

**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.

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## What teams use it for

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### 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

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## Where it fits

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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

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## Why organisations use it

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- 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**.*