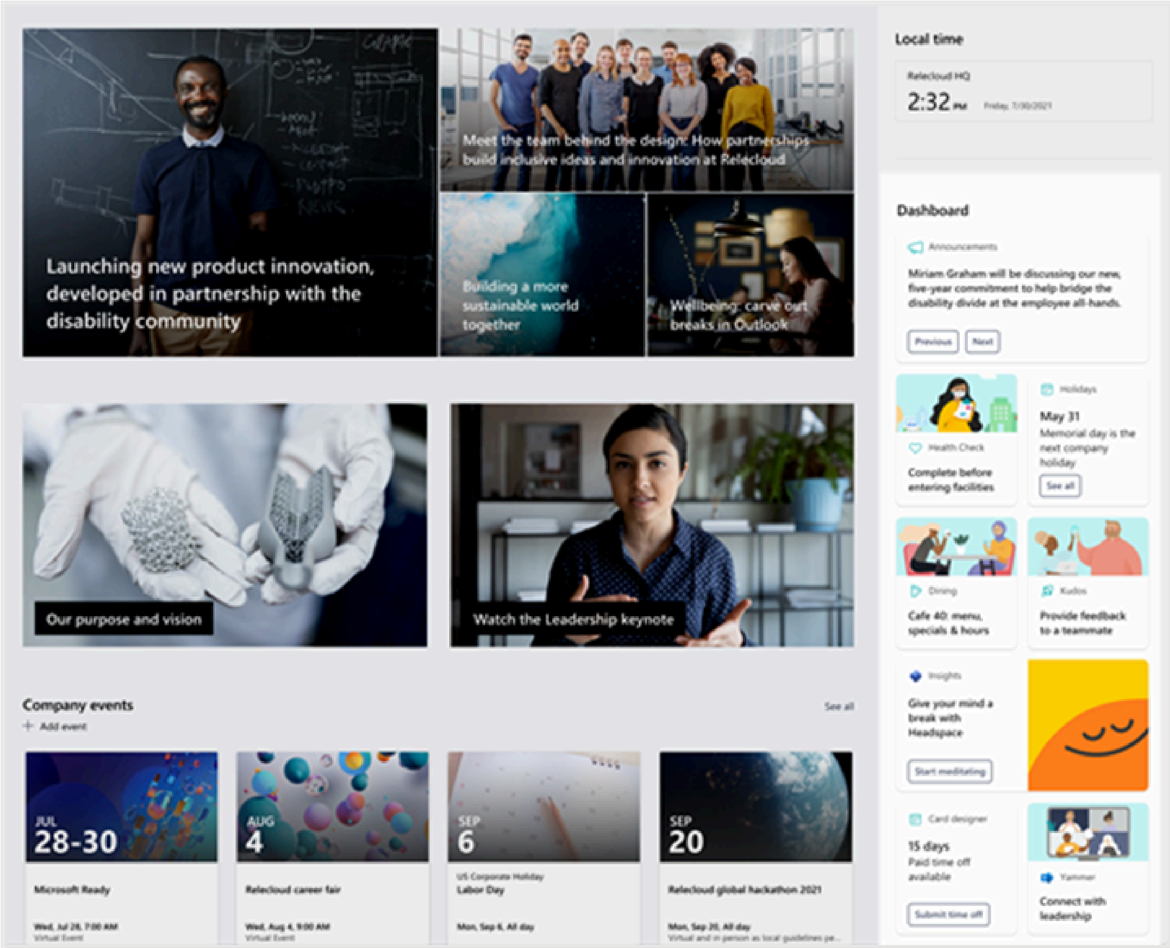
To add a Dashboard web part, firstly ensure that you are in the **edit** mode. Select **Edit** at the top-right of the SharePoint home site page.

Once in **edit** mode, perform the following steps:

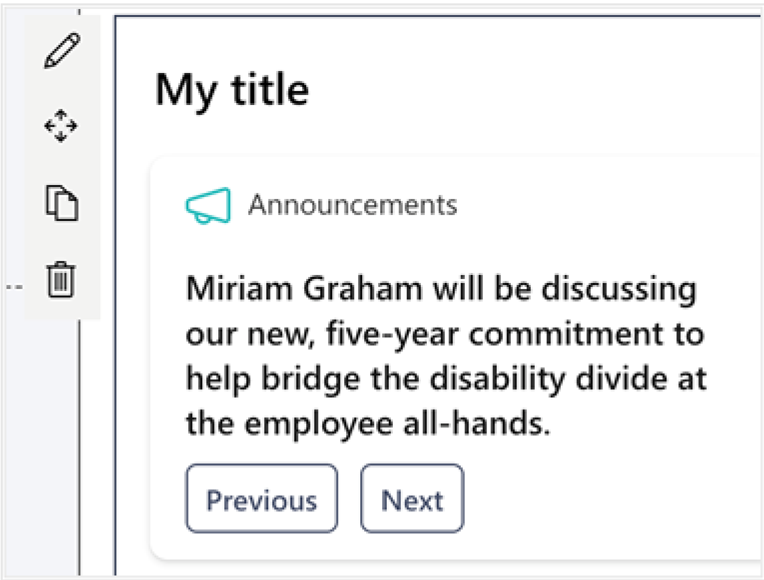
1. Hover your mouse around the section within which you want to place the web part, and select the **circled** +.

