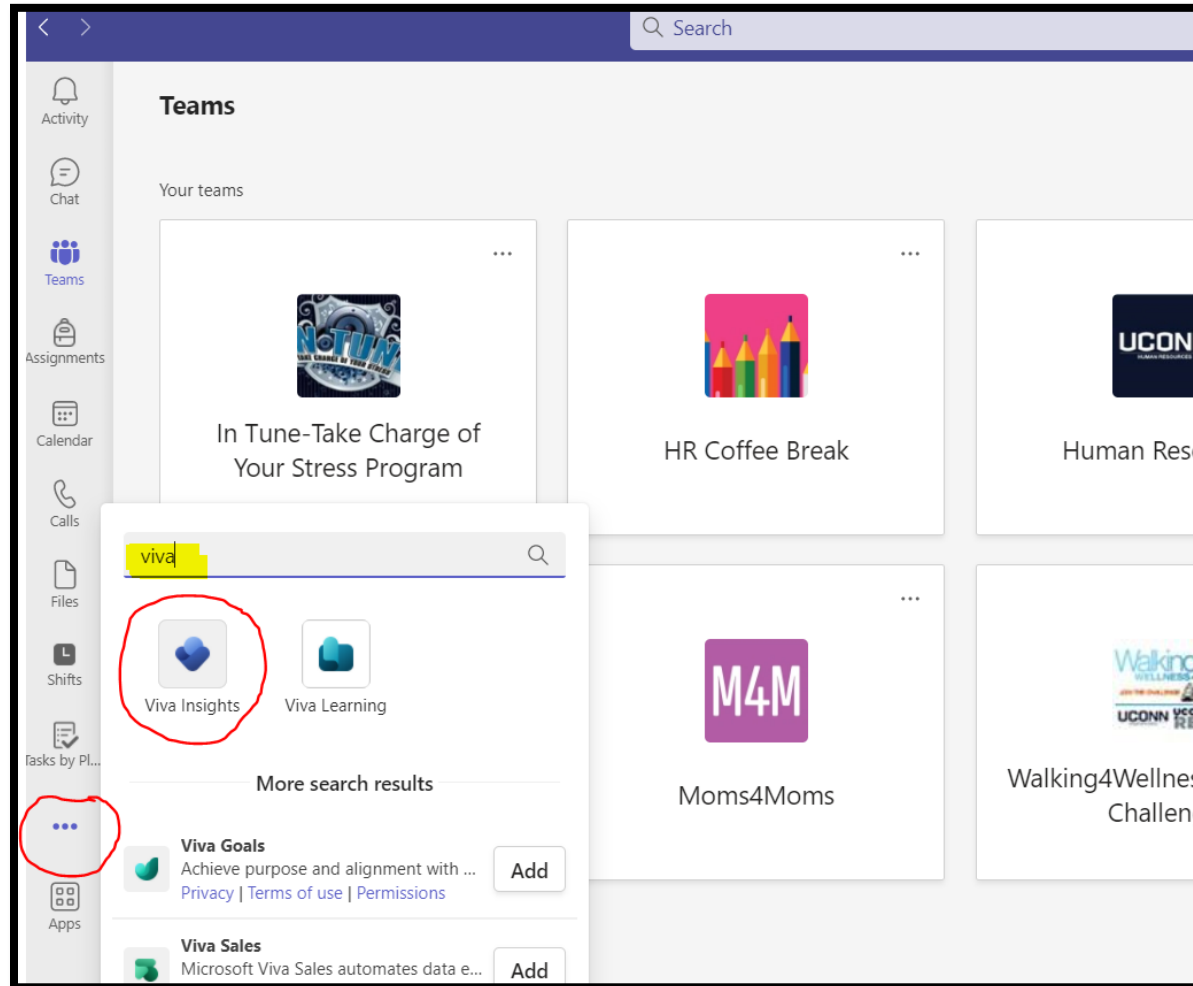


## How to Send Praise to Colleagues in Microsoft Teams

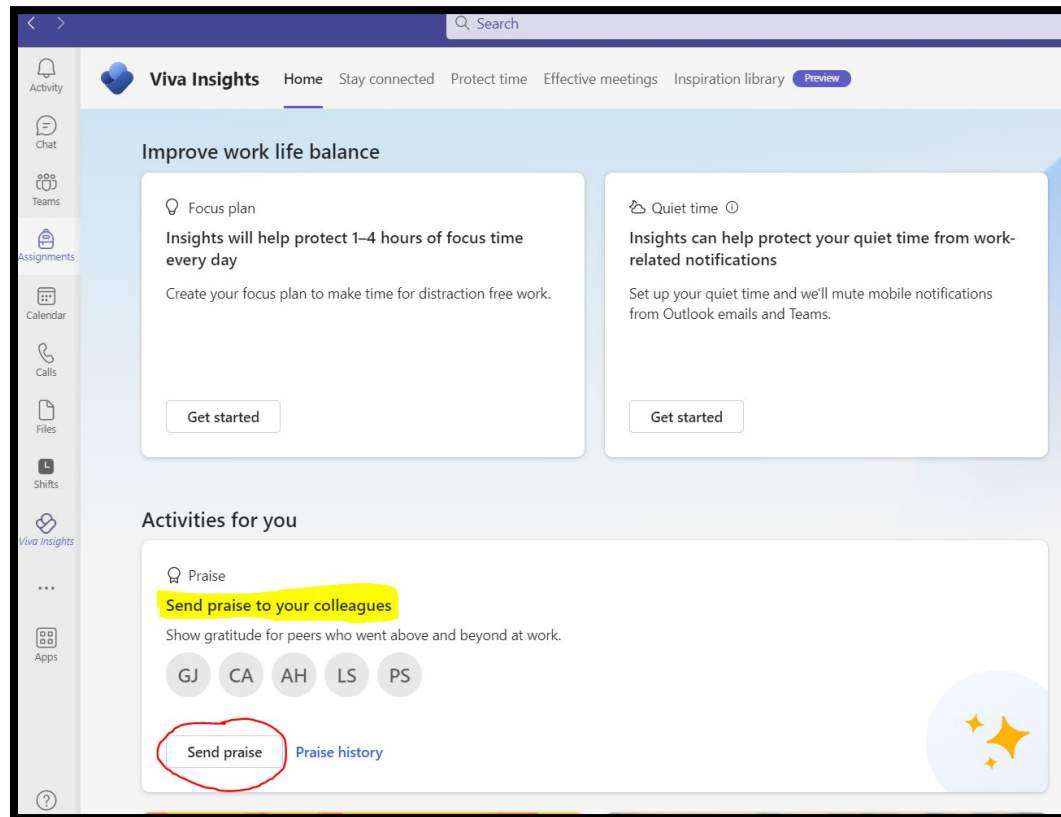
### Send Praise to a Colleague via Chat, or to a Department Teams Channel

- Open Microsoft Teams. On the lefthand side bar, click the three dots and type Viva Insights into the Tool Bar.



- Click on Viva Insights

- Click *Send Praise*, as shown below.



- The below Praise box will open

The screenshot shows the 'Praise' dialog box with the following elements:

- Title:** A row of four buttons: 'Awesome' (with a trophy icon), 'Thank You' (with a star icon), 'Congratulations' (with a party popper icon), and 'Achiever' (with a ribbon icon). A chevron icon is to the right of the 'Achiever' button.
- Note (optional):** A text input field containing the placeholder text 'Add an optional note' and a character count '0/500' at the bottom right.
- Background:** A row of eight colored circles (purple, pink, blue, teal, green, orange, grey, red) for selection.
- Buttons:** 'Preview' and 'Send' buttons at the bottom.

Type your colleagues name in the field and choose the appropriate name

The screenshot shows the 'Praise' dialog box with the following elements:

- To:** A text input field containing 'Gorg'. Below it is a dropdown menu with a scroll bar, listing the following suggestions:
  - GJ Gorgone, Johannah
  - ZG Zarkada, Georgia
  - MB McManus, George B
  - George, Annie (with profile picture)
  - Bollas, George (with profile picture)
  - PG Pavlidis, Georges
- Background:** A row of eight colored circles (purple, pink, blue, teal, green, orange, grey, red) for selection.
- Buttons:** 'Preview' and 'Send' buttons at the bottom.

