



(Microsoft) Sway With Me.

Leslie Fisher

[www.lesliefisher.com](http://www.lesliefisher.com)

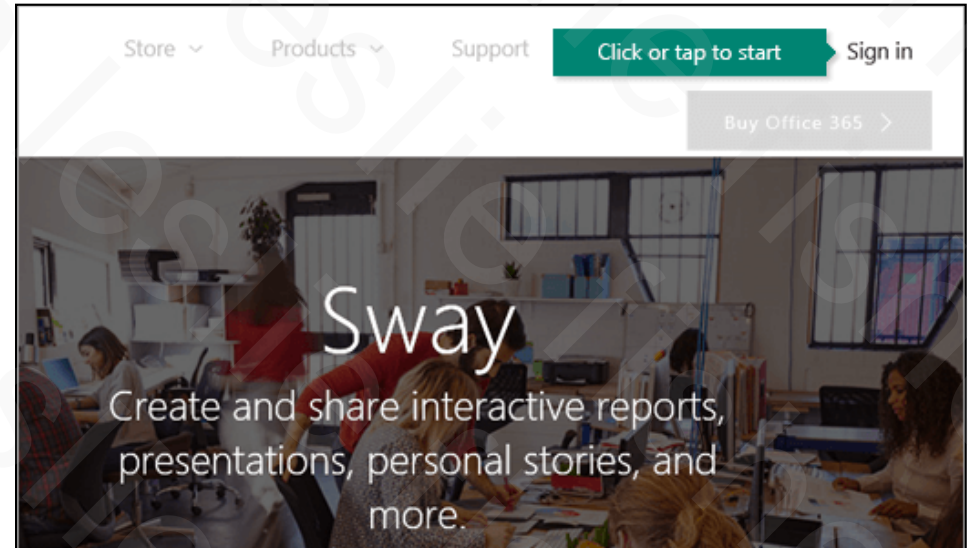
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## What is Microsoft Sway?

- Create and share interactive reports, personal stories, presentations, and more.
- Content is created and hosted online
- The focus is on creating the content. Once done you can view various designs to see how they look in your Sway
- You can search in Sway using AI and Machine learning for additional content
- A Sway can be kept private or shared with some, many or all
- <https://sway.office.com/>
- <http://bit.ly/2Nu1bqg>





## How To Sway

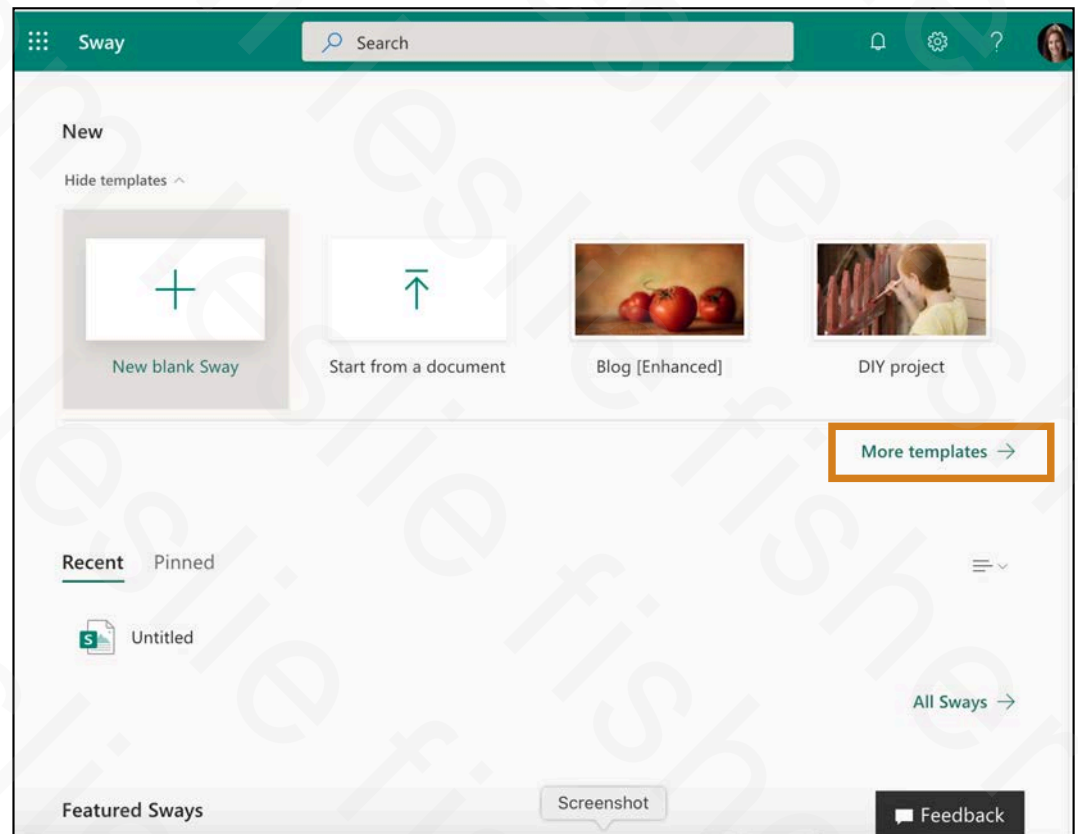
- How To Sway is a Sway project that is a deep dive into all of the things you can do in Sway
- They did a really good job with this, but, it was sadly done before a revamp to Sway
- It's still worth your time to check out
- <https://bit.ly/3eSYRWH>





## Getting Started With Microsoft Sway

- When you start Sway, you can start with a blank Sway or choose from a template
- The template option has some good choices for photo galleries, student, work, etc. but will bypass teaching you how to create some of the features on your own
- <http://bit.ly/2Nu1bqq>

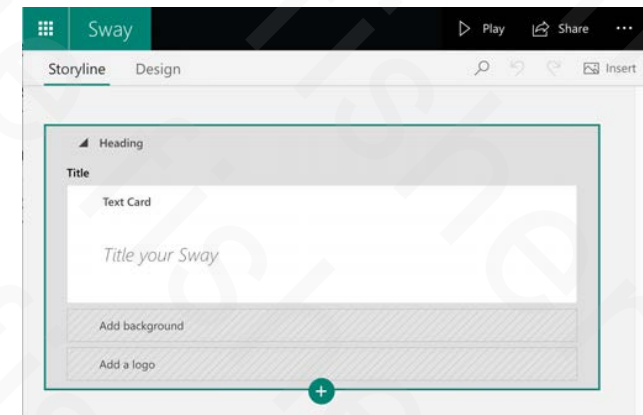
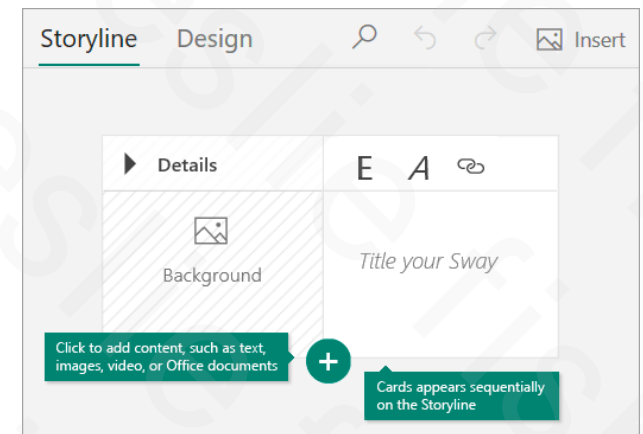