2. In the web part search box, enter **Dashboard** to quickly find and select the **Dashboard for Viva Connections** web part.

The web part is added to your page and is populated with the cards from the existing Dashboard on your site. In this example, the Dashboard is placed in a vertical section on the right:



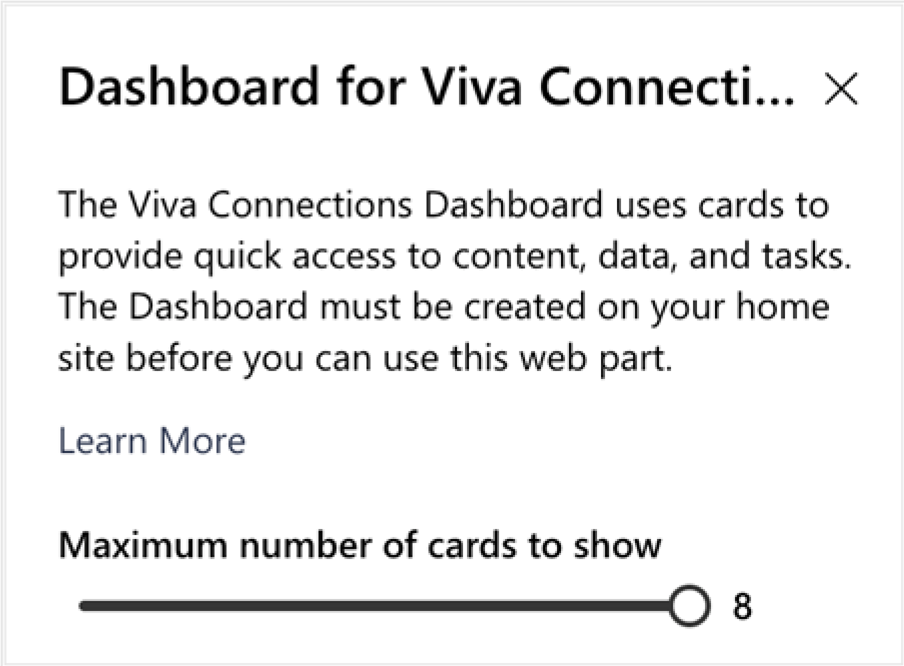
3. Optionally, you can change the title of the Dashboard by selecting it in the web part and typing over it with your own title.



4. To move the web part, select the **Move web part** icon and drag the web part to a different section or column on the page.

5. To set the value for maximum number of cards to display on the web part, select the **Edit web part** pencil icon.

6. Use the slider to indicate the maximum number of cards to display.



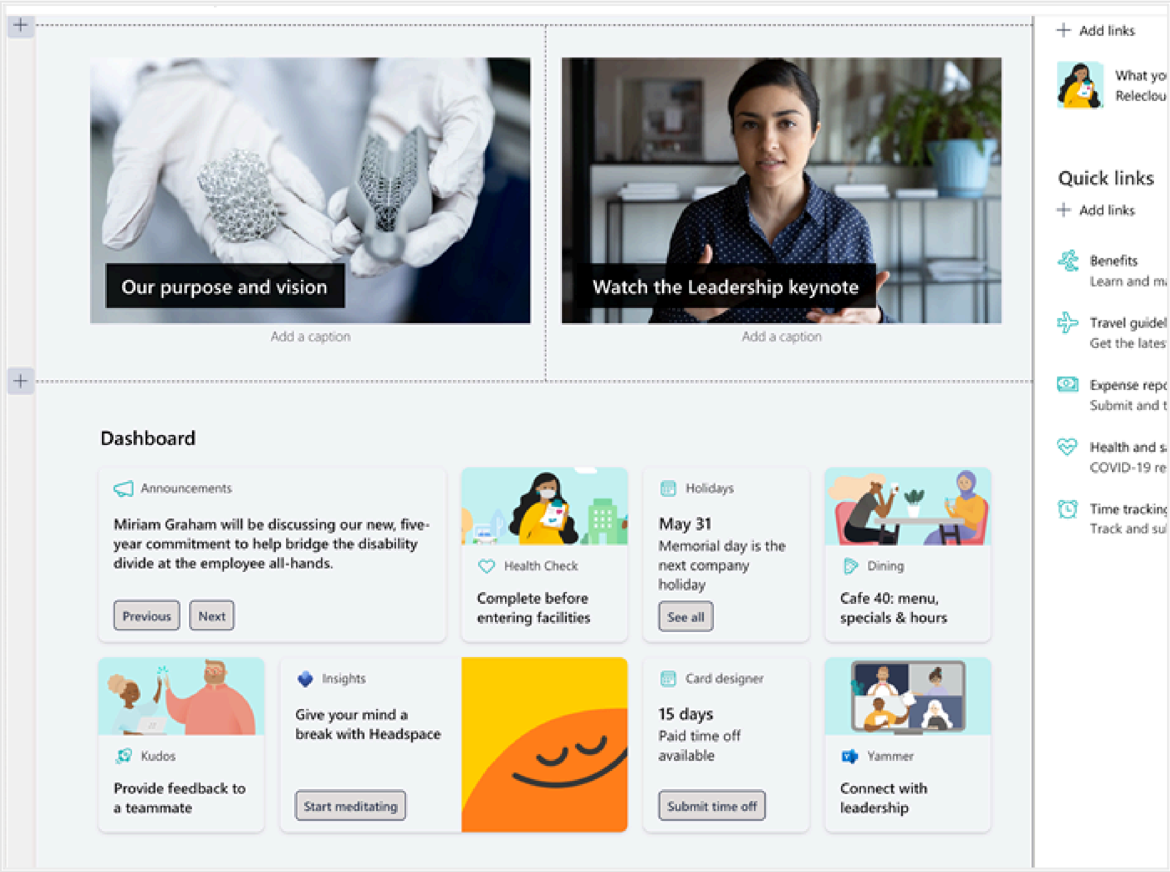
> ⓘ **Note**
>
> When there are more cards available than the maximum number set for the web part, users can select **See all** to see the rest of them.

