

**Viva Engage** is the social and community layer inside *Microsoft 365*.

It gives staff a shared space to ask questions, share updates, recognise good work, and build culture—without relying on email.

## What teams use it for

### Questions & Knowledge Sharing

- Ask questions openly across the organisation
- Get answers from colleagues and subject experts
- Reduce repeated emails and hidden knowledge

### AMAs (Ask Me Anything)

- Leaders host open Q&A sessions
- Live or asynchronous conversations
- Builds trust, transparency, and alignment

### Internal Communications

- Share company updates in one visible place
- Reach the right people without inbox overload
- Two-way communication, not broadcast-only

### Culture & Community

- Create spaces around interests, teams, or values
- Connect remote and hybrid staff
- Strengthen belonging beyond job titles

### Praise & Recognition

- Publicly recognize individuals and teams
- Reinforce company values
- Boost morale and engagement

### Celebrations & Milestones

- Work anniversaries
- Project wins
- Personal achievements

## Where it fits

Viva Engage works **alongside Teams, Outlook, and SharePoint** — not instead of them.



**Teams** → day-to-day collaboration



**SharePoint** → structured information



**Viva Engage** → conversation, culture, and community

## Why organisations use it

- Better engagement without more meetings
- Stronger culture in hybrid teams
- Leadership visibility without noise
- Fewer "reply-all" emails

Viva Engage turns internal communication into a conversation — **not just another inbox**.