

Using Delve and Adding Personal Information to About Me

What is Office Delve?

Delve helps you discover the information that is likely to be most interesting to you right now - across Office 365. Find information about people - and through people - and help others find you.

You don't have to remember the title of a document or where it's stored. Delve shows you documents no matter where they're stored in OneDrive for Business or in Sites in Office 365.

Delve never changes any permissions, so you'll only see documents that you already have access to. Other people will not see your private documents. Learn more about privacy.

Find information about other people

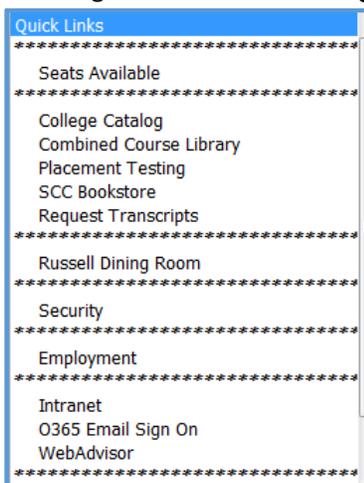
You can find information about other people by going to their profile page in Delve.

The **People** list on the left shows some of the people you've recently viewed in Delve. To find other people:

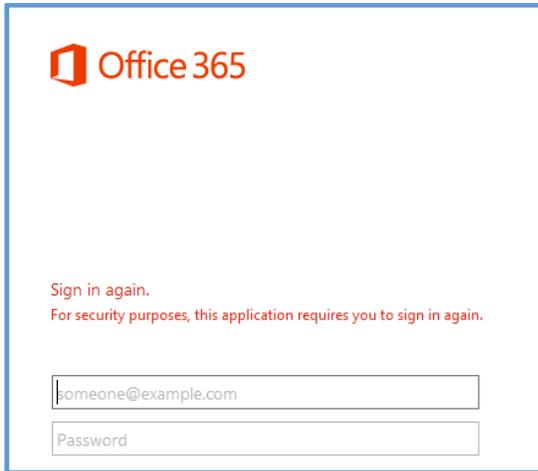
- Click a person's name or picture anywhere in Delve.
- Or, type their name in the search box, and then click their name.

If you would like to put information about yourself in Delve, Please read the directions below:

1. First Log into **"O365 Email Sign On"** from the Quick Links Drop down on the Sandhill's Home Page



2. Sign in with your o365 e-mail address and password



3. Click in the top right corner, where your Picture is or if you do not have a picture to the right of the ? mark



4. Choose **“About Me”**

About me

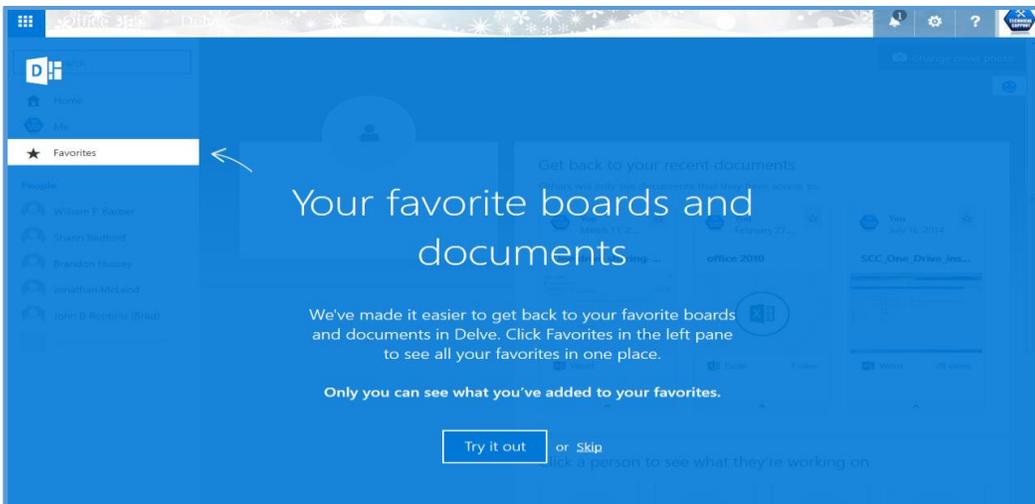
View account

Sign out

5. Click **“Edit Profile”** under your Name, Title and Picture (If you have added a picture)



6. You may get the Below message:



You can choose Skip and go to About Me or you can choose Try it out. In the “About Me” section there is a Free Form area where you can write about yourself, your accomplishments, your family and anything else you may want to share with your co-workers.

About me Everyone

Provide a personal description expressing what you would like others to know about you.

About me Everyone

I am the Director of Information Technology Support at Sandhills. I have worked at the college for... I have..children

Provide a personal description expressing what you would like others to know about you.

7. If you click on the “Details” tab you can add more information about yourself. This is strictly voluntary and you can change who can see this to the right of the block.

Basic Information Contact Information **Details**

Basic Information Contact Information **Details** ...

Who can see this?

Past projects	<input style="width: 95%;" type="text"/>	Everyone ▼
	<small>Provide information on previous projects, teams or groups.</small>	
Skills	<input style="width: 95%;" type="text"/>	Everyone ▼
	<small>Include skills used to perform your job or previous projects. (e.g. C++, Public Speaking, Design)</small>	
Schools	<input style="width: 95%;" type="text"/>	Everyone ▼
	<small>List the schools you have attended.</small>	
Birthday	<input style="width: 95%;" type="text"/>	Everyone ▼
	<small>Enter the date in the following format: February 22</small>	
Interests	<input style="width: 95%;" type="text"/>	Everyone ▼
	<small>Share personal and business related interests.</small>	

8. Underneath the About Me section, you can change your picture (if you have not already done this)

about you.		
Picture	Change your photo	Everyone

The link to change your picture can be found in the “For Faculty and Staff” link listed below:

http://www.sandhills.edu/faculty-staff/email/profile_image.php

You can also use the Ask Me About section if you have expertise in a subject that can help another co-worker

Ask Me About	<input type="text"/>	Everyone
Update your "Ask Me About" with topics you can help people with, such as your responsibilities or areas of expertise.		

Some details, like your name and job title, may be provided by your IT or human resources department. If you want to update those details, contact them or your admin.

You will also see this message on some Items as they are populated from the Active directory accounts that are created for all Staff and Faculty. These items cannot be edited and if they are incorrect, you will need to contact one of the Information Technology Services Staff members.