How to access
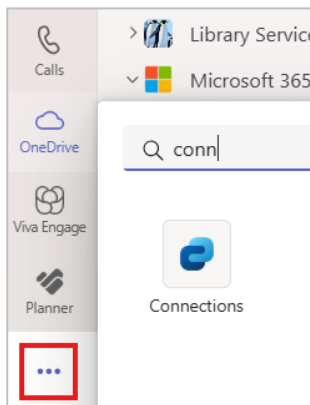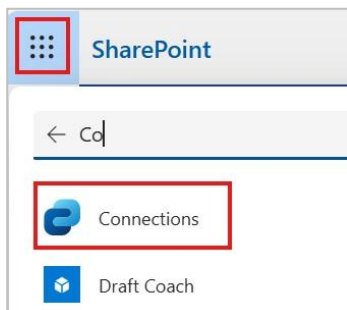
Teams

From Teams, click the three dots and start typing Connections. Click Connections to open it.
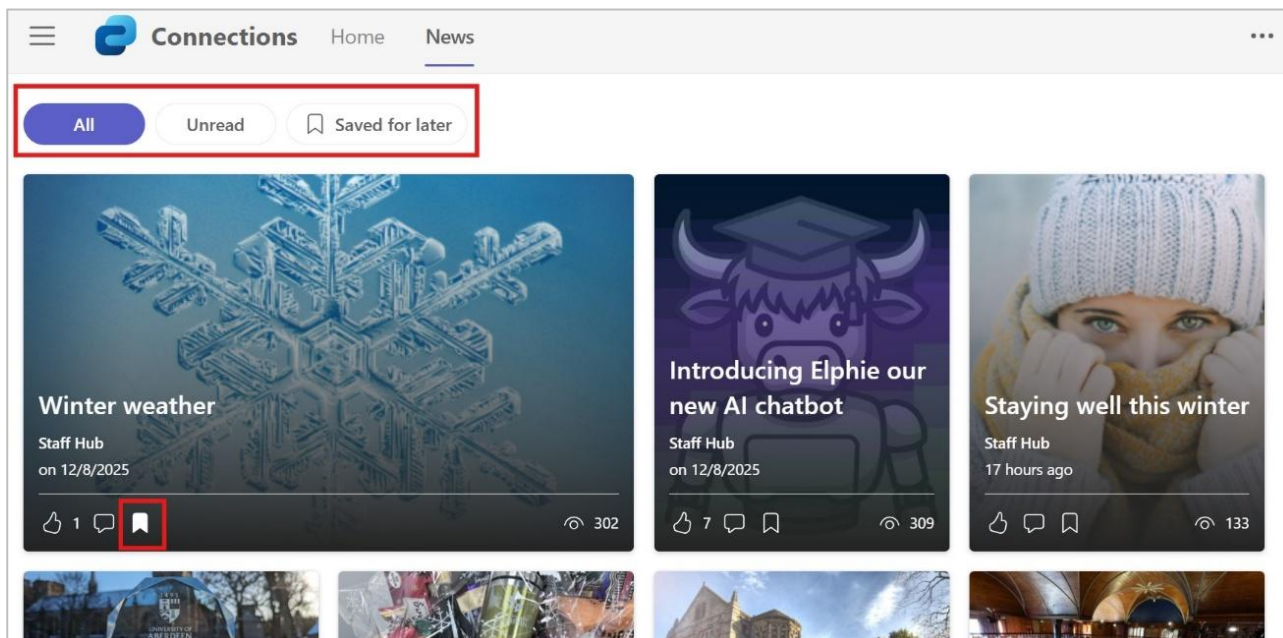For quicker access in future, right click on the app and Pin.

Web

From any Microsoft 365 web app (e.g. Outlook, OneDrive) in your browser, click the app launcher icon in the top-left corner. Click in the Find box and start typing Connections. Click Connections to open it.

News

The News tab helps you to easily keep track of what's going on across the University. It shows new items from the Staff Hub and from any SharePoint sites that you follow or visit frequently.

There are buttons at the top which allow you to filter to unread items only or to items you have saved for later.

To save a news article for later, click the bookmark icon on its card. When you are ready to remove it from your saved items, click the icon again.

