



# Viva adds to your life, now find your *balance*.

Here are some tools to help get you started:

- Add Viva Insights, Viva Goals and Viva Learning to your Teams apps.
- Set your weekly focus time in Viva Insights.
- Schedule Focused Friday in Viva Insights.
- Link your LinkedIn Account to Viva Learning.
- Search videos on 'Viva' to see all the tools you now have
- Link ITS in Viva Goals so you can track our progress

See more ways to find balance in your work life at  
**[its.fsu.edu/microsoft-viva](https://its.fsu.edu/microsoft-viva)**