## Sway Storyline: Title Card

- The Storyline is where you type, insert, edit, and format the content that tells your story. Content is arranged in sequential order by adding **cards**, each of which holds the type of content you want such as text, images, videos, and even Office documents. The order of cards can be rearranged at any time to suit your needs

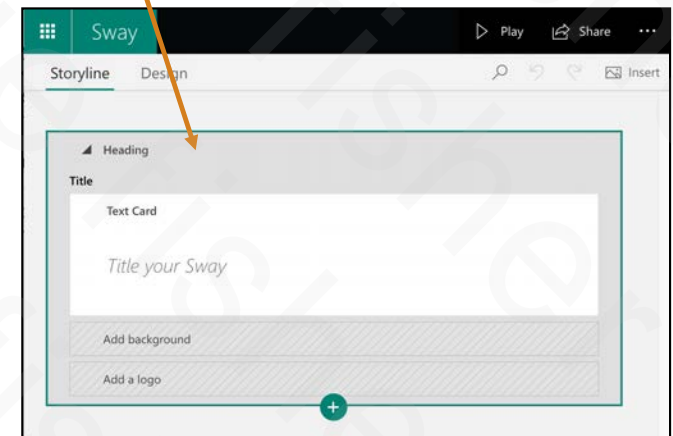
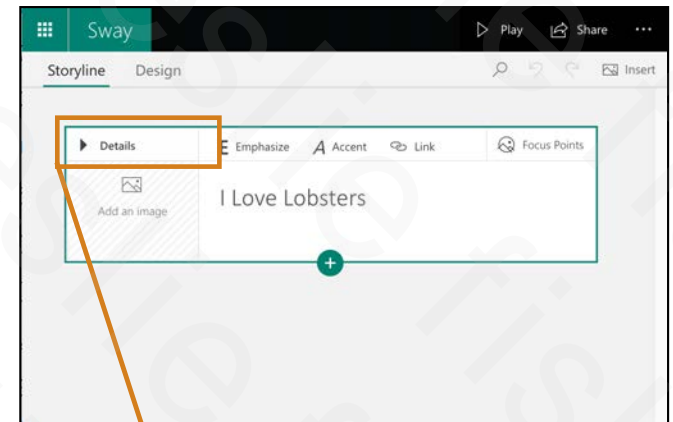
- <http://bit.ly/2Nu1bqq>





## Sway Storyline: Card Options

- Depending on the card type you might see an option in the upper left corner for details. Clicking that will display additional options which vary based on the type of card you are adding.
- <http://bit.ly/2Nu1bqq>

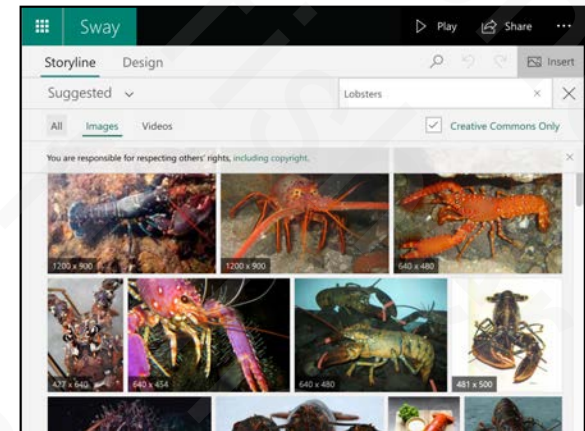
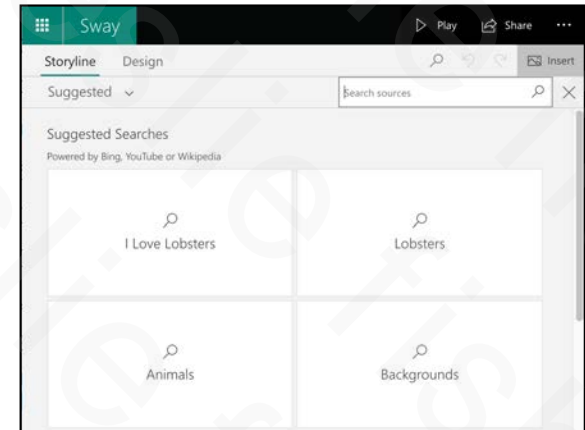






## Sway: Search For Card Content

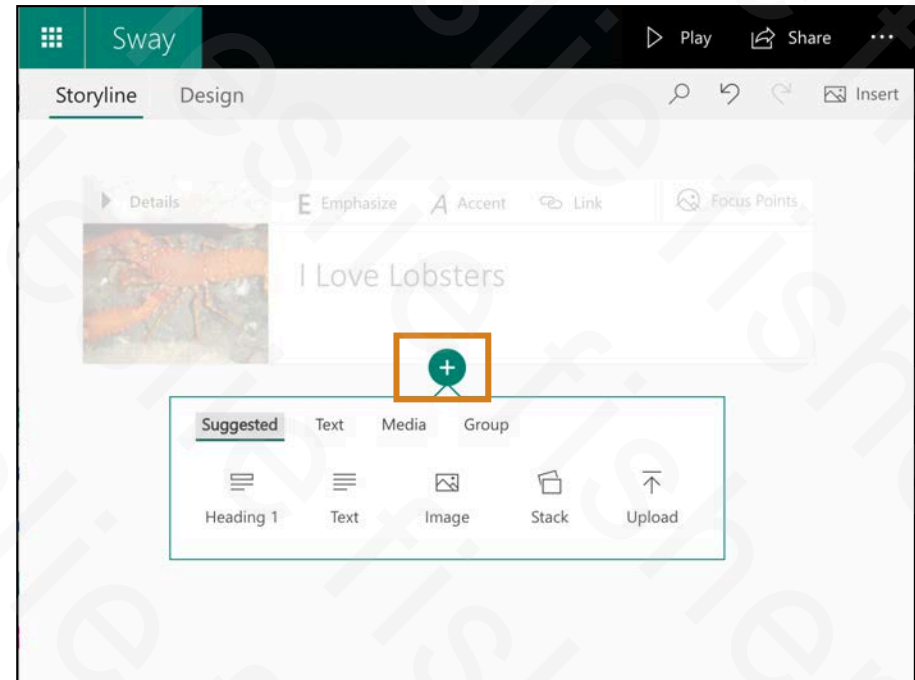
- Within cards you can click to add additional content.
- When you do this, Sway will kick in and offer to use AI and Machine Learning to help search for content
- It will help find video and photos and you can choose to make sure it only searches Creative Commons
- <http://bit.ly/2Nu1bqq>





## Sway Storyline: Add a Card

- Once you have created and placed your title card its all about adding additional cards.
- Once cards are placed, they can be easily moved, removed, etc.
- <http://bit.ly/2Nu1bqq>

