



M365 Viva Insights

Boosting Recognition & Wellbeing at Work

Viva Insights is a feature within Microsoft. It provides personalized reminders and wellbeing tips – among others - and helps you recognize your coworkers in meaningful ways. It offers tools to manage work-life balance, stay connected with colleagues, and boost overall performance. ([Learn Microsoft](#))

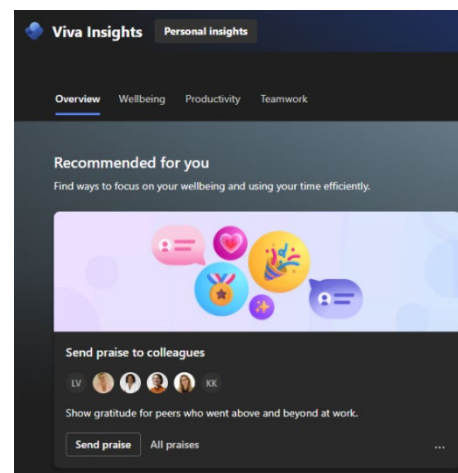


Recognition Fuels a Healthy Workplace

When employees feel valued, they're more engaged, productive, and likely to stay. Microsoft Viva Insights helps City of Madison employees build a culture of appreciation through simple, timely tools.

How Can I Access Viva Insights?

- You can access this feature via Microsoft Teams.
 - Open your Microsoft Teams desktop app
 - Click “Apps” on the left-hand side
 - Search for & select “Viva Insights” from the list of apps
 - Select Open
 - Pin this for easy future finding
- Or via your [M365 Copilot](#).
 - Select “Apps” on the left-hand side
 - Select “Insights” from the list of apps
 - This will open the Viva Insights dashboard “Overview” tab



Use Viva Insights to Recognize Others

[Send Praise to Colleagues](#)

- In Viva Insights, “Send Praise to Colleagues” bubble.
- Select “Send Praise”.
- Choose a badge (I.e., Team Player, Leadership, Creative Thinker...).
- Add a short message and choose where to post (privately or in a Teams Channel).

[Set Weekly Reminders](#)

- Viva can remind you to recognize team members you collaborate with most.
- You can also set a personal goal to send weekly praise.

[Team Leaders](#)

- Use Viva’s team dashboard to spot trends.
- Look for steady contributions or signs of burnout – both can be moments for recognition.

Tips For Meaningful Recognition

- **Be timely** – recognize someone soon after the contribution.
- **Be specific** – say what they did and why it mattered.
- **Be visible** – public praise helps build team culture.

City Staff Pro-Tip:

Make it a Friday habit: log into Viva, reflect on the week, and send a quick thank-you to a colleague who made a difference!



Still unsure about using Viva Insights?

Check out IT & Microsoft’s training articles and videos on the [LearnM365 resources](#).

Also view the [#TeamCity Employee Recognition Program](#)

Or, reach out to OrganizationalDevelopment@cityofmadison.com.