

This document is intended to support customer adoption by providing a communication template for announcing the release of People Skills to users within customer organizations. The template serves as a reference and is not mandatory. Customer representatives are advised to review the template thoroughly before sharing it with any audience and are encouraged to modify or disregard this template in accordance with their business requirements and organizational communication guidelines.

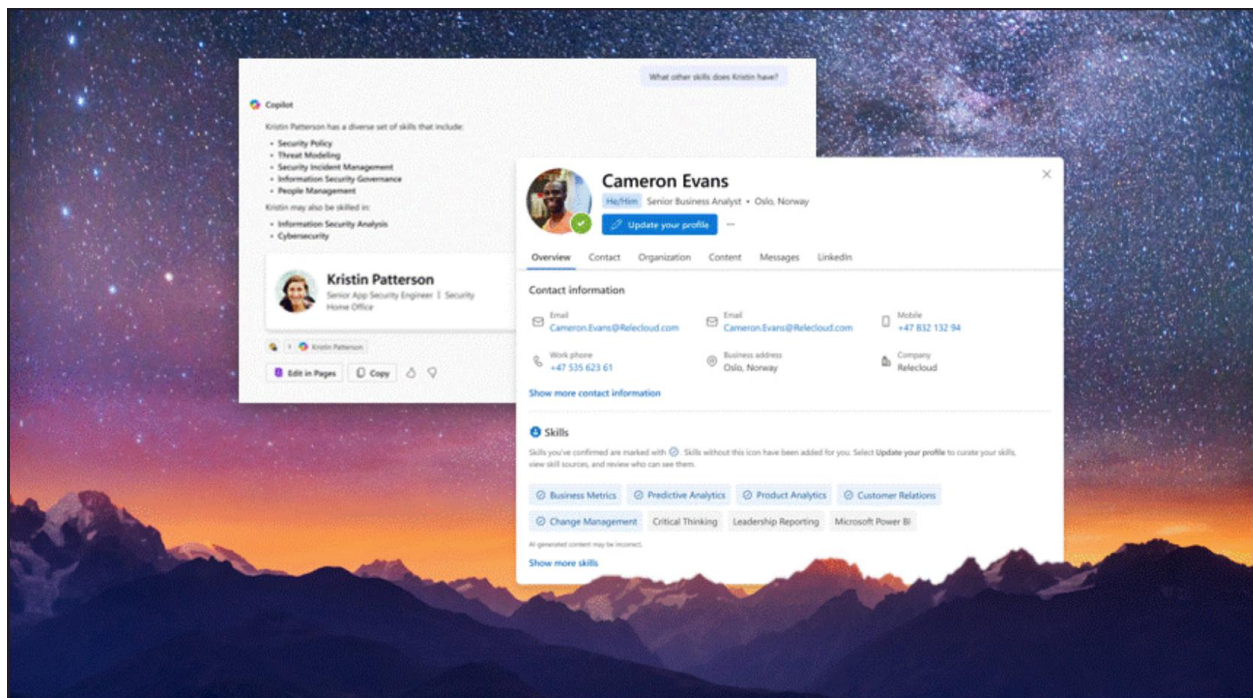
Sections that may need to be adjusted based on which Microsoft apps your organization is using, or your organization's skills sharing and inference settings are highlighted in yellow. Please review and adjust those before sharing with users.

Let your expertise shine with People Skills

The best work happens when people connect, share knowledge, and learn from each other. People Skills makes these valuable connections effortless by showcasing skills across your organization through Microsoft 365 Profile Cards.

Whether you're looking for a collaborator on a project or seeking someone to learn from, People Skills helps you find the right people with the expertise you need quickly. It also makes your own skills visible to colleagues who could benefit from your knowledge, opening doors for new collaborations and career opportunities.

To quickly get started with People Skills, have a look at our video [here!](#) *NOTE: This video covers all People Skills end-user surfaces including M365 Copilot, Viva learning, People Companion, Org. Explorer etc. If your organization is not using one or more of these surfaces, you can consider removing the video link or adding a note accordingly.*



What can you do with People Skills?

Find the right person quickly: Starting a new project and need domain expertise on a particular subject? Onboarding to a new team and want to learn about team skills to prepare? You can now easily search for colleagues based on their skills in Microsoft 365 Copilot or the Skills agent. You can also easily search for people based on their skills in SharePoint search and People Companion.

Grow your skills: Need recommendations to develop your own skills? You'll receive personalized learning recommendations in Viva Learning based on the skills you want to grow and get career advice on how to develop your skills in the Skills agent.