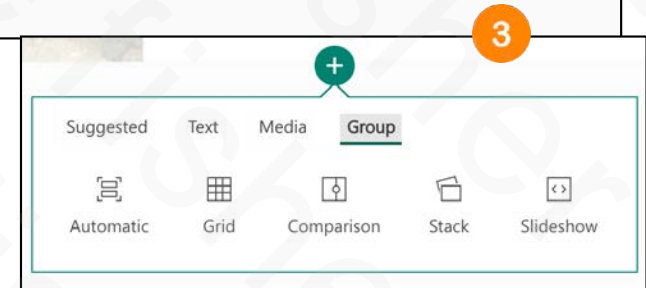
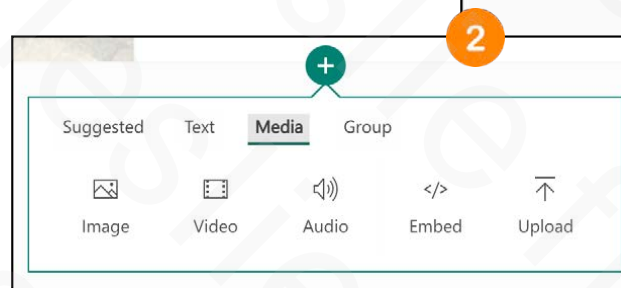
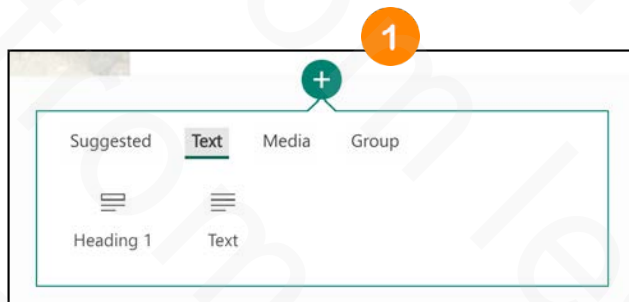
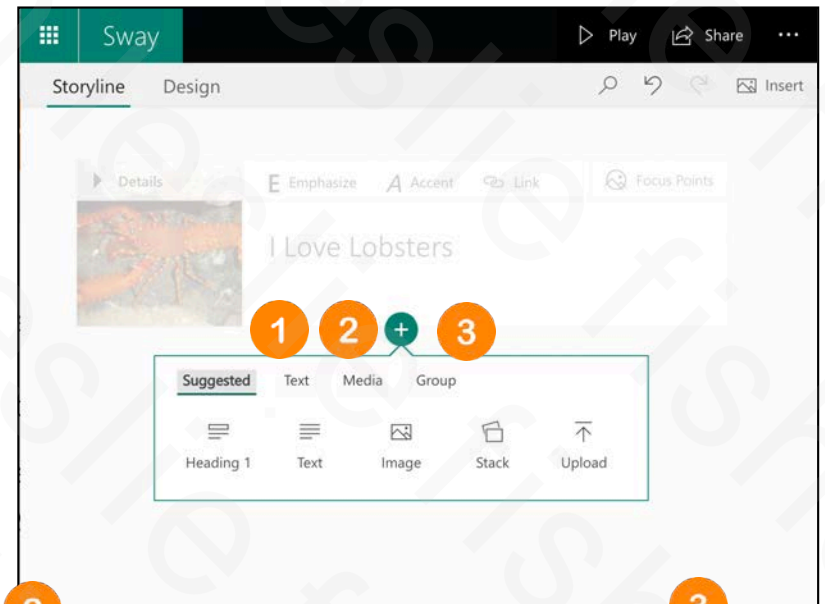






## Sway Storyline: Add a Card

- Once you click add card, you will see options to work with Text, Media and something called group where all the cool stuff is hiding
- <http://bit.ly/2Nu1bqq>

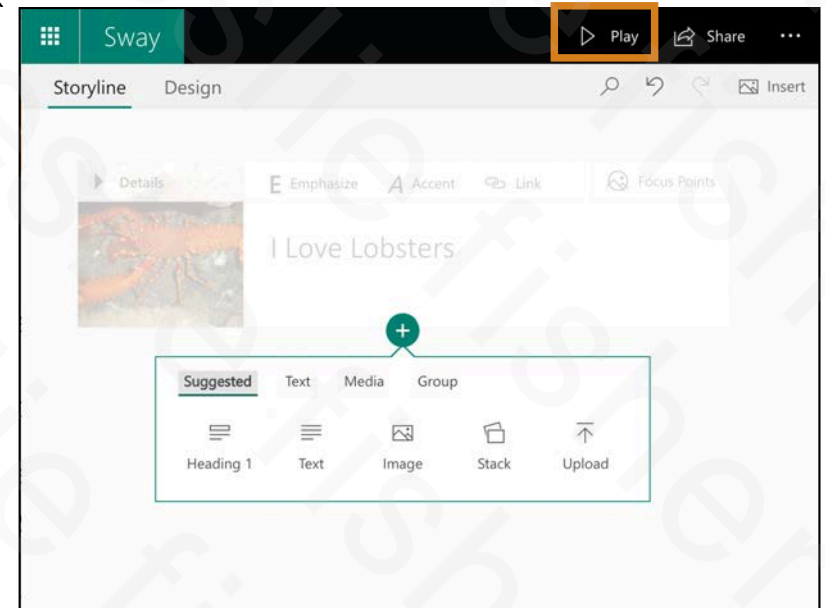




## To See The Magic...

- I am a linear teacher and learner which makes me dig Sway but also makes me struggle a little more with teaching it.
- The idea that Sway lets you concentrate on the story and then work on the design is great for my brain and possibly yours.
- However. As we dig into adding cards, the only way to see how some cards will look is by previewing your Sway by playing it.
- If you are also a linear learner, I would tell you not to worry about the exact look, you can change much of this
- To see some of the whiz bang things you are about to create you will need need to click Play and keep in mind the look of your Sway can be changed at anytime. Maybe not right now while you are learning about the Storyline

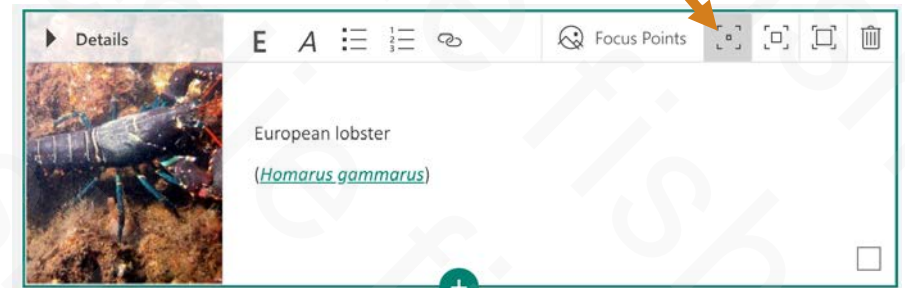
- <http://bit.ly/2Nu1bqg>





## When You Add Cards, Choose Emphasis

- When you add a card, you might see two or more squares in the upper right corner.
- These are to tell Sway the type of emphasis they have in your Sway.
- Clicking these on each card will tell Sway what it should highlight larger when it designs and plays your Sway





## Sway Cards: Text Card

- Adding a Text card is straightforward.
- Once you add either a text card or text with heading you will have the option to add emphasis or italics, a bulleted or numbered list, link text as well as change the text a little larger or smaller.
- Keep in mind the design template will dictate the font and size.
- There is also the trash can in the upper right corner to delete the card as well as the add another card option at the bottom.
- The square in the lower right is to select the card which we will talk about later

• <http://bit.ly/2Nu1bqq>

The screenshot illustrates the Sway application interface. The top panel shows the 'Storyline' view with a card titled 'I Love Lobsters' and a 'Text' card being added. The bottom panel shows the 'Design' view of the 'Text' card with various formatting options like 'Heading', 'Emphasize', 'A', and list icons.