7. Once the card-count threshold is set, select **Publish** or **Republish** to make the page available with your newly placed Dashboard web part.

Additional information

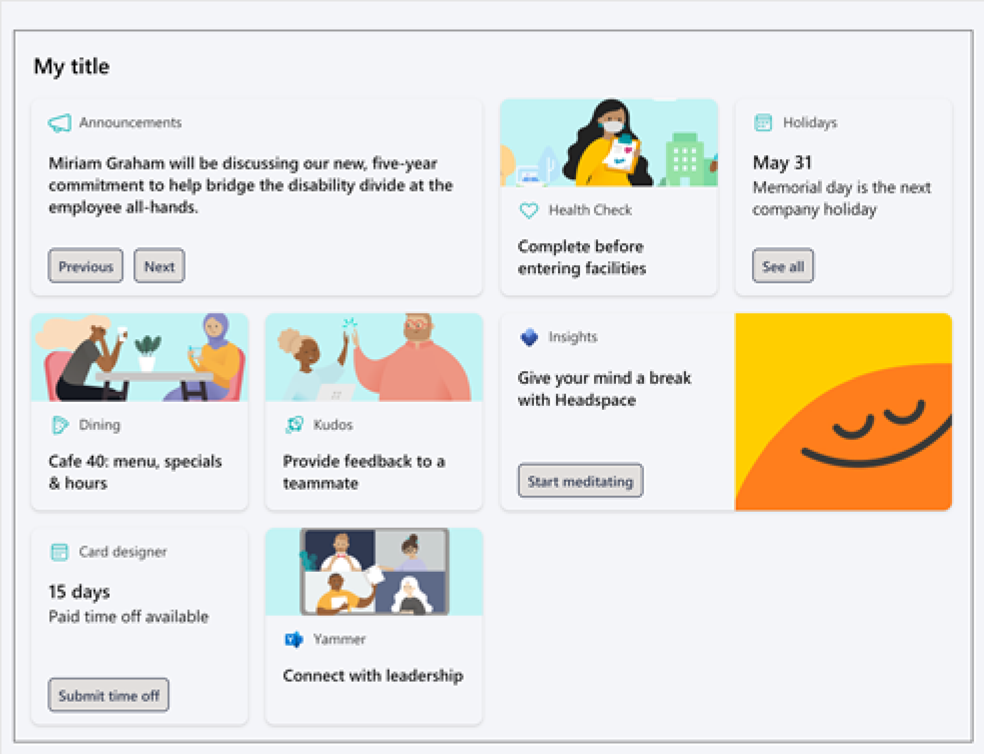
- **The Dashboard web part is hidden when there are no cards to show**: There might be no cards to show when the Dashboard author has targeted cards for specific audiences, and people outside of those audiences are viewing the page. For example, if all cards are targeted to your development group, only people in the development group will see the Dashboard.

- **We recommend you use the Dashboard web part in a vertical section**: Although a vertical section is recommended, the web part can be used in any section in one, two, or three column layouts. Here's an example of a Dashboard web part in a horizontal section:

