

What Is Delve?

(adapted from <https://support.office.com/en-us/article/What-is-Office-Delve-1315665a-c6af-4409-a28d-49f8916878ca>)

Want to find a document quickly? Click Delve! You don't have to remember the title of a document or where it's stored. Delve shows you documents no matter where they are stored in OneDrive for Business or in Sites in Office 365.

Delve learns how you and your colleagues work, and tailors the information to each of you. When you click Delve, what you see in your views is different from what your colleagues see in theirs.

You'll only see documents that you already have access to. Other people will not see your private documents, for example documents that you've stored in private folders in OneDrive for Business.

Are my documents safe in Office Delve?

Yes, your documents are safe. Delve never changes any permissions. Only you can see your private documents in Delve.

Also, other people can't see your private activities, such as what documents you've read, what emails you've sent and received, or what Lync conversations you've been in. Other people can see that you've modified a document, but only if they have access to the same document.

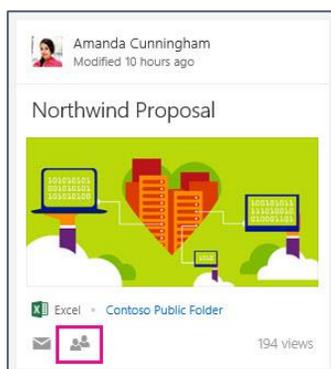
What you see in Delve is different from what other people see. You can see your private documents and other documents that you have access to. Other people can see their documents and documents that they have access to.

Who can see my documents?

You're always in control. Only you can see your private documents in Delve, unless you decide to share them.

You can see who has access to a specific document from within Delve, and you can also share the document with others.

Click the Who can see this? button on the content card:



You can also stop sharing a document to prevent people from seeing it.

Who can see attachments?

When you or others share a document as an attachment in email, only people in the email conversation will see that document in Delve.

Attachments are marked with a paper clip on the content card.

How can I share documents with others?

To make Delve a great experience for everyone in your network, it's important that you and your colleagues store and share your documents where Delve can get to them: in OneDrive for Business or in Sites in Office 365.

Learn more: [Store your documents where Delve can get to them](#)

How can I keep a document private?

If you want to keep a document private, store it in OneDrive for Business and choose not to share it. These documents will not show up in Delve for other users. Only for you.

Documents that aren't shared, are marked with a padlock and with the text Only you in the Sharing column in OneDrive for Business.

If you want, you can always share the document with others later.

My private document has 7 views in Delve – does that mean that 7 people viewed it?

No. If your document is stored in OneDrive for Business and you haven't shared it with other people, or if it's stored in another private location, only you can see the document in Delve. 7 views means that you opened it 7 times.

Can other people see what documents I've viewed?

No, no-one can see which documents you've opened and viewed in Delve.

If you've made changes to a document, other people can see that you modified the document, but only if they have access to the same document.

See Also

[What is Delve?](#)

[Store your documents where Office Delve can get to them](#)

[Group and share documents in Delve](#)