**Storyline View:**

- Buttons: Play, Share, Insert
- Card Title: I Love Lobsters
- Options: Emphasize (E), A, Focus Points
- Card Selection: Text (selected), Media, Group
- Options: Heading 1, Text

**Design View:**

- Buttons: Heading, Emphasize (E), A, List (bulleted), List (numbered), Link, Focus Points, Trash
- Text Content:
 

Lobsters are a family (~~Nephropidae~~, sometimes also ~~Homeridae~~) of large marine crustaceans.

Lobsters have long bodies with muscular tails, and live in crevices or burrows on the sea floor. Three of their five pairs of legs have claws, including the first pair, which are usually much larger than the others. Highly prized as seafood, lobsters are economically important, and are often one of the most profitable commodities in coastal areas they populate.
- Card Selection: + (bottom center), □ (bottom right)

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## Media Cards



## Sway Cards: Media Card: Image

- Adding an image is straightforward.
- You will not see alignment options here because that is set by the design you choose
- You will have the same options to add and change text as you do when using a text card
- Clicking on the detail option in the upper left of the video card will also give you the ability to add a caption and alt text
- One unique feature in an Image card is Focus Points which when selected will ask you choose the areas of the image that are most important so Sway can help position the image with impact. You can also say the entire image is important and it will keep that in mind.

- <http://bit.ly/2Nu1bqg>

The first screenshot shows the Sway interface with a green plus sign at the top. Below it, there are tabs for 'Suggested', 'Text', 'Media', and 'Group'. Under the 'Media' tab, there are icons for 'Image', 'Video', 'Audio', 'Embed', and 'Upload'. An orange arrow points from the 'Image' icon to the second screenshot.

The second screenshot shows the 'Add an image' card. It has a toolbar with 'E Emphasize', 'A', list icons, and other editing tools. Below the toolbar is a text input field labeled 'Caption'. An orange arrow points from the 'Add an image' card to the third screenshot.

The third screenshot shows the 'Details' card for a European lobster. It features a photo of the lobster and the text 'European lobster' followed by '(Homarus gammarus)'. A red box highlights the 'Focus Points' button in the toolbar. An orange arrow points from the 'Focus Points' button to the lobster image.






## Sway Cards: Media Card: Focus Points

Storyline Design 🔍 ↶ ↷ 🖼️ Insert

Focus Points ✕

Tap on what's important so that Sway can position your image. Tap again to remove.

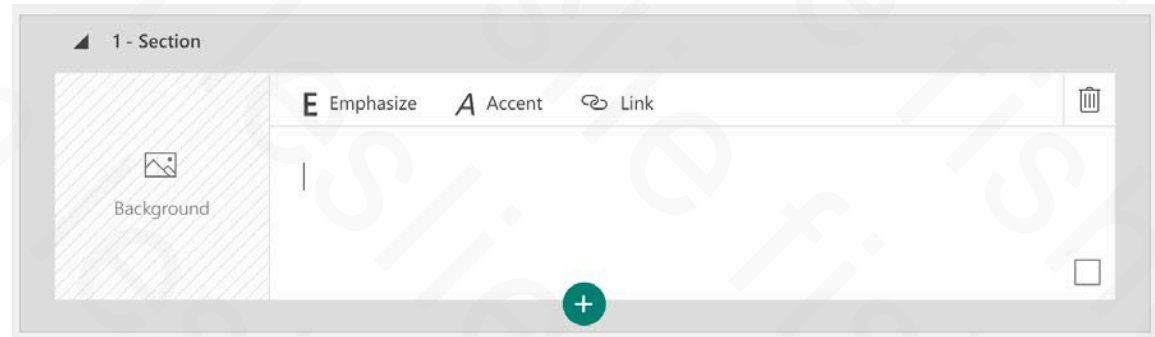


The entire image is important Reset



## Sway Cards: Any Text Card Can Have an Image

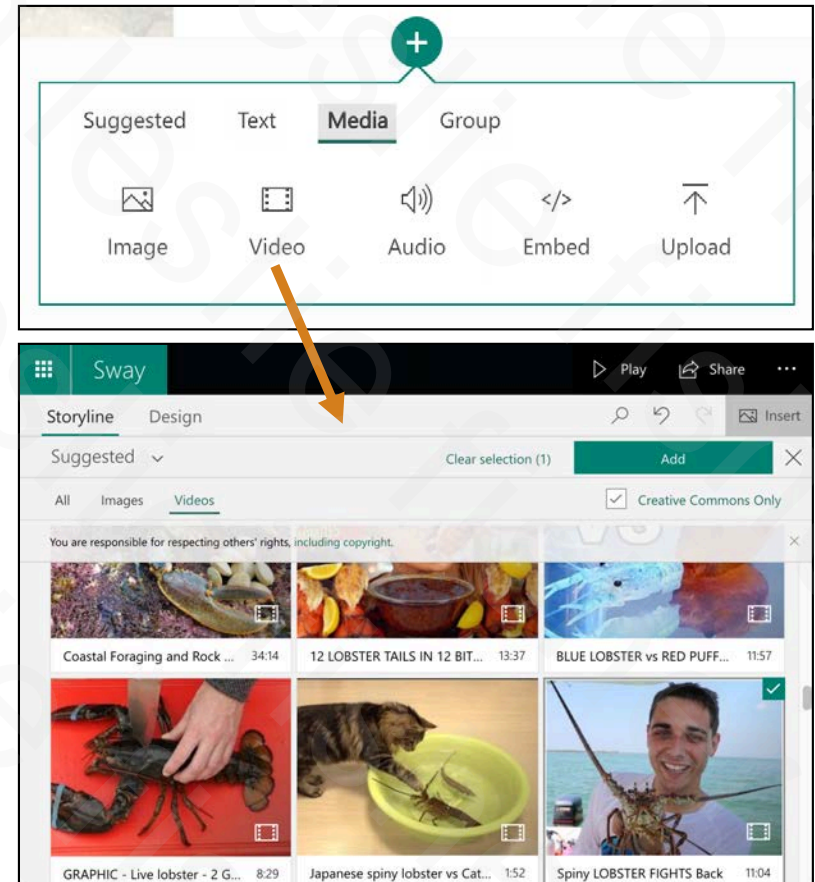
- Any text card you create in Sway can have an image behind it.
- Just click on the Heading Option. Even if you selected the text option without the heading
- This will add an image, even an animated GIF behind the text
- Want the headline to have a solid color behind it? Add an image which is a solid color.