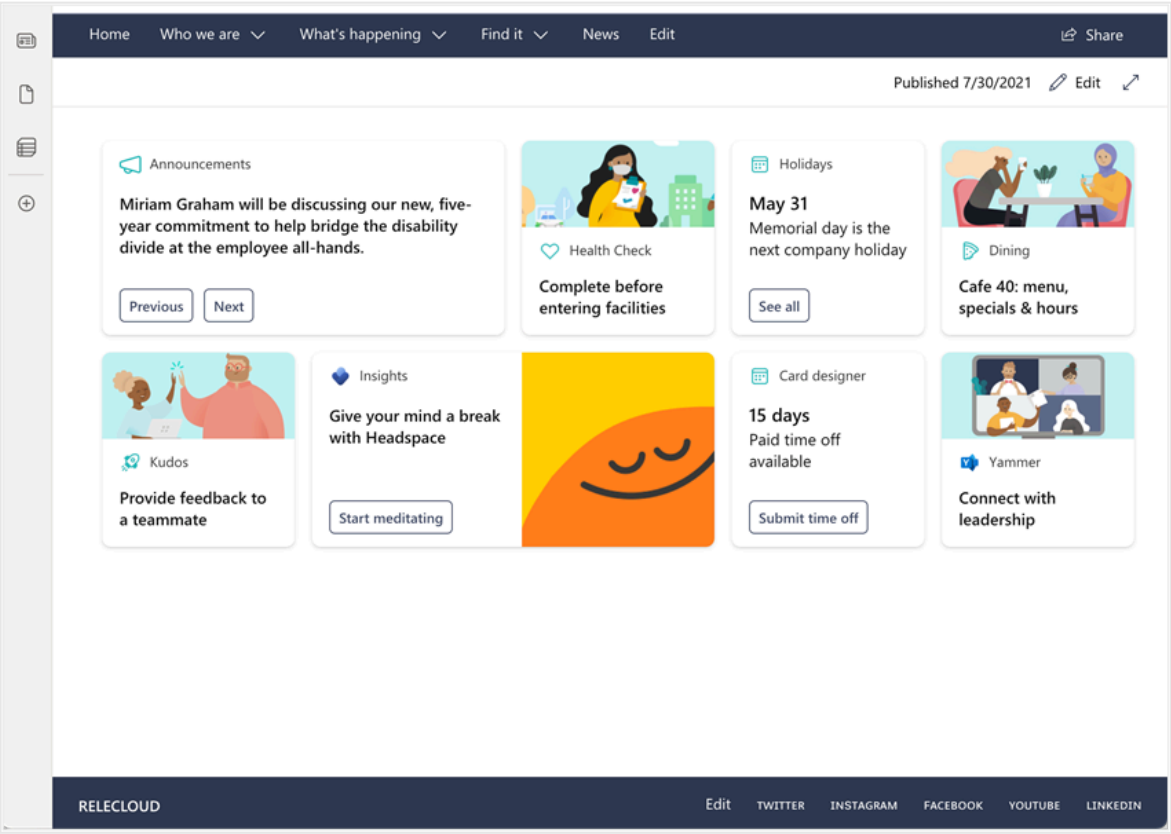


- **The Dashboard web part can be added to any page on your SharePoint home site**: The Dashboard is most useful on your SharePoint home page, but it's possible to add it to any page on your SharePoint home site. One practical use for adding the Dashboard to your home site is to experiment with your page layout to see where you think the Dashboard fits best. Just create a copy of your SharePoint home page and start experimenting.

- **The Dashboard web part can be used in sections with a colored background**: When editing a section, you can change the background of the section and the cards of the Dashboard will have a different color from that background.



- **"See all" appears on the top-right of the Dashboard web part** when there are more Dashboard cards available than can be displayed in the Dashboard web part. When **See all** is selected, a page that shows the entire Dashboard is displayed.