On the news card, you can see how many people have viewed the article, as well as adding any likes or comments.
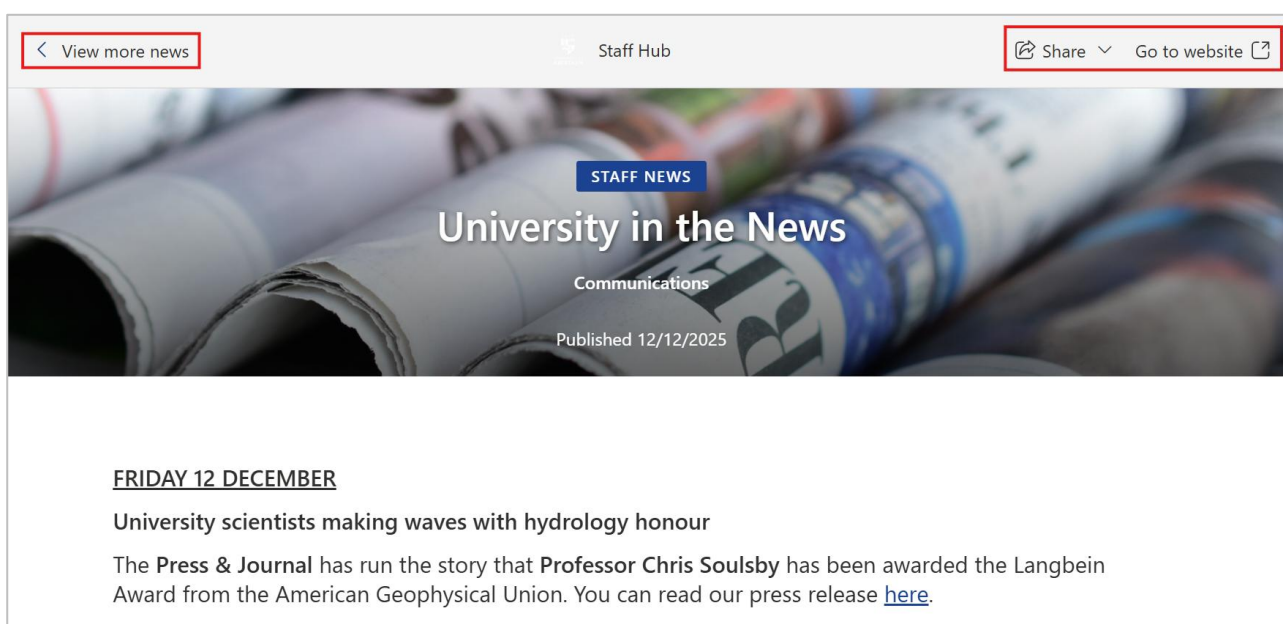
Click the card to open the article within the Connections app.

At the top right corner, you have the options to **Go to website,** to open the article in its SharePoint site, or **Share** the article.

If you click on Share, it gives you a few choices:

- Copy link
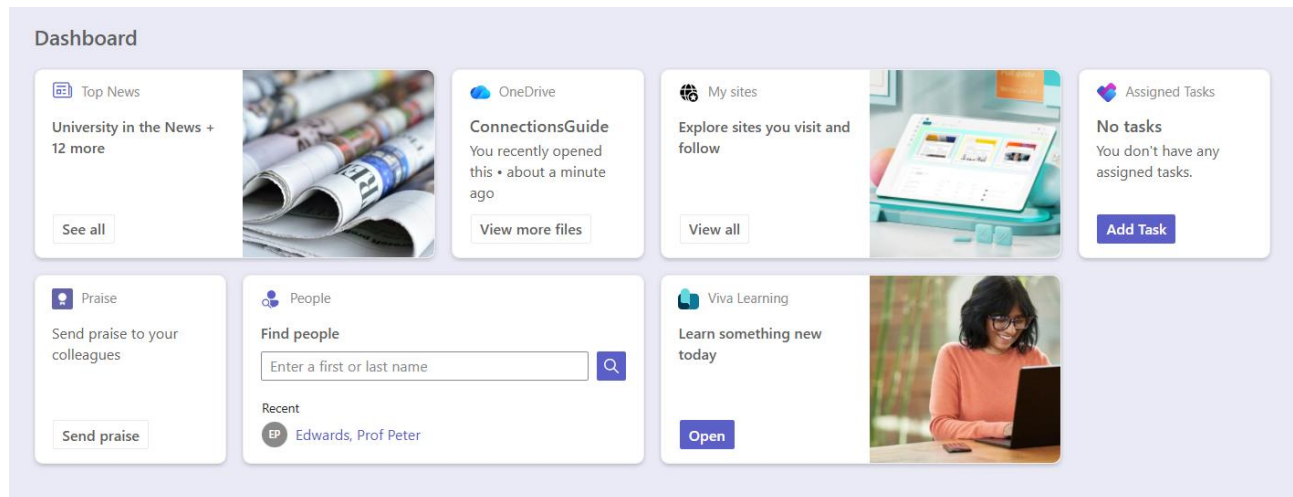- Send news as email
- Send to Engage as a post

To return to the list of articles, click **View more news** at the top left corner.

