

- HƯỚNG DẪN SỬ DỤNG
ENGAGE

- ENGAGE USER GUIDE



1. Truy cập Engage trên web/Access Engage on the web

Truy cập <https://m365.cloud.microsoft/apps/> và đăng nhập bằng tài khoản công ty.
Go to <https://m365.cloud.microsoft/apps/> and sign in with your corporate account.

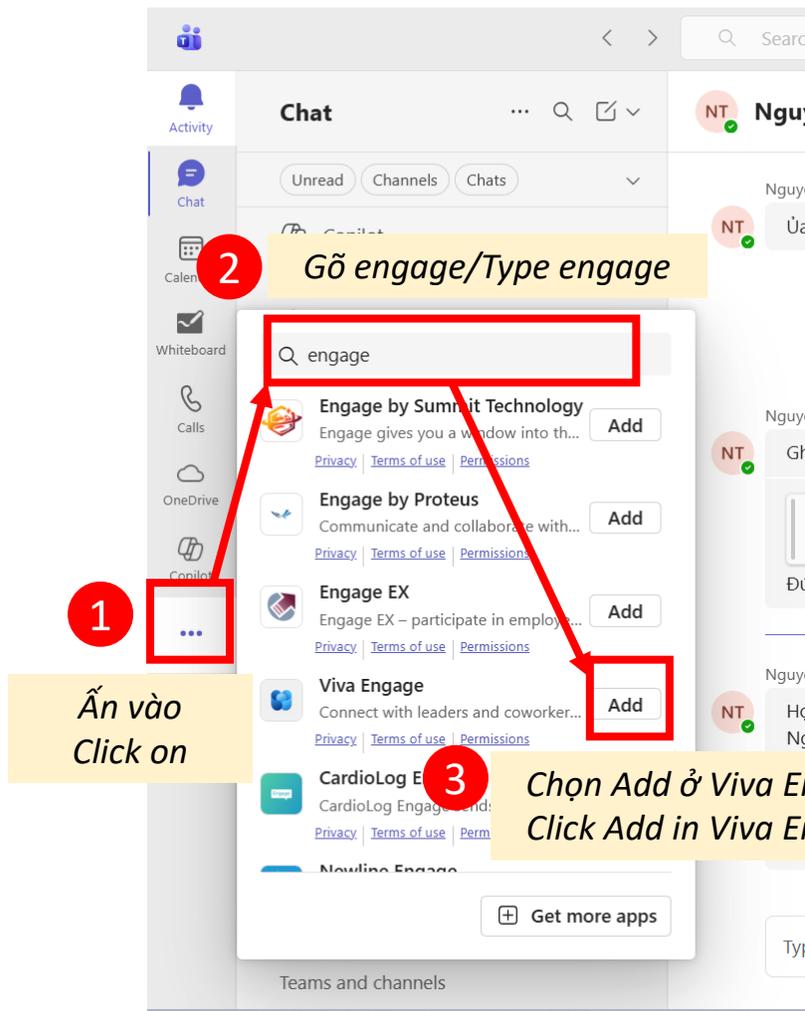
The screenshot shows the Microsoft 365 Copilot 'Apps' page. The browser address bar displays the URL: <https://m365.cloud.microsoft/apps/?auth=2&home=1&fromcode=cmm55a4s0sl&origindomain=microsoft365&client-request-id=0e8b0699-fc...>. The page features a sidebar on the left with navigation options: Search, Chat, Agents, Explore agents, Create agent, and Conversations. The main content area is titled 'Explore by category' and includes a search bar and a grid of application categories: Productivity, Utilities, Education, Communication, Content management, Project management, and 2 more. Below the categories, there are several app tiles: Add-Ins, Bookings, Calendar, Connections, Engage, and Forms. The 'Engage' tile is highlighted with a red box and a red arrow pointing to it from the 'Apps' icon in the sidebar. A yellow callout box with a red '2' and the text 'Ấn để truy cập Click to access' is positioned over the 'Engage' tile. Another yellow callout box with a red '1' and the text 'Ấn vào biểu tượng Click on the icon' is positioned over the 'Apps' icon in the sidebar.