## Sway Cards: Media Card: Video

- The Video option in Sway is designed to help you find content online.
- If you wanted to add your own video, you could use the Upload option
- Once you insert the video there will be three dots next to the video in the storyline for you to add additional text and links
- Clicking on the detail option in the upper left of the video card will also give you the ability to add a caption and alt text
- <https://bit.ly/2S9TUiu>



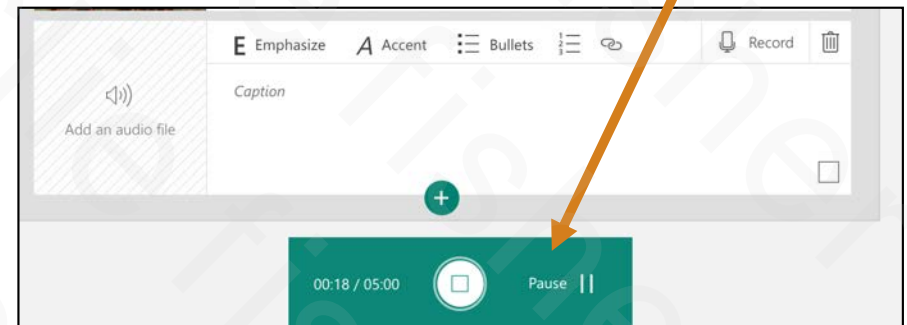
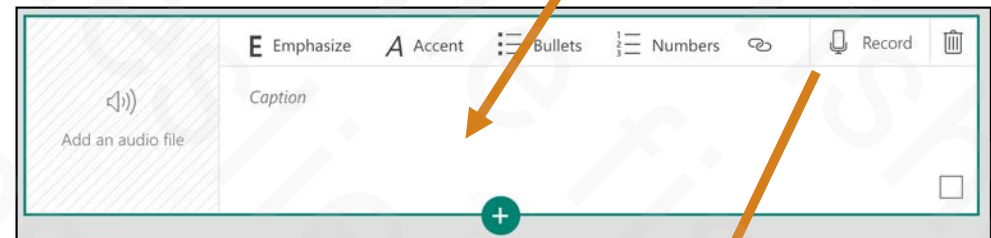
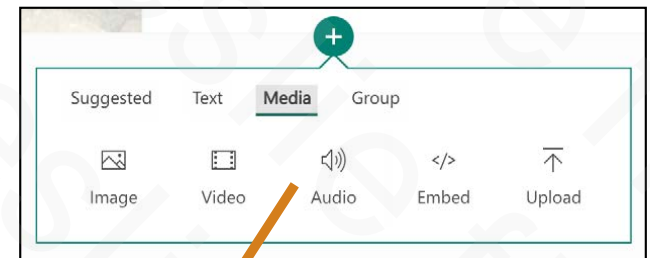


## Sway Storyline: Media Card: Add Audio

- You can add Audio via an audio file or you recording directly into Sway
- You will have a five-minute maximum per audio file you record
- You can also add text and links to your recording.
- Want to add Closed Captioning? Just click on the Details option in the upper left corner of the card and then select a text file from your computer to upload text as closed captions
- <https://bit.ly/2S9TUiu>



Hear me talk about Lobsters





## Sway Storyline: Media Card: Embed

- You can embed content into Sway, meaning, any site that supports embed (there are a lot of them) can be displayed and interacted within Sway
- As of now, Sway only supports the iframe code, which is what most sites use. Some have used a shorter quicker embed as well, but, iframe is always the default embed option so if you see that as part of a choice make sure to choose iframe.
- <https://bit.ly/2S7a5wP>

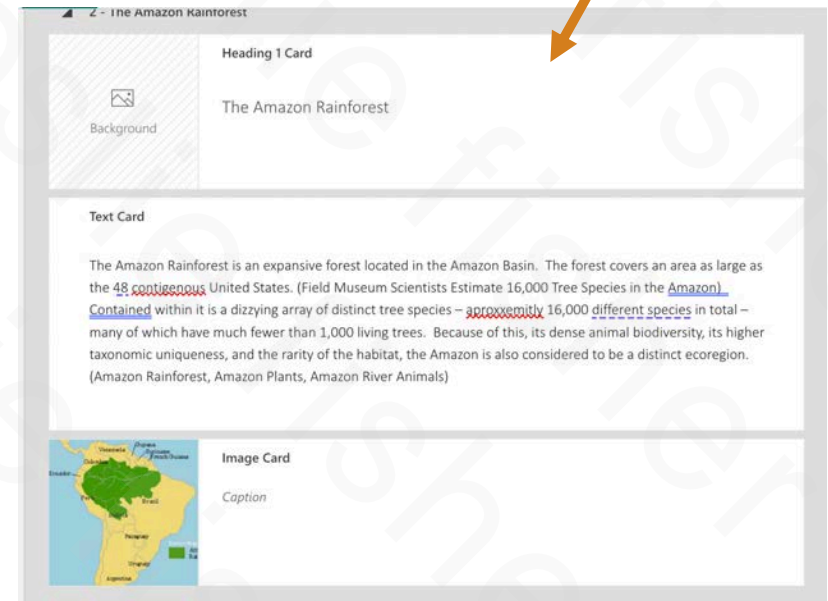
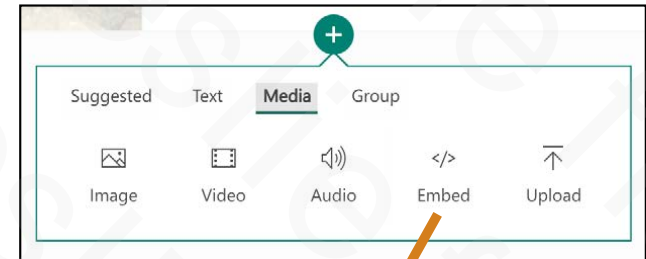
The image shows a sequence of three screenshots from the Sway interface. The top screenshot shows the 'Media' tab selected in the 'Suggested' section, with options for Image, Video, Audio, Embed, and Upload. An orange arrow points from the 'Embed' option to the middle screenshot. The middle screenshot shows the 'Embed Card' dialog box with a text area containing the URL 'https://admin.flipgrid.com/manage/discover/20561' and a green plus sign icon. The bottom screenshot shows the final embedded Flipgrid card in a Sway window, displaying 'Leslie's Sample Grid' and 'Lenny the Lobster' with a date of 'Apr 27, 2020'.





## Sway Storyline: Media Card: Upload

- Selecting Upload will bring up a dialog box to add items from your computer or device to Sway
- This is where you would upload you own video, photos and even documents
- Interestingly I discovered when you drag a handwritten document in it performs OCR and uses the text as caption and alt text (mine did not turn out so well but one could always edit it)
- <https://bit.ly/2Y8vSbB>