Dashboard

You will find the Dashboard under the Home tab of Connections. It is a digital toolset which gives you handy features such as:

- Accessing recent files
- Linking to your followed or frequently visited SharePoint sites
- Viewing your assigned tasks or adding a new one
- Sending praise to colleagues
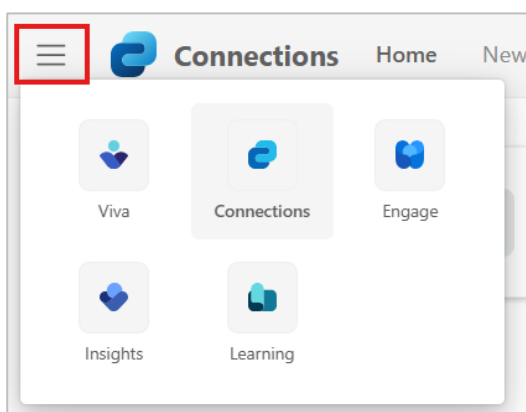- Finding basic information about University staff or students (under People).

Resources

There is also a Resources section under the Home tab.

This includes links to important organisational resources, if any have been added.

Access other Viva apps

At the bottom of the Home area you will find quick links to other Viva apps: Engage, Insights and Learning.

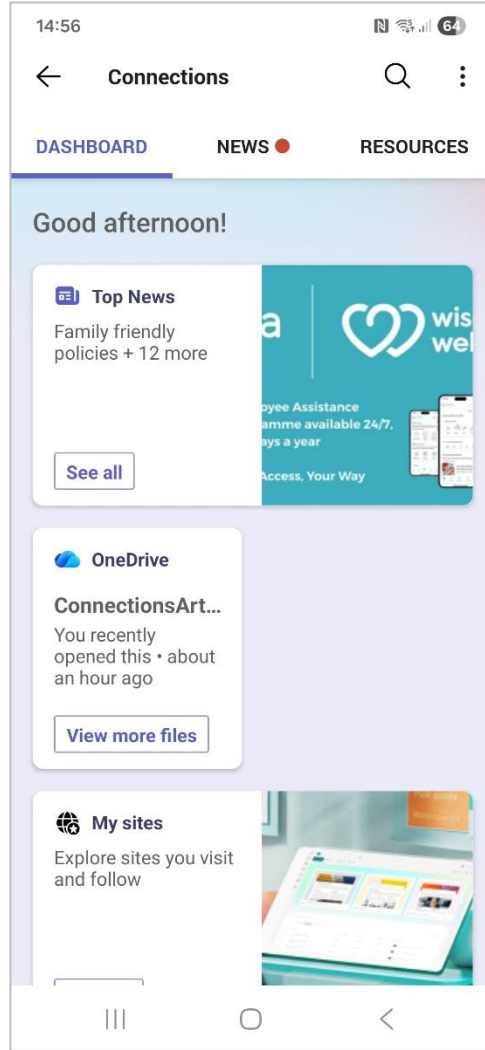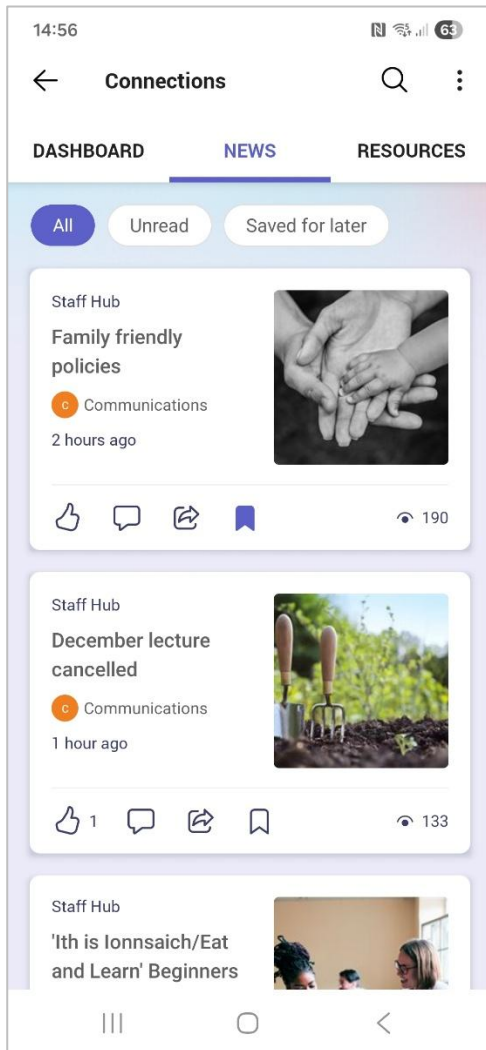You can also link to them via the hamburger icon at the top left of Connections.

Connections on Teams mobile

To access Connections on the go, use the Teams mobile app. Get to it from the 'More' menu.

> Use the Reorder button on the More menu to bring your favourite apps to the top.

Useful links

[Introductory video: Connections in Teams at UoA](#) (3.5 minutes)

[Getting started with Viva Connections - Microsoft Support](#)

[Viva Connections on your desktop - Microsoft Support](#)

Further information and help

Contact the University's [IT Service Desk](#) if you require further information or help.