More resources

Overview of Viva Connections

Set up and launch Viva Connections

Feedback

Was this page helpful? Yes No

Provide product feedback

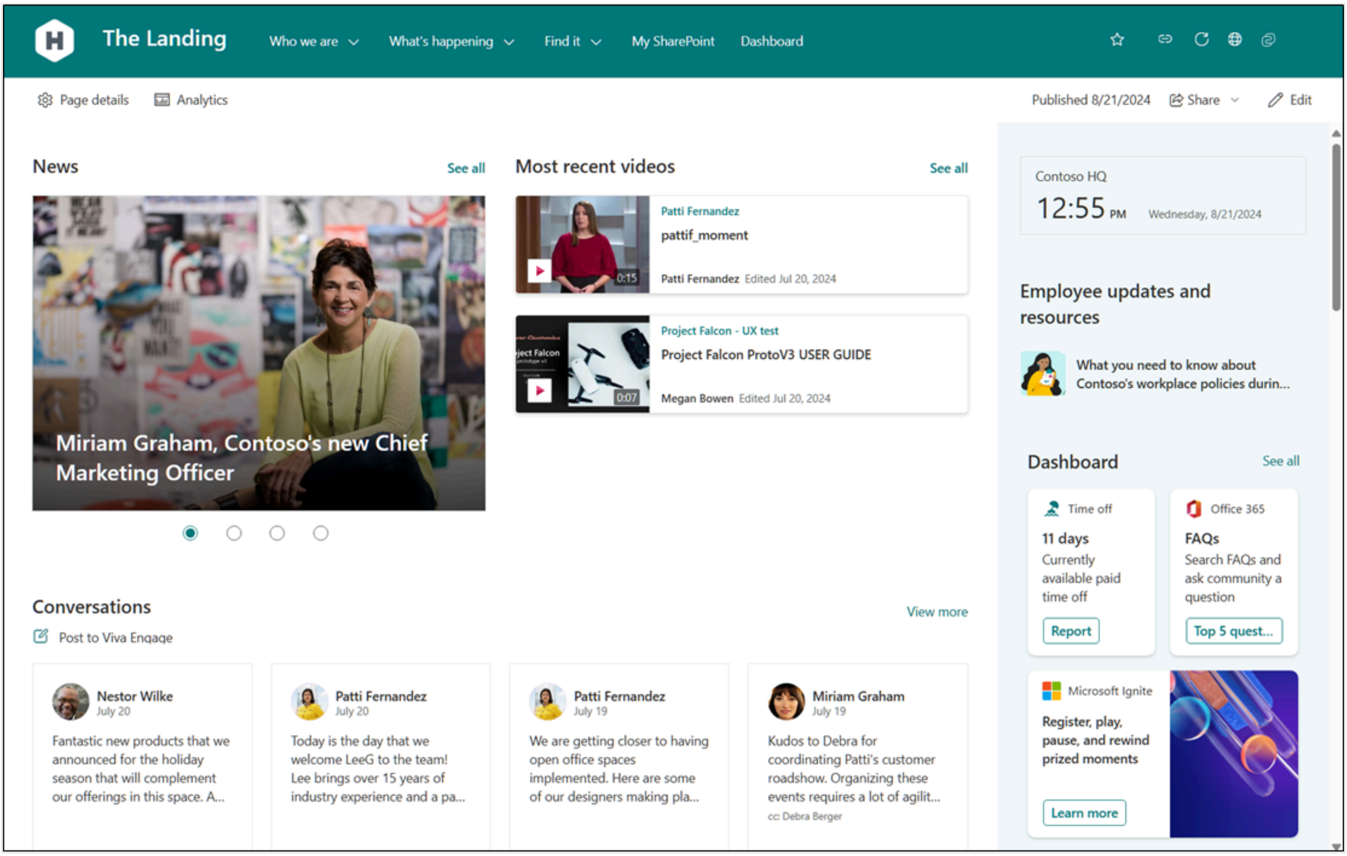
Using web parts to display content on your SharePoint site

Article • 04/16/2025

Use the News, Viva Engage, File and Media, and Highlighted content web parts and Video pages to display content, videos, and files from sources across SharePoint, Viva Engage, and Stream (on SharePoint) to keep users informed and engaged with news posts, conversations, and video feeds.

Each user's experience will look different because content displayed in the web parts is personalized to the viewer based on the SharePoint sites and Viva Engage communities that they follow. The tools described in this article are a good way to surface content on your SharePoint site to provide users with a steady stream of information.

> ⓘ **Note**
>
> - The news reader experience is being rolled out to users that will replace the current Feed experience across desktop, web, and mobile devices. This update is planned to roll out to all customers across all devices by the end of April 2025.
> - You need site member permissions (or higher) to add and edit web parts to a SharePoint site.

