

General ^

Q: What is Microsoft Viva? —

Microsoft Viva is an integrated employee experience platform that empowers people and teams to be their best. Microsoft Viva brings together all the tools employees need to be successful in today's world of work into one unified solution built for connection, insight, purpose, and growth.

Q: Are there any pre-requisites for purchasing Microsoft Viva? —

You can find this information in the [License Prerequisites table](#) in the Product Terms.

Q: Is there a Microsoft Viva feature comparison available? —

Yes, you will find feature comparisons, including a downloadable comparison table, can be found at <https://www.microsoft.com/microsoft-viva/pricing>.

Q: Can volume licensing customers with one of the of the individual Viva module licenses step-up to Microsoft Viva Suite or Viva Workplace Analytics & Employee Feedback mid-term? —

Yes.

Viva Learning ^

Q: What is Microsoft Viva Learning? —

Microsoft Viva Learning brings learning into the flow of work by simplifying the learning experience to promote a culture of growth and development. Discover, share, recommend, and track learning across the organization by connecting Learning Management Systems, 3rd party learning content, and your own custom-built resources into a center of learning in Microsoft Teams. Intelligent tools enable a highly personalized and relevant employee learning experience to close the skills gap and drive growth – both personally and professionally.

Q: What is included in Viva Learning? —

Viva Learning includes specific features and capabilities designed to support employee learning. You can learn more about what is included in Viva Learning by visiting the Viva the Learning page at <https://www.microsoft.com/microsoft-viva/learning>.

Q: Are there any pre-requisites for purchasing Viva Learning? —

Viva Learning requires the user to have Teams, so they must have a Microsoft 365/Office 365 plan that includes Teams.

Q: Through which channels is Viva Learning available? —

Viva Learning is available through the Enterprise Agreement (EA), Enterprise Agreement Subscription (EAS), Enrollment for Education Solutions (EES), Cloud Solution Provider (CSP), and Buy Online channels.

Q: Is there a seat minimum for Viva Learning? —

No. All licensed Viva Learning users will get access to the respective components and capabilities.

Q: Which users need to be licensed for Viva Learning? —

Every user to which you want to make the Viva Learning capabilities available needs to be licensed. Customers may license only a subset of their users, however the product is designed and priced with tenant-wide coverage in mind.

Q: What if a customer only wants part of the Viva Learning service – can they buy individual components separately? —

No.

Q: Can Viva Learning volume licensing customers step-up to Microsoft Viva suite mid-term? —

Yes.

Q: Is any of the Viva Learning value included in Microsoft 365/Microsoft plans? —

Yes, refer to Viva features availability table [Microsoft Viva service description - Service Descriptions | Microsoft Learn](#).

Q: Where can I learn more about the value and capabilities of Viva Learning? —

You can learn more about the value and capabilities of Viva Learning by visiting the [Microsoft Viva Learning Learn](#) page.

Q: Why is there no Student availability with Viva Learning? —

Viva Learning is an enterprise offering built to empower teams and employees a place to share, assign, and learn from content libraries across the organization. Educational institutions can utilize Viva Learning to provide additional learning and internal training as they pertain to their faculty and staff only.

Q: Is any of Viva Learning value included in Microsoft 365/Office 365 plans? —

Yes. Some Viva Learning values are included in Microsoft 365 and Office 365 plans. Refer to the [Microsoft Viva feature](#) comparison for details.

Q: Is there a minimum license requirement for Viva Learning?

No, there is no minimum license requirement for Viva Learning. All licensed Viva Learning users will get access to the respective components and capabilities.

Q: Do I need to license every user for Viva Learning, or can I choose which users get access?

You need to license every user to whom you want to make Viva Learning capabilities available. You can choose to license only a subset of your users, but keep in mind that Viva Learning is designed and priced with tenant-wide coverage in mind.

Q: If I only want part of Viva Learning service, can I buy individual components separately?

No, you cannot purchase individual components of Viva Learning separately. The service is only available as a complete offering.

Q: If I have Viva Learning, can I step up to the Microsoft Viva Suite mid-term?

Yes, if you have Viva Learning, you can step up to the Microsoft Viva Suite mid-term. You don't need to wait until renewal, this option is available to you mid-term.

Microsoft Viva Suite

Q: Can Viva Goals customers step-up to Microsoft Viva suite mid-term?

Yes.

Q: Is there a seat minimum for the Microsoft Viva Suite?

There is not a seat minimum for purchasing Viva Suite, however the Viva Glint service has a minimum seat requirement of 100 (for best functionality and to ensure privacy/anonymity of its users). Any combination of Viva Suite and Glint standalone licenses will count towards the 100 seat minimum.

Q: To which customer segments is Viva Learning available for purchase?

Viva Learning is available to Commercial, WW Commercial Public Sector (non-US), Education (faculty only), and Non-profit customers. Availability in U.S. Government clouds (GCC, GCC-High, DoD) is yet to be determined.

Q: Which users need to be licensed for Microsoft Viva Suite?