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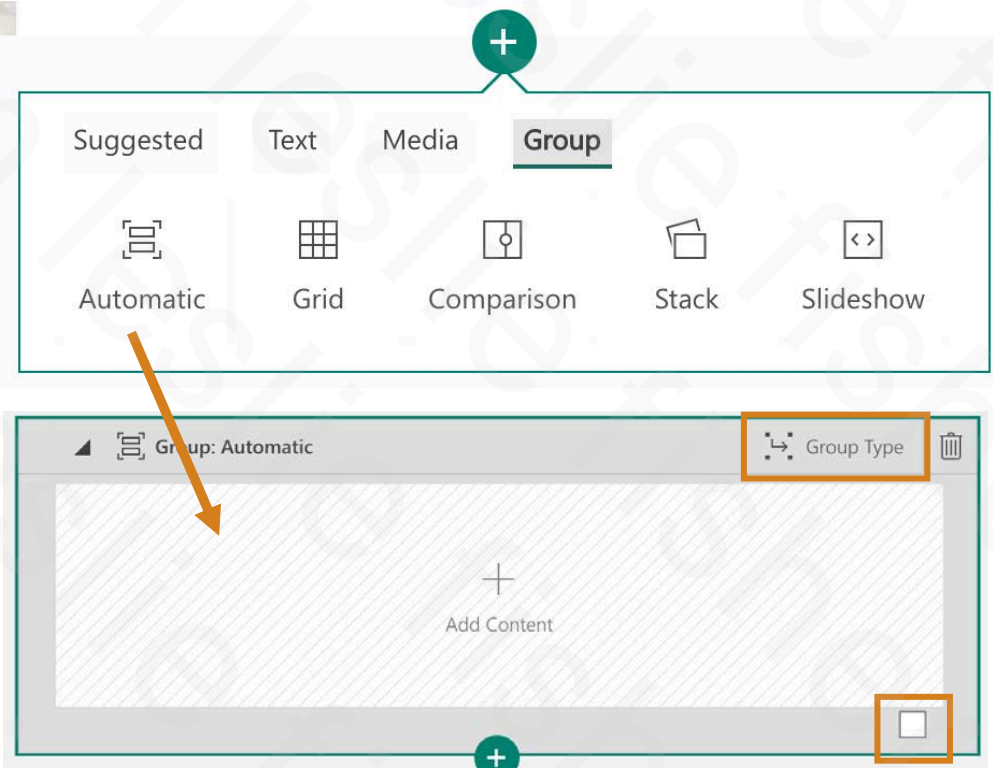


## Group Cards



## Sway Cards: Group Card: Automatic

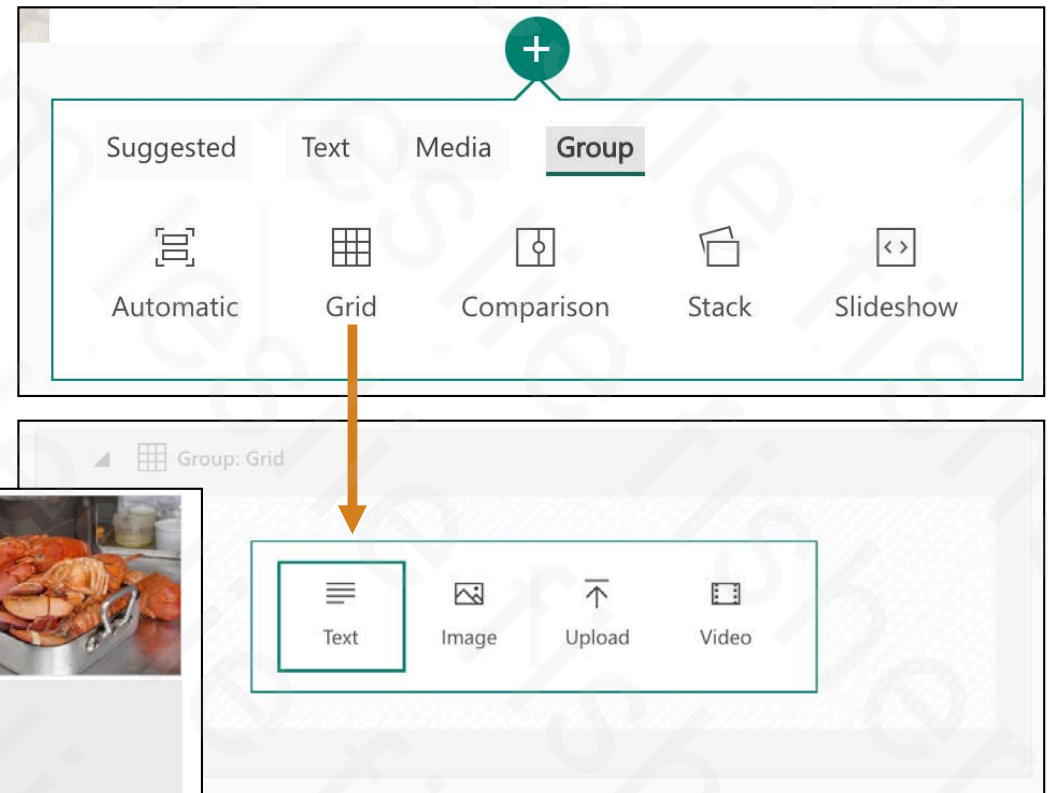
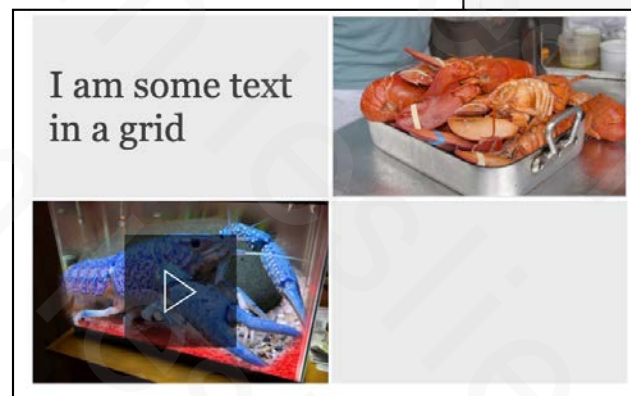
- You can group cards together which will keep multiple cards together
- Handy if you are planning to do a lot of card moving and do not want logical groupings of cards separating.
- You can also click on the squares on the bottom right of cards and the group option will also appear
- When you click on the top of a group you will also see the option to Ungroup any cards that have been grouped together.





## Sway Cards: Group Card: Grid

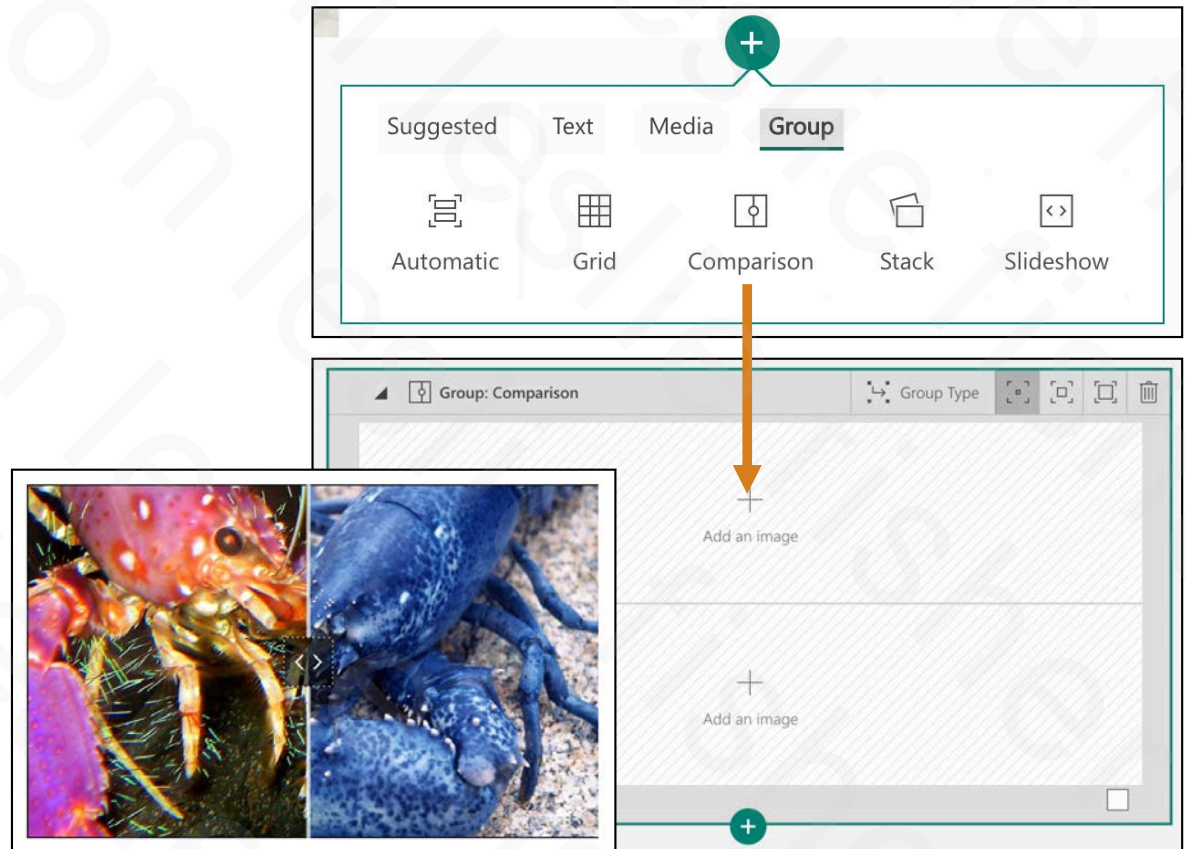
- Grid will display your content in uniform boxes
- Grids can contain Text, images, documents and videos
- Grid displays based on the order of cards within the grid which you can always drag cards to change