Showcase your expertise: The Microsoft 365 Profile Card helps you confirm and maintain your skills profile, so you can share your skills and expertise with your organization. People Skills uses AI-inferred skills* based on your activity signals in the Microsoft Graph to help you quickly curate your skills profile.

You can update your skills regularly or let AI-inferred skills automatically keep your profile current with your latest skills and achievements. New AI-inferred skills will be refreshed every month, unless you've turned off Allow AI to add skills to your profile in your skills settings.

Your skills, your control

By default, your confirmed and AI-inferred skills* will be visible to all employees through your Profile Card, Microsoft 365 Copilot, Org Explorer, and People Companion. You're always in control and can update your sharing settings or turn off AI inferencing at any time.

NOTE: Customer representatives should adjust this based on their default AI-inferred skills sharing settings, and which M365 surfaces are available in their organization. Admins can disable skill sharing or remove the ability for users to opt-out of sharing certain skills. For details on People Skills sharing and visibility settings, please review our [documentation](#).

Get started with People Skills

View and edit your People Skills profile

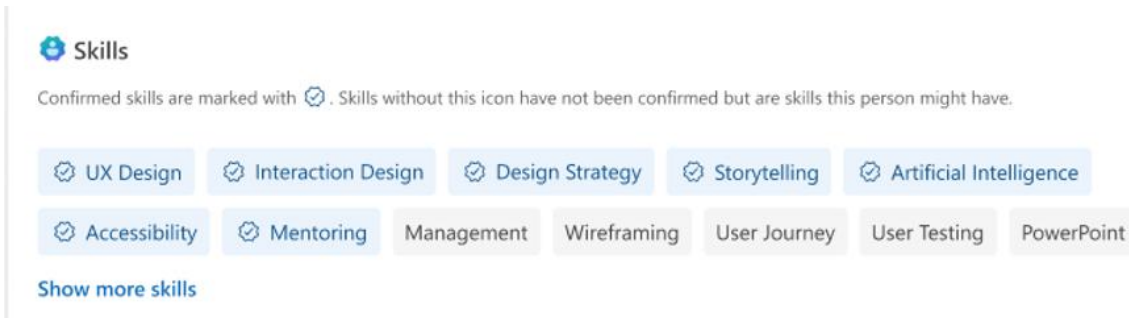
You can access and manage your People Skills profile from your Microsoft 365 Profile Card, which can easily be found via Microsoft 365 Copilot.

Alternatively, you can also find your Microsoft 365 Profile card from the Outlook (desktop) app, Outlook web app, Office.com, SharePoint people search, or People Companion.

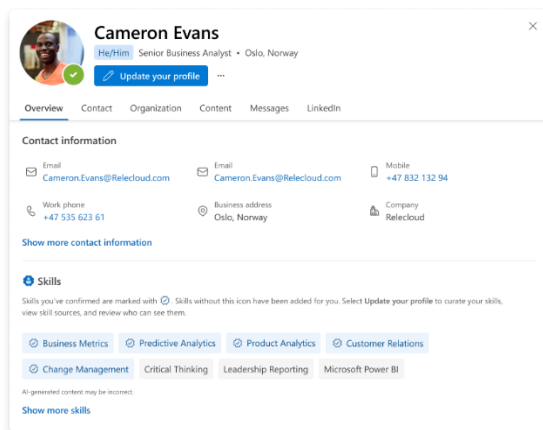
NOTE: Customer representatives should adjust this based on which M365 surfaces are available in their organization.

1. Open your Microsoft 365 Profile card by searching "What are my skills?" in Microsoft 365 Copilot. Alternatively, select or search your name on any of the platforms listed above to open your Microsoft 365 Profile Card.

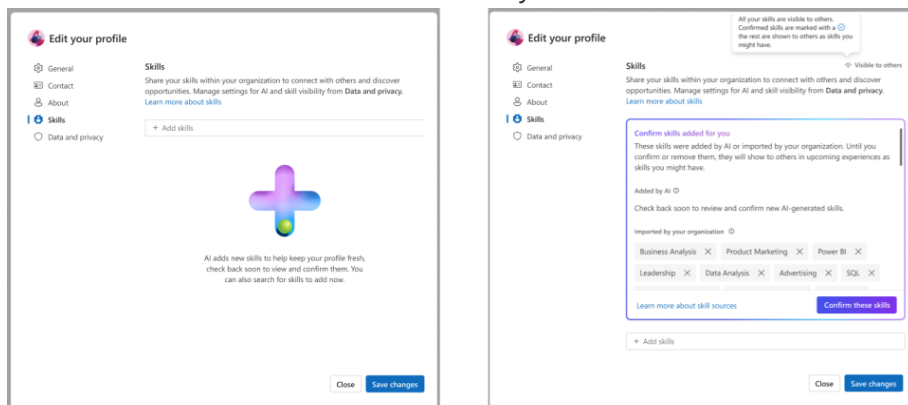
2. **Expand** your Microsoft 365 Profile card and scroll down until you view your **Skills**.