1 Ấn vào biểu tượng
Click on the icon

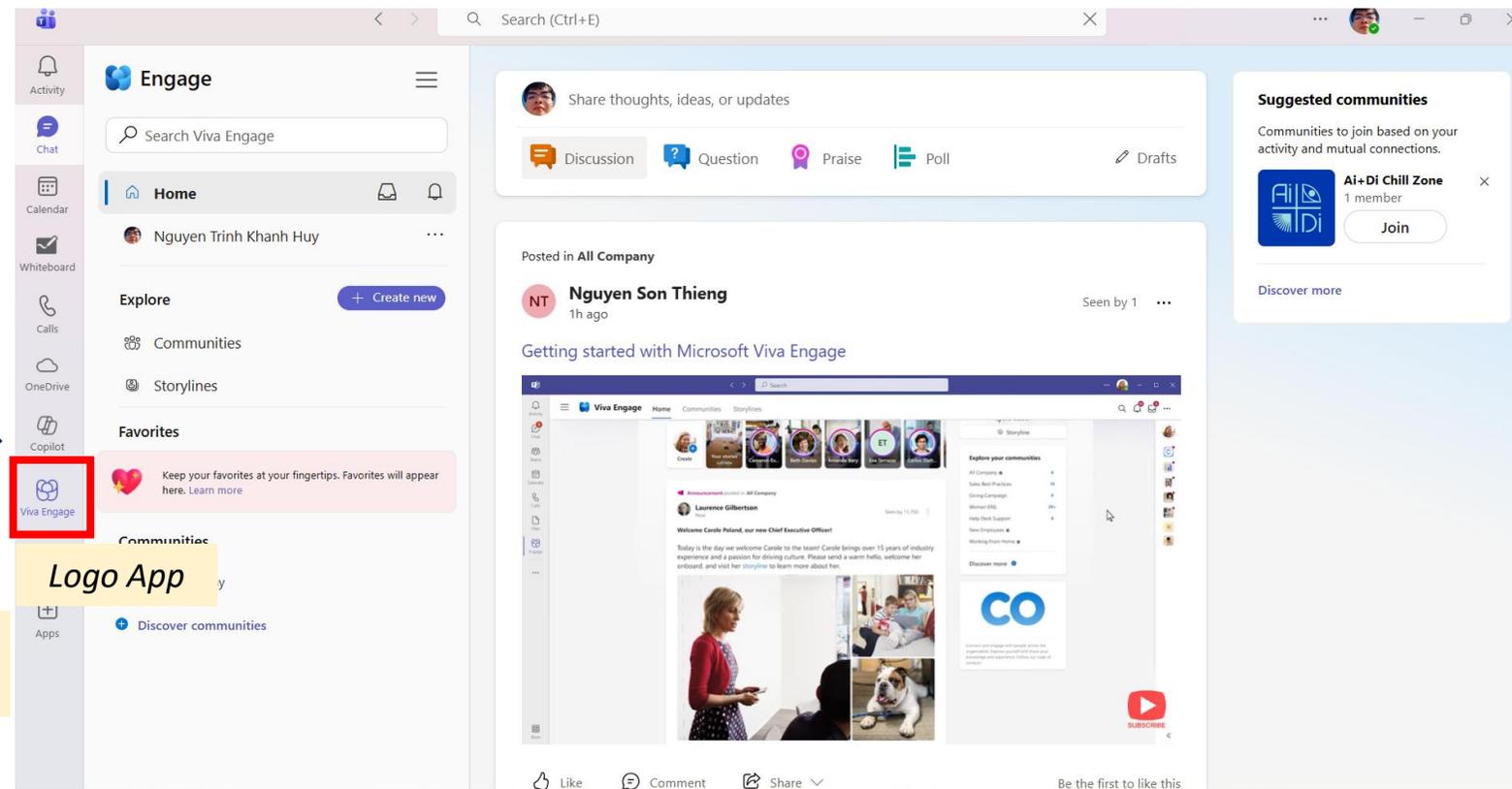
2 Ấn để truy cập
Click to access

2. Truy cập trên Teams / Access on Teams

Truy cập Microsoft Teams và đăng nhập bằng tài khoản công ty./Go to Microsoft Teams and sign in with your corporate account.