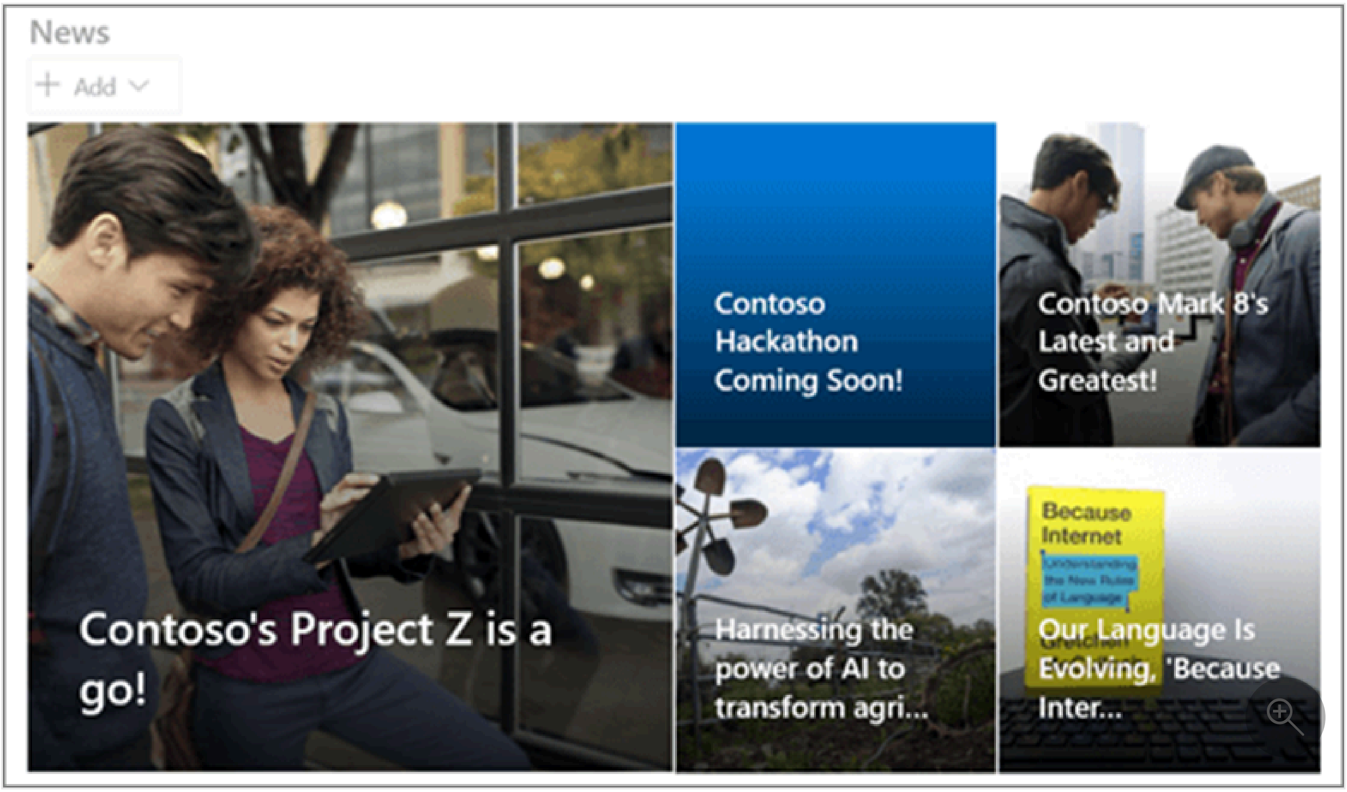


Display news posts with the News web part

Keep users in the loop and engage your audience with important or interesting stories by using the News web part on your page or site to display a collection of news posts from various SharePoint sources.

Create eye-catching posts like announcements, organizational news, people news, status updates, and more that can include graphics and rich formatting. Boost news posts so it appears in a prominent position to be seen by your organization. You can also customize the web part to change the layout, order of appearance, or target posts to specific audiences.

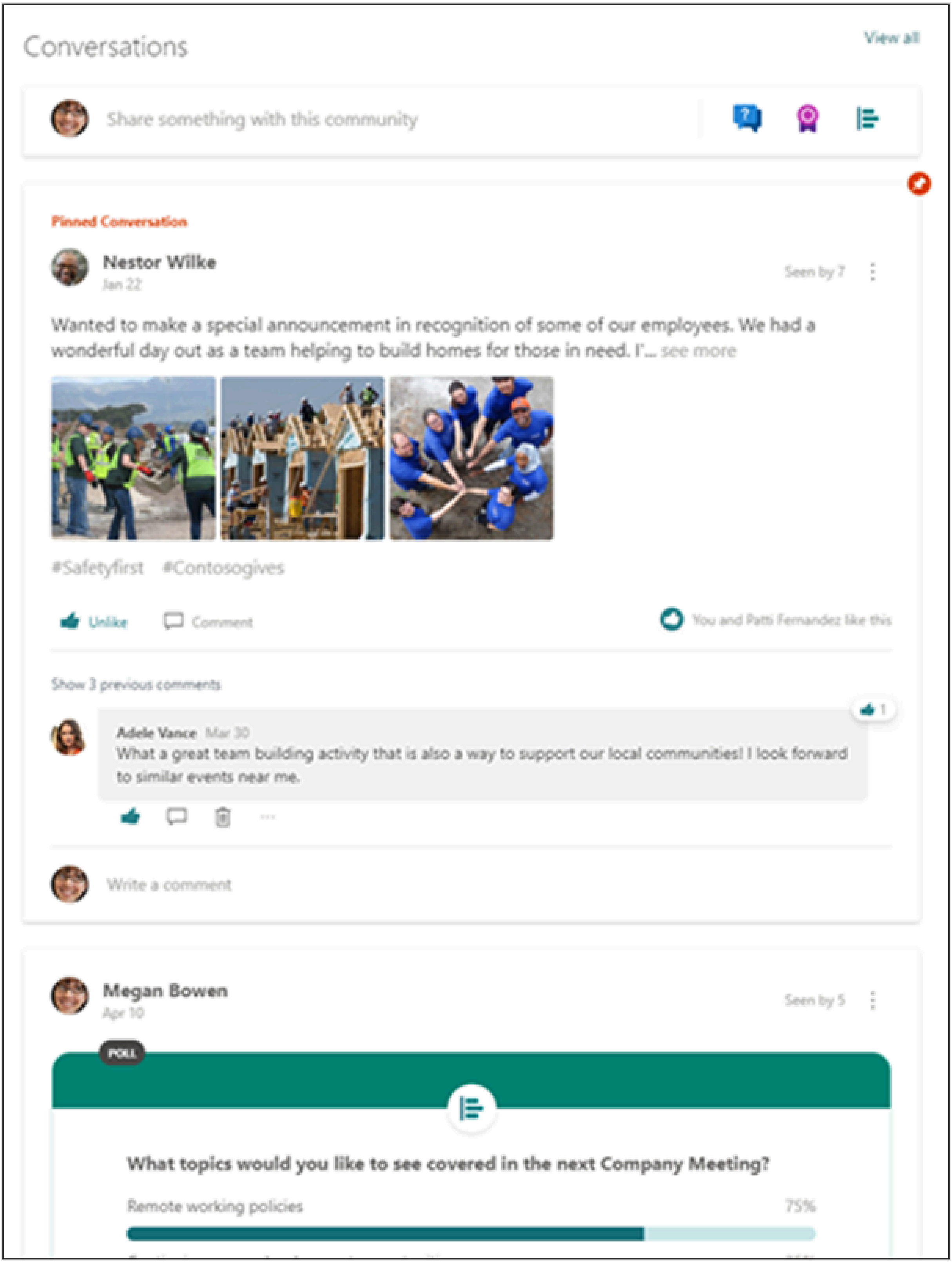
> **Note**
>
> Boosted news displays for up to four days in the News web part.