Every user to which you want to make the Microsoft Viva capabilities available needs to be licensed. You may license only a subset of your users, however the products are designed and priced with tenant-wide coverage in mind.

Q: Where can I learn more about Viva Suite value and capabilities?

Please refer to the [Microsoft Viva site](#) and [Microsoft Viva learning](#) page to learn more about Viva Suites and capabilities.

Q: What's included in the Microsoft Viva Suite? —

The Microsoft Viva Suite includes premium features in Viva Topics, Viva Learning, Viva Insights, Viva Goals, Viva Engage, Viva Glint, Viva Pulse, and Viva Amplify.

Q: Is there a minimum license requirement for Microsoft Viva Suite? —

There is not a minimum license requirement for purchasing Viva Suite, however the Viva Glint service has a minimum requirement of 50 licensed users to initiate the service). Any combination of Viva Suite and Glint standalone licenses will count towards the 50-user minimum.

Q: If I have an individual Viva module license, can I step up to the Microsoft Viva Suite or Viva Workplace Analytics & Employee Feedback mid-term? —

Yes, you can step up to the Microsoft Viva Suite or Viva Workplace Analytics & Employee Feedback at any point during your current term. You don't need to wait until renewal, this option is available to you mid-term.

Viva Employee Communications and Connections ^

Q: Is any of the new Microsoft Viva Employee Communications and Communities SKU value included in Microsoft 365/Office 365 plans? —

Yes, some of the Microsoft Viva Employee Communications and Communities SKU value is included in Microsoft 365 and Office 365 plans. For details, see [Microsoft Viva Feature comparison](#).

Q: Is there a minimum license requirement for Microsoft Viva Employee Communications and Communities? —

No, there is no minimum license requirement for the Microsoft Viva Employee Communications and Communities SKU.

Q: Do I need to license every user for the Microsoft Viva Employee Communications and Communities SKU? —

You need to license every user to whom you want to make the premium capabilities of Viva Amplify, Viva Engage, and Viva Connections available. This includes employees who will be receiving communications from Viva Amplify. You can choose to license only a subset of your users who will be using premium features or receiving communications, but keep in mind that the product is designed and priced with tenant-wide coverage in mind.

Q: If I have Microsoft Viva Employee Communications and Communities SKU, can I step up to the Viva Suite mid-term? —

Yes, if you have the Microsoft Viva Employee Communications and Communities SKU, you can step up to the Viva Suite mid-term. You don't need to wait until renewal.

Viva Insights

Q: What is Microsoft Viva Insights?

Microsoft Viva Insights provides you—and other individuals, managers, and leaders—with personalized and actionable insights to help everyone in your organization thrive. You'll benefit from new productivity and well-being experiences, including insights into Microsoft Teams. Viva Insights also brings together the capabilities of Microsoft Workplace Analytics and Microsoft MyAnalytics under the Viva brand. Your privacy is protected: personal insights are visible only to you, and manager and leader insights rely on safeguards like de-identification, aggregation, or differential privacy by default.

Q: What is included in Viva Insights?

Visit the [Viva Insights](#) web site to learn what's included.

Q: Why is there no Student availability with Viva Insights?

Viva Insights is an enterprise offering that provides employee insights (time spent in meetings, emails, etc.). Educational institutions can utilize Viva Insights to collect additional insights as they pertain to their faculty and staff only.

Q: What is the difference between Viva Insights and Education Insights?

Education Insights is designed specifically for education customers and provides data about student engagement, learning, and well-being. Viva Insights, on the other hand, gives you insights focused on employee experiences and is available for commercial, education, and non-profit organizations. If you're looking for insights about employees and workplace productivity, Viva Insights is the right choice for you. If you need data about students and their learning, Education Insights is designed for that purpose.

Q: Is there a minimum license requirement for Viva Insights?

No, there is no minimum license requirement for Viva Insights. All licensed Viva Insights users will get access to the respective components and capabilities.

Q: Do I need to license every user for Viva Insights, or can I choose which users get access?

You need to license every user to whom you want to make Viva Insights capabilities available. You can choose to license only a subset of your users.

Q: If I only want part of the Viva Insights service, can I buy individual components separately?

No, you cannot purchase individual components of Viva Insights separately. The service is only available as a complete offering.

Q: Will personal insights continue to be included in Microsoft 365/Office 365 plans? —

Personal insights will continue to be added value to all Microsoft 365 E3/A3/E5/A5, Office 365 E1/E3/A3/E5/A5, and Microsoft 365 Business Basic/Standard/Premium plans.

Q: If I have Viva Insights, can I step up to Microsoft Viva or Microsoft Viva with the Glint add-on mid-term? —

Yes, if you have Viva Insights, you can step up to Microsoft Viva or Microsoft Viva with the Glint add-on mid-term.

Q: What is Viva Glint? —

Viva Glint leverages real-time people data to help global organizations increase employee engagement, develops employees, and improve business results.

Q: Is there a minimum license requirement for Viva Glint? —

Yes. A minimum of 50 User Subscription Licenses is required to initiate the Viva Glint service.