## Sway Cards: Group Card: Comparison

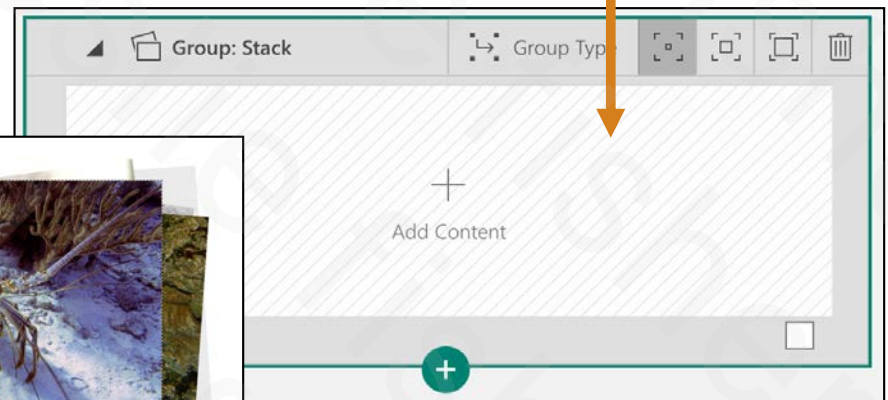
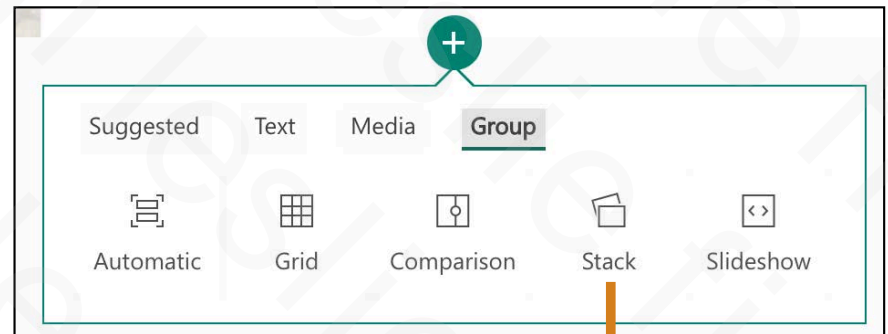
- Comparison is slick!
- Add two images. They can be images you upload as well as images you search for
- Sway will add them and add a draggable bar between them allowing you to drag and compare the two images to each other





## Sway Cards: Group Card: Stack

- Selecting Stack will let you place images from you or an online source as well as text and stack them together within your Sway.
- When played you can click on photos in the stack and the content will cycle through the stack
- There is also an option to display the stack in full screen mode which will display the content like a slide show

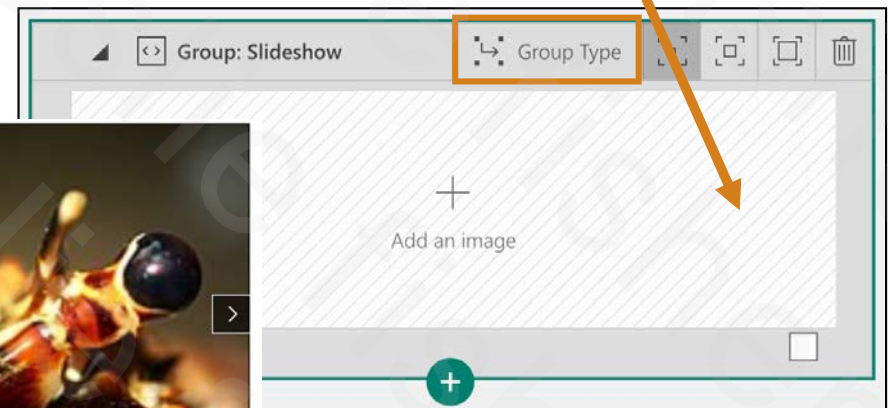
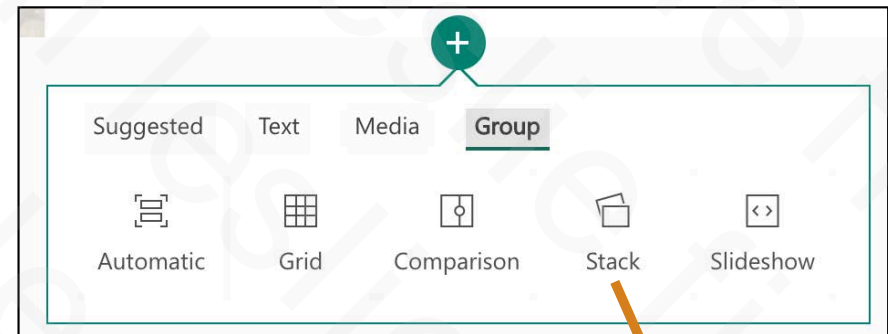






## Sway Cards: Group Card: Slideshow

- Slideshow lets you add both images and video that will be displayed as a slideshow
- You have three different slideshow formats to choose from. To change the format click on the name of the group in the upper left corner and then click on group type. The different slide show formats will show up on the right side