For more information, see the articles on using the news web part on a SharePoint page and boosting SharePoint news from organizational news sites.

Show Viva Engage conversations and highlights with the Viva Engage web parts

Use the Viva Engage Conversations web part or the Viva Engage Highlights web part to help users participate in conversations with your organization's leadership, IT, Human Resources, or other internal departments without leaving your SharePoint page, or provide a quick overview of active conversations and a targeted portal to specific groups or conversations in Viva Engage where users can start a post to ask a question, poll others, or send praise.



For more information, see the article on using a Viva Engage web part in SharePoint.

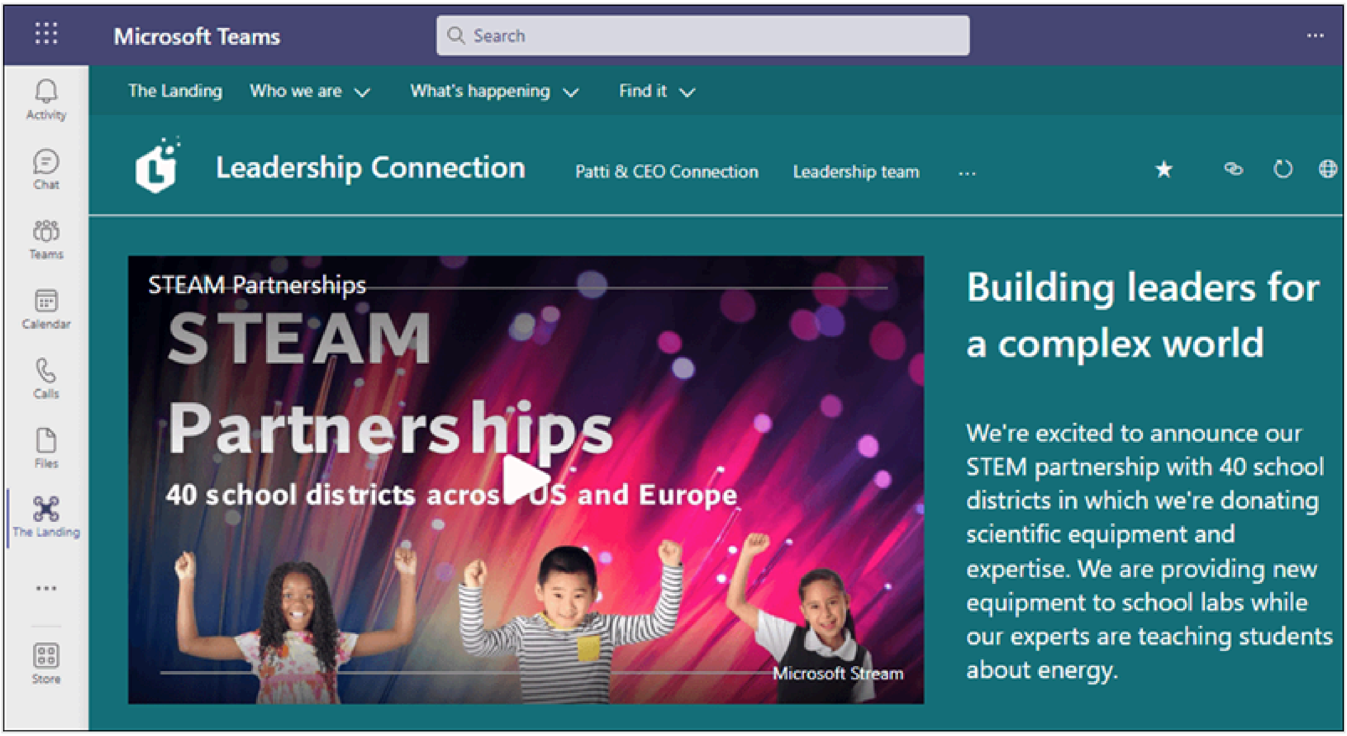
Feature videos hosted on a SharePoint site and Microsoft Stream

Feature a single video on a SharePoint page with the File and Media web part

If you want to feature a single video on a SharePoint page and be able to play the embedded video inline, you can use the File and Media web part.

After adding the File and Media web part to your page, you can select a video file from your site, another site, or from a link. Visitors to your page will be able to play the video directly on the page.