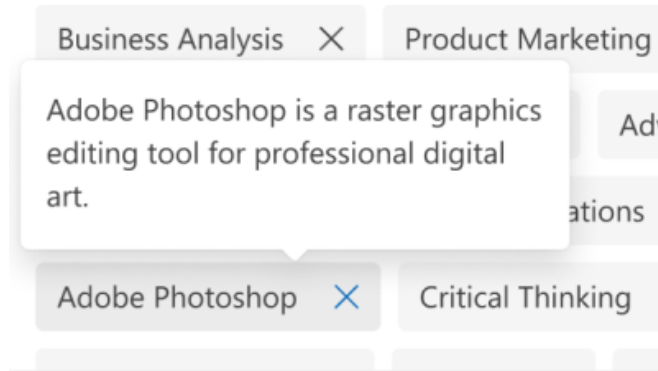
3. At the top of your Microsoft 365 Profile Card, select **Update your profile** to open **Edit your profile**.



4. Under **Edit your profile**, select **Skills**. From here, you can add skills, remove skills, or confirm skills that have been added for you.



5. Hover over each skill to get a brief description of what that skill means.

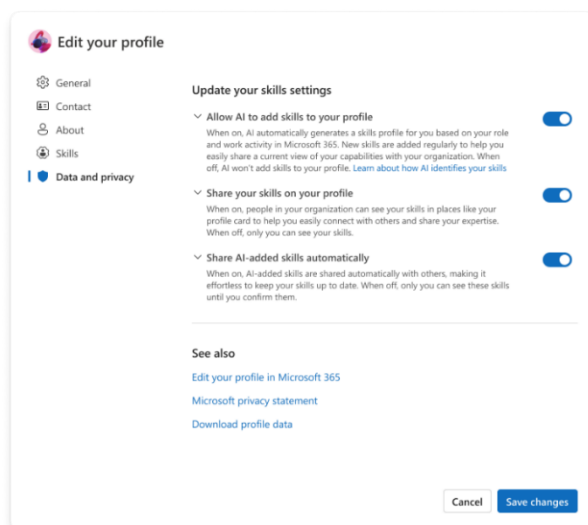


6. Don't forget to **Save changes**.

Update your skill settings

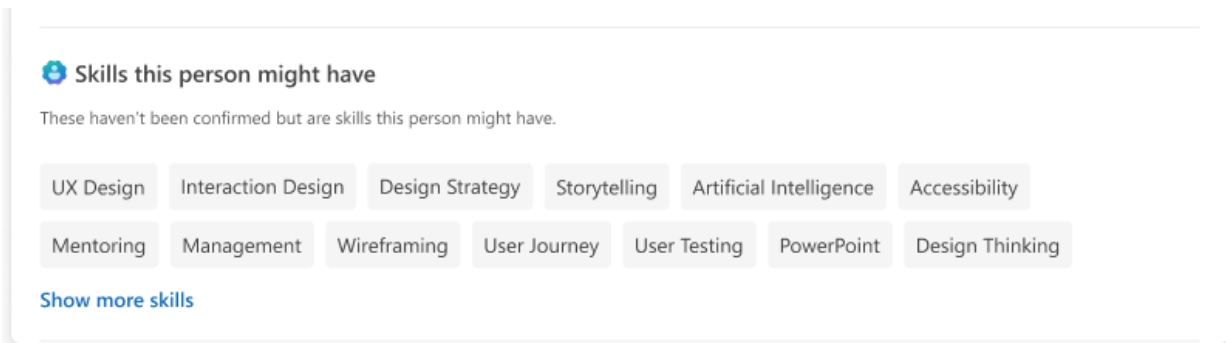
You have full control over your People Skills profile. You can turn off sharing or disable AI suggestions at any time right within your skills settings:

1. At the top of your Microsoft 365 Profile Card, select **Update your profile** to open **Edit your profile**.
2. Select the **Data and privacy** tab.
3. From there, you can toggle off any of the skill settings to ensure your skills are displayed exactly as you want. *NOTE: User settings may look different based on your organization's AI-inferred skills sharing settings. Admins can disable skill sharing or remove the ability for users to opt-out of sharing certain skills. Please review the below image and adjust or remove accordingly. For details on People skills sharing and visibility settings, please review our [documentation](#).*