Giao diện của Engage/Engage's interface

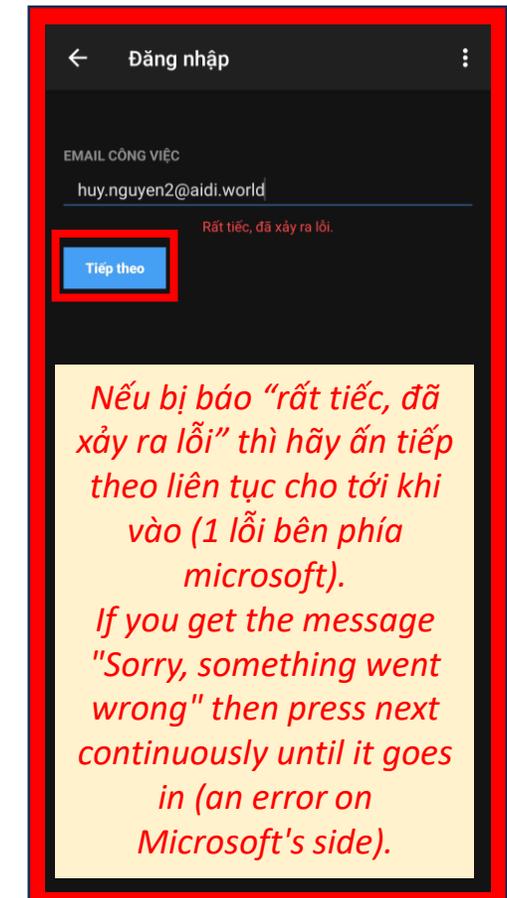
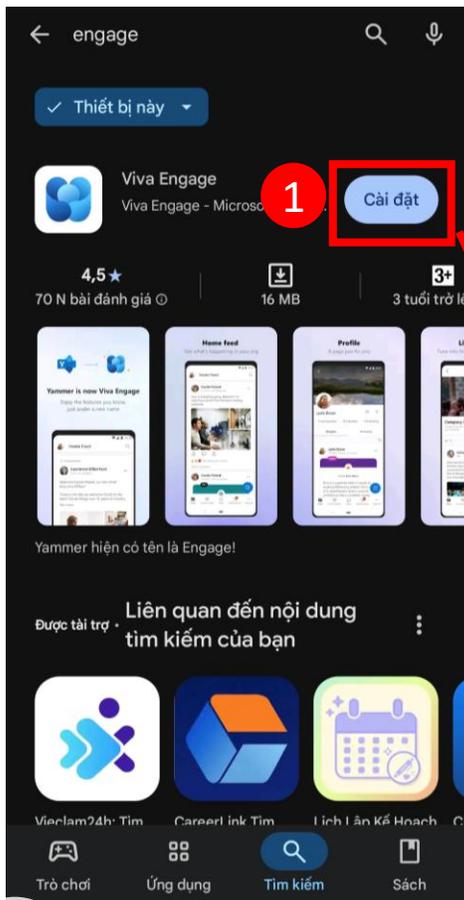


3. Truy cập Engage trên điện thoại / Access Engage on your phone

Tải Engage bằng 2 link/ Download Engage with 2 links.

[Viva Engage App - App Store](#) cho IOS (dùng Apple nhấp vào)/ [Viva Engage App - App Store](#) for IOS (Apple's user click).