- If your department has a Teams Page, Click the Teams Channel button and search for the Teams page name. If you wish to send the Praise via Teams Chat, click the Chat button.

**Praise** [X]

To  
Gorgone, Johannah [X]

Where  
Chat **Teams channel**

Team

- 2022 Faculty & Staff Appreciation Week - Working Group [v]
- 2022 Faculty & Staff Appreciation Week - Working Group [✓]
- Grow Your Own Way
- HR Coffee Break
- Human Resources**
- New Employee Orientation
- Spirit Awards Committee
- Student Mom Support Group (SMSG)
- Walking4Wellness Incentive Challenge

0/500

Background

Preview Send

- Pick the Title, add a Note, choose the background and click Send

**Praise** ×

To  
Gorgone, Johannah ×

Where  
Chat **Teams channel**

Team  
Human Resources ▾

Channel  
General ▾

Title  
◀ Praise Team Player **Kind Heart** Optimism ▶

Note (optional)  
Thank you for being such a supportive manager!  
46/500

Background  
● ● ● ● ● ● ● ●

Preview **Send**

- View post below in a Department Wide Teams Channel

The screenshot shows a Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat (with a notification badge), Teams, Assignments, Calendar, Calls, Files, Shifts, and Apps. The main area displays a channel named 'General' under the 'Human Resources' team. A search bar is at the top. A message has been deleted, with an 'Undo' link. Below that, a post from 'Rogoz, Suzanne' at 4:18 PM is shown. The post is a 'Viva Insights' card with a pink and orange gradient background and a heart icon. The text of the post reads: 'Gorgone, Johannah Kind Heart Thank you for being such a supportive manager! From Rogoz, Suzanne'. At the bottom of the card are two buttons: 'Review your praise history' and 'Send praise'. Below the post is a 'Reply' button. At the very bottom of the interface is a 'New conversation' button.