AI-inferred skills

To save you time, your profile is pre-populated with personalized AI-generated skills based on your M365 activity, and they appear grey. Until you confirm or remove them, they will show to others as skills you might have. *NOTE: Which skills are shared may be different based your organization's AI-inferred skills sharing settings. Admins can disable skill sharing or remove the ability for users to opt-out of sharing certain skills. For details on People skills sharing and visibility settings, please review our documentation.*

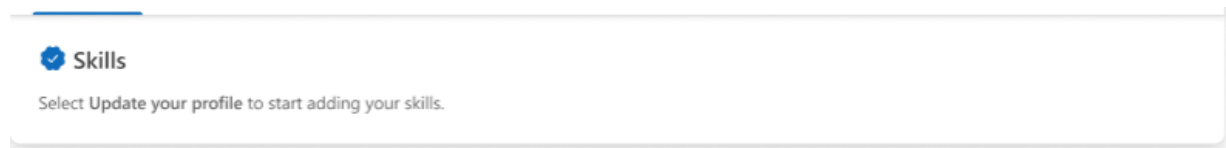


New AI-inferred skills will be refreshed every month, unless you've turned off Allow AI to add skills to your profile in your skills settings. You can confirm and update your skills at any time.

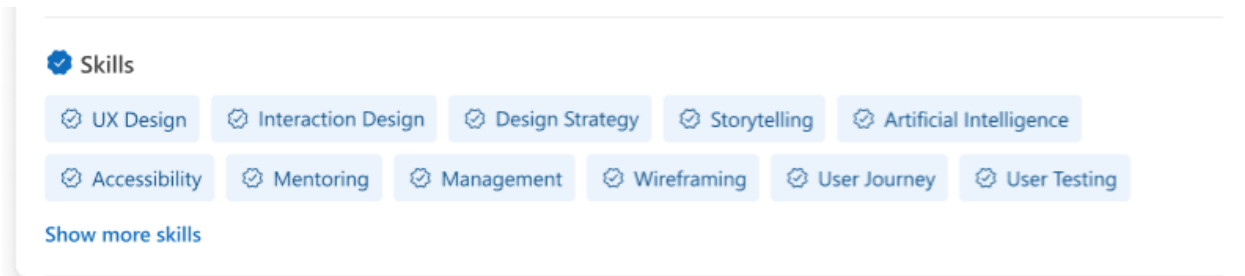
Confirmed skills

Confirmed skills are skills manually validated by you.

1. **First-time visit:** The first time you visit your Skills Profile you will have the opportunity to start building and customizing your skills list.



2. **Easy identification:** Confirmed skills are highlighted in blue with a checkmark, making them easy to identify.



3. **Full control:** You can add and remove confirmed skills at any time, giving you full control over your profile.

Viewing your colleague's skills

You can view your colleagues' skills in the same way you view your own. To get started, navigate to your colleagues' Microsoft 365 Profile Card.

Once you open their profile card, navigate to the Skills section to view their skills.

Frequently asked questions

What is the Microsoft 365 Profile Card?

The Microsoft 365 Profile Card—also known as a contact card or people card—appears when you hover over or click on someone's name or photo in Microsoft apps such as Microsoft 365 Copilot, Outlook (desktop) app, Outlook web app, Office.com, SharePoint people search, or People Companion. It displays contact details (email, phone), job title and department, recent files and shared documents, organizational chart, and LinkedIn profile (if connected). You can also view your own profile card by selecting your profile picture in any Microsoft 365 app. Skills on your Profile card will show skills that AI has inferred for you, along with skills you've explicitly confirmed you have.

Who can see my skills?

Skills that AI has inferred for you in your Microsoft 365 Profile Card, along with skills you've explicitly confirmed you have, are shared by default. You can keep them private if you choose. For more details on visibility settings, visit [People Skills documentation](#).

In the M365 surfaces that have started showing skills, I've noticed that not all of my skills are showing. Why is that?

You can see all of your own skills in your profile editor. However, the different M365 surfaces that have started displaying skills have different space limitations. Updates are in progress to be able to display your full set of skills. In the meantime, [you can find suggestions here on how to optimize what skills show](#).

Where can I view or edit my skills?

You can view or edit your skills in the new Outlook for Windows, Outlook web app, Office.com, Microsoft 365 Copilot, SharePoint and People Companion. *Customer representatives should adjust this based on which M365 surfaces are available in their organization.*