Q: Do I need to license every user for Glint, and is there a minimum license requirement? —

You need to license every user to whom you want to make Glint capabilities available, with a minimum requirement of 50 licensed users to initiate the service. You can choose to license only a subset of your users, but keep in mind that Glint is designed and priced with tenant-wide coverage in mind. Any combination of Viva Suite and Glint standalone licenses will count towards the 50-user minimum.

Viva Workplace Analytics and Employee Feedback

Q: What is Microsoft Viva Workplace Analytics and Employee Feedback? —

Viva Workplace Analytics and Employee Feedback help improve business outcomes with actionable insights and recommendations from Microsoft Viva. By combining employee feedback data from Viva Glint and Viva Pulse with data about organizational work patterns from Viva Insights, Microsoft Viva provides a comprehensive employee analytics and engagement solution to better support the employee journey.

Q: How do Viva Glint, Viva Insights, and Viva Pulse work together as a part of Viva Workplace Analytics and Employee Feedback? —

Viva Glint, Viva Insights and Viva Pulse all collect meaningful data about employee experiences to improve it over time. As the products mature, they will drive value for employees and organizations by 1) generating deeper insights (combining survey feedback with behavioral signals), 2) leveraging these insights to drive manager actions within their teams, and 3) providing coherent and unified employee-centric reporting and analytics.

Q: Are any of the new Viva Workplace Analytics and Employee Feedback value included in Microsoft 365/Office 365 plans? —

No. A license for Viva Workplace Analytics and Employee Feedback is required to get access to the value.

Q: Is there a minimum license requirement for Viva Workplace Analytics and Employee Feedback or Viva Pulse?

No. However, there is a minimum requirement of 50 licensed users to initiate the Viva Glint service.

Q: Do I need to license every user for Viva Workplace Analytics and Employee Feedback, and Is there a minimum license requirement?

You need to license every user to whom you want to make Viva Workplace Analytics and Employee Feedback capabilities available. You can choose to license only a subset of your users, but keep in mind that the product is designed and priced with tenant-wide coverage in mind, as the service is intended to provide employee sentiment and insights for your entire organization.

For Viva Glint, there is a minimum seat requirement of 50 licensed users to initiate the service and to ensure privacy and anonymity. Any combination of Viva Workplace Analytics and Employee Feedback, Viva Suite, or Viva Glint standalone licenses will count towards the 50-user minimum Viva Pulse.

Q: What is Microsoft Viva Pulse?

Microsoft Viva Pulse empowers managers and team leads to seek regular and confidential feedback on their team's experience. Using templates, research-backed questions, and analytics, Viva Pulse enables teams to use their voice so they can help managers pinpoint what's working well and which areas to focus on over time. Viva Pulse also provides suggested learning and actions on relevant topics, making it easy for managers to address their team's needs.

Q: How is Viva Pulse different from Viva Glint?

Viva Glint and Viva Pulse are complementary. Glint is a robust org-wide survey solution driven by leadership in service of company-wide objectives e.g., cultural change or a new strategic direction. Typically, HR works with leaders to administer these surveys on a quarterly, biannual, or annual basis and uses feedback to drive action for organization-wide programs.

Viva Pulse is an app for managers and project leads to send quick pulses to their direct teams whenever they need to better understand their team's experience. The data is confidential to managers and project leads. Managers and project leads can use Viva Pulse in between org-wide surveys on a continual basis to request feedback from their teams for their own insight so they can drive action. They have access to trend reporting over time. They can also use Viva Pulse to follow up on Glint results that they may have received or ask questions that are more specific to their individual team's needs. Managers and project leads can quickly request feedback at any point in time and employees can easily respond within the flow of work in a few minutes.

Q: Is any of the new Viva Pulse value included in Microsoft 365/Office 365 plans?

No. A license for Viva Pulse is required to get access to the value.

Q: Is there a minimum license requirement for Viva Pulse? —

No, there is no minimum license requirement for Viva Pulse.

Q: Do I need to license every user for Viva Pulse? —

You need to license every user to whom you want to make Viva Pulse capabilities available for creating and distributing surveys. You can choose to license only a subset of your users who require this functionality.

Q: Do I need a Viva Pulse license to respond to a Viva Pulse survey? —

No, you do not need a Viva Pulse license to respond to a survey. Only users who need to create and distribute Viva Pulse surveys, such as managers and project leads, are required to have a license.

Q: Who will have access to Viva Pulse results? —

The manager and/or project lead who initiated the Pulse survey will have access to the results. Results will be confidential to the user completing the Pulse survey.

Q: What is the minimum number of people that must respond for a manager to get their results? —

At least 3–5 people must respond for a manager to get their results, although admins can set a higher threshold.

Q: I use Viva Pulse. Can I step up to Viva Workplace Analytics and Employee Feedback or the Microsoft Viva Suite? —

Yes, you can step up to Viva Workplace Analytics and Employee Feedback or the Microsoft Viva Suite.