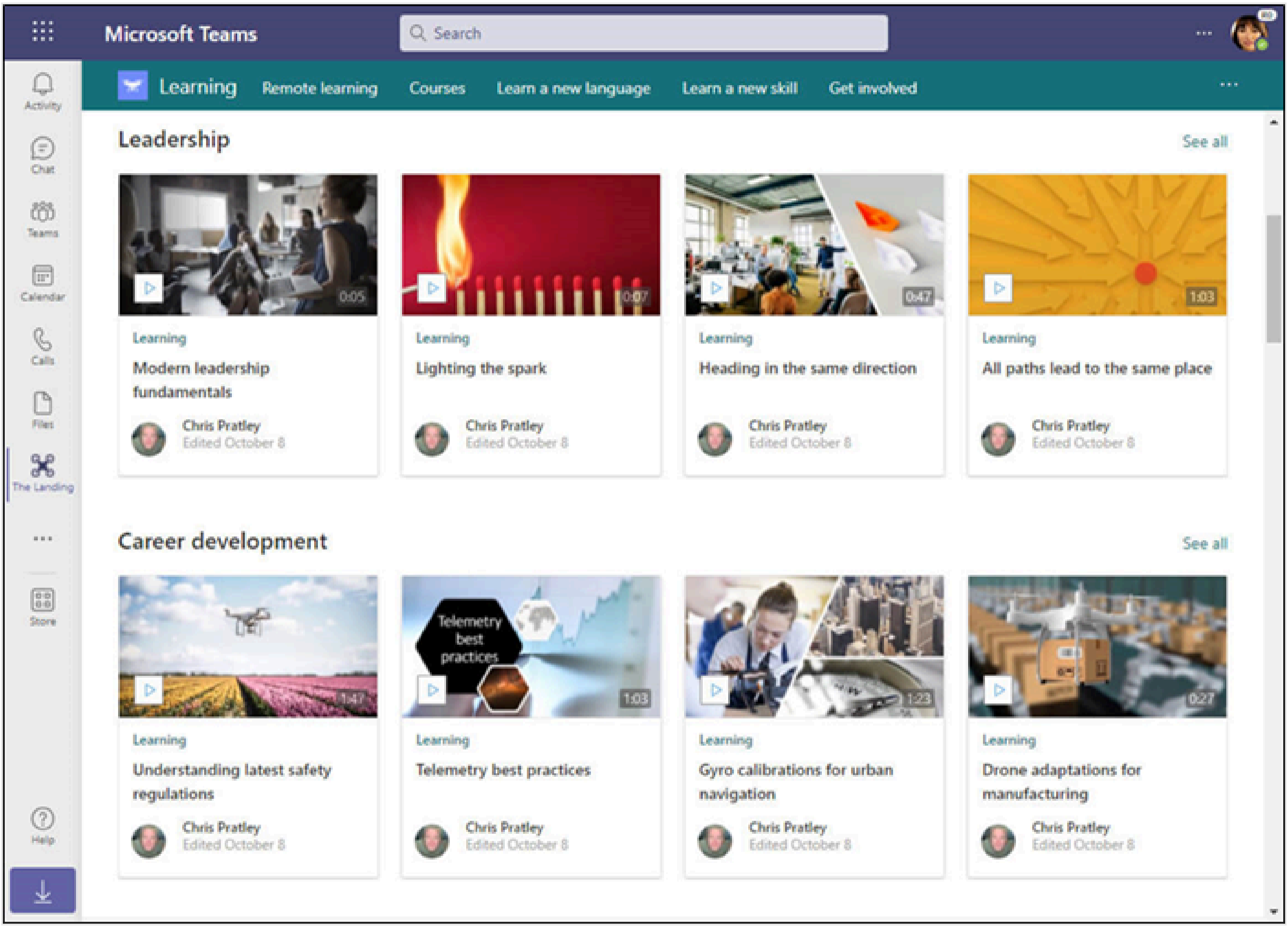
The File and Media web part can also be used to add a file on your page like an Excel spreadsheet, PowerPoint presentation, Word document, PDF, and more.



For more information, see the article on featuring a video on a page and using the File and Media web part.

Feature a list of videos on a SharePoint page with the Highlighted content web part

When you want to display a list of videos on a page, you can use the Highlighted content web part. You'll be able to configure how the list is filtered, sorted, and displayed. Visitors to your page will be able to select a video in the list to watch it. Using the web part, you can filter, choose sources, and sort videos that help you build a customized experience that will highlight videos to your viewers.



For more information, see the article on featuring a set of videos on a page and using the Highlighted content web part .

Create video centric page content with Video Pages

Create video centric page content with video page templates. These templates are available in both SharePoint and Stream, making it easy to showcase video with customized and branded pages experience from either application.

For more information, see the article on creating video pages on SharePoint .

More Resources

Plan, build, and launch a SharePoint home site for your organization

Guide to setting up Viva Connections

Use the news web part on a SharePoint page

Boost news from organizational news sites

Use a Viva Engage web part in SharePoint

Feature a video on a page

Use the File and Media web part.

Use the Highlighted content web part

Create video pages on SharePoint