[Viva Engage - Ứng dụng trên Google Play](#) cho Android/ [Viva Engage - Ứng dụng trên Google Play](#) for Android



Lưu ý: nên tải bằng điện thoại đã đăng nhập tài khoản công ty/Note: should download using phone logged into company account

3. Truy cập các trang nhóm công ty/ Visit company group pages

All Company: Không gian chia sẻ kiến thức – kinh nghiệm – học hỏi – sự kiện

All Company: Space to share knowledge - experience - learning - events

Engage

Search Viva Engage

Home

Nguyen Trinh Khan...

Explore

+ Create new

Communities

Storylines

Favorites

All Company

REFLECT

Nhấn yêu nếu bạn thích
Press love if you like it

All Company

This is the default group for everyone in the network

Conversations About Files Events

Share thoughts, ideas, or updates

Discussion Question Praise Poll Drafts

All conversations Recent posts

Hoang Duc Cong

Yesterday at 10:05 PM

Seen by 11

Khải



NOT REPLACE

All Company

This is the default group for everyone in the network

Conversations About Files Events

+ New Upload

All Documents* Details

All Company Documents

Name	Modified...	Modified By
Ứng dụng	16 hours ago	Nguyen Thi My Phuong
Academy	18 hours ago	Nguyen Son Thiang
	19 hours ago	Nguyen Son Thiang
CGD	19 hours ago	Nguyen Son Thiang
TED	19 hours ago	Nguyen Son Thiang
BDD	19 hours ago	Nguyen Son Thiang
RDD	19 hours ago	Nguyen Son Thiang
IOD	19 hours ago	Nguyen Son Thiang

3. Truy cập các trang nhóm công ty/ Visit company group pages

Ai+Di Chill Zone: không gian thư giãn, giải trí, chia sẻ khoảnh khắc vui vẻ
Ai+Di Chill Zone: a space to relax, entertain, and share happy moments

1 Ấn vào/Click on

2 Chọn vào trang nhóm
Select the group page

Engage

Search Viva Engage

Home

Nguyen Trinh Khanh Huy

Explore

+ Create new

Communities

My communities

REFLECT NOT REPLACE

All Company

Recommended communities

Communities based on your activity and mutual connections

Ai+Di Chill Zone

Ai+Di Chill Zone

10 members

+ Join



3 Ấn vào Join/Press Join

Ai+Di Chill Zone

Ai+Di Chill Zone

+ Join

Conversations About Files Events

Share thoughts, ideas, or updates

Discussion Question Praise Poll Drafts

All conversations Recent posts

Hoang Duc Cong

Yesterday at 9:45 PM

Seen by 9

Tụng kính là một hình thức xả stress của mình thì mình có được post ở đây không

Like Comment Share You and 1 other

Nguyen Son Thiang 1h ago

Thoải mái a ơi

4. Hướng dẫn post bài/ Instructions for posting articles

Có 4 model đăng bài gồm Discussion, Question, Praise, Poll./There are 4 posting models including Discussion, Question, Praise, Poll

The screenshot shows the Microsoft Teams interface for a community named "All Company". The page features a navigation sidebar on the left with options like Home, Explore, Communities, Storylines, and Favorites. The main content area displays the community header with a banner image and the text "NOT REPLACE". Below the header, there are tabs for "Conversations", "About", "Files", and "Events". A post creation bar is visible with four options: Discussion, Question, Praise, and Poll, each highlighted with a red box. A red arrow points from the "Poll" option to a yellow callout box. Another red arrow points from the "Discussion" option to another yellow callout box. A third red arrow points from the "Question" option to a third yellow callout box. A fourth red arrow points from the "Praise" option to a fourth yellow callout box. The right sidebar shows a "Members" list and a "Pinned" section with a text box that says "Add files or links that are important to this community."

1 Đăng bài viết
Post an article

2 Đăng câu hỏi
Post a question

3 Khen thưởng ai đó
Praise someone

4 Đăng trắc nghiệm/khảo sát
Post a quiz/survey

THANK YOU!

