West Virginia University

ADDING VIVA INSIGHTS TO TEAMS AND SENDING PRAISE

ADD VIVA INSIGHTS TO THE MICROSOFT TEAMS SIDEBAR

1. Open Microsoft Teams (desktop or web).

2. In the left app bar, click the ellipsis (…) labeled **View more apps**, then click **Get more apps**.

3. In the search box, type **Viva Insights**.

4. When the app appears, click **Add** or **Open**.

5. To pin it for quick access, right-click the Viva Insights icon in the left bar and select **Pin**.

6. Once pinned, Viva Insights will always appear in your sidebar.

SEND PRAISE TO COLLEAGUES

1. Open the Viva Insights app from your sidebar.

2. On the **Home** tab, click **Send praise** in the *Recommended for you* section.

3. In the Praise composer, enter your colleague's name in the *To:* field (required).

4. Under *Where*, choose **Chat** to send the praise privately, or **Teams channel** to post publicly.

5. Select an applicable badge title.

6. Add a note (up to 500 characters), select a background color, and preview.

7. Click **Send** when ready.

ADDITIONAL FEATURES

- **View Praise Feed and History:** Click **All praises** in Viva Insights to see recent messages.

- **Set Praise Reminders:** Toggle the Praise reminder to **On** within the Viva Insights app settings.

- **Privacy Note:** Praise history and analytics are visible only to you. Managers and others cannot see your history.