Jocelyn manages a marketing team at Contoso Brands. Rafael is a marketing analyst on Jocelyn’s team.

**Manager**

**Team onboarding**
A new employee is joining Jocelyn’s team, so she adds a Viva Learning tab called “Onboarding” to her team’s Microsoft Teams channel. She adds relevant courses to the tab so Jocelyn’s team members will be able to see these courses when they navigate to the tab.

**Recommend courses**
The VP shares the importance of web presence for their company’s brands. Afterwards, Jocelyn searches Viva Learning for “SEO optimization”. She finds two courses and recommends them to her team members.

**Track team learning**
A few weeks later, Jocelyn checks the status of the two recommended courses and sees several team members have completed both courses. Awesome! Jocelyn pings them to give praise.

**Custom learning content**
One of Jocelyn’s team members just gave a Diverse and Inclusive Marketing presentation. Jocelyn encourages her to add it to the organization’s Viva Learning SharePoint folder so others can view it as learning content.

**Learner**

**Get notified**
Rafael gets a Teams notification that his manager recommended a course to him. The notification takes Rafael right to the SEO optimization course, which he starts watching in the Teams app.

**Social learning**
Rafael’s coworker mentions that she could use a refresher on SEO queries. Rafael recalls the SEO training he took last week and sends it to his coworker in a Teams chat.

**Learn throughout Microsoft 365**
Rafael searches “pitch deck” on Office.com to find a deck from an upcoming event. A few LinkedIn Learning courses on sales pitch strategies show up alongside the deck. Rafael downloads the deck and bookmarks the courses in Viva Learning for later.

**Stay organized**
Rafael navigates to the My Learning view in Viva Learning. He sees that he has a learning assignment from his organization due tomorrow. Rafael clicks into the course and gets started.

Get started with Viva Learning today! >