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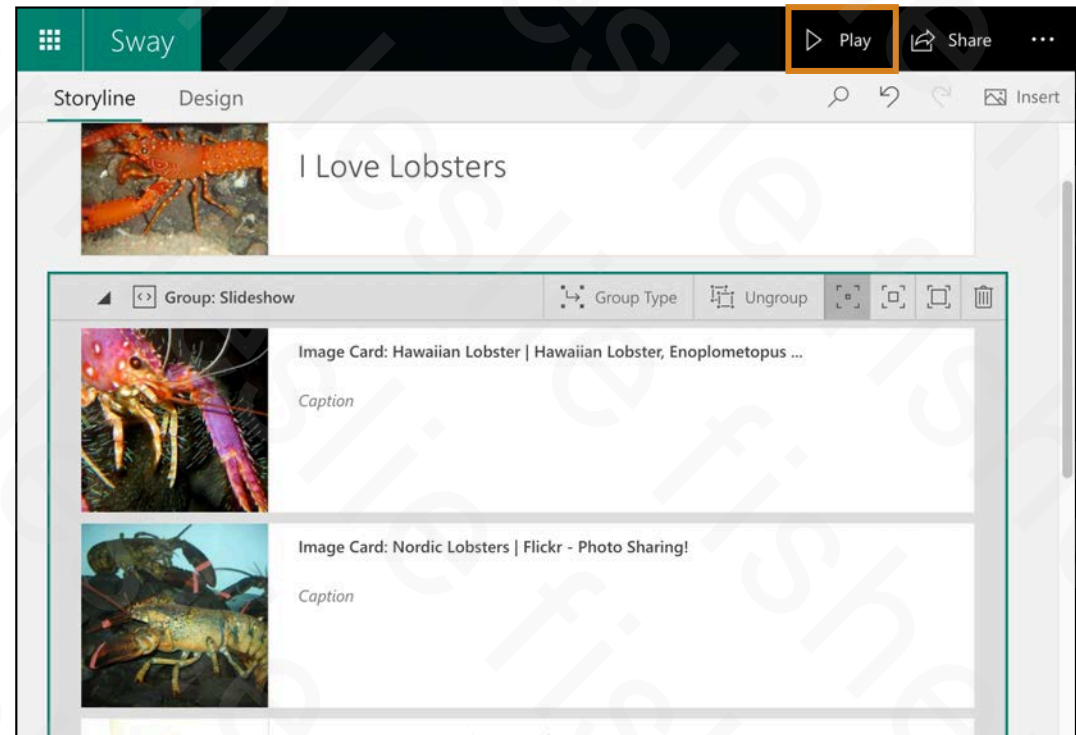


## Sway Designs



## Play Your Sway

- Mentioned earlier, but, just in case...
- To see your Sway in action, click on the play button in the upper right-hand corner
- It will show you all the interactive tidbits it created for you
- To return to the Storyline, while in Play, click edit in the upper right corner





## Changing Your Sway Layout

- In Sway you can change the layout at any time and leave it to Sway to make that layout look good.
- The three layouts are: Vertical, Horizontal, and Slideshow.
- You can also specify whether Sway should use a right-to-left layout
- To change the layout, Play your Sway and click on the cog in the upper right corner. You will see Change layout as one of the options





## Autoplay Your Sway

- We just talked about the cog, so this might be a good time to point out another option hiding with Change layout is Autoplay which allows you to set a custom time for each card and automatically play your Sway with optional Looping

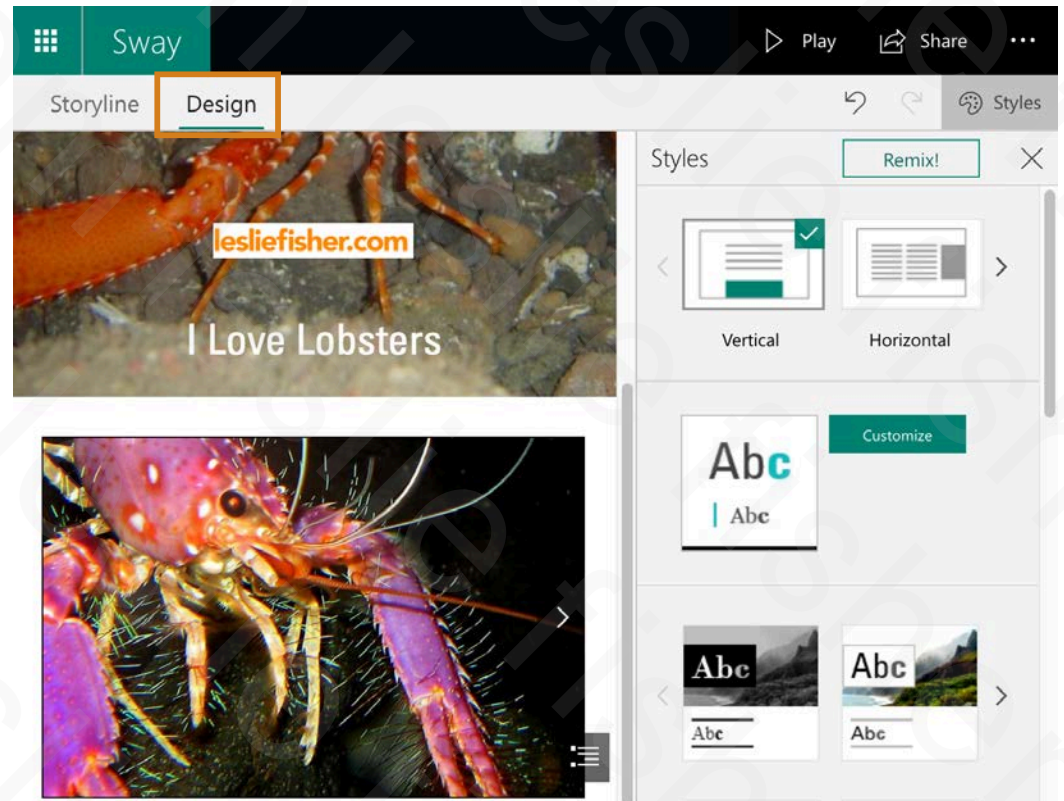






## Changing Your Sway Design

- Sway offers seven core styles that differ in the way content is laid out, in the use of decorators, image caption treatment, and in the use of color and textures in the background





## Changing Your Sway Design: Design Types (In Their Words)

- The first row offers a unique style, which combines image filters, bold and sophisticated title treatment and backgrounds, a framed image treatment, and is left-aligned. With this style you could explore different image treatment that fit the mood of your Sway.
- The second style offers a clean and elegant design, center-aligned text and images, and places images one below the other.
- The third style uses sophisticated title treatment and backgrounds, a framed image treatment, and is left-aligned. In this style, images are positioned side by side, or one under the other, depending on available space.
- The fourth style offers a modern design perspective and offers left-aligned text. Image layout is optimized to fit available space.
- The fifth style offers a bold design attitude, using a rich variety of background textures, vivid decorators, and playful interplay between the content and the background. Images are laid out in a non-formal manner, giving this style a more personal feel.
- The Sixth style, optimized for photo album scenarios, offers a clean yet sophisticated approach by focusing on user content first. It center-aligns text and images, and automatically arranges the images in the best possible grid layout.
- The seventh style offers an expressive perspective, using playful backgrounds, text back-planes and decorators.







## Changing Your Sway Design: Design Types (In Their Words)

The diagram illustrates the 'Design' window in Sway, which allows users to customize the appearance of their slides. The window is titled 'Design' and contains a 'Customize' button. Below the title bar, there are several rows of design options, each showing a preview of the design with the text 'Abc' and 'Abc' below it. The options are organized into several categories:

- Image caption on the side:** A design option with a blue background and a galaxy image on the left side. This is connected to an example image with a blue caption box on the left.
- Image caption on the bottom:** A design option with a brown background and a galaxy image at the bottom. This is connected to an example image with a brown caption box at the bottom.
- Image caption Over the image:** A design option with a purple background and a galaxy image with a purple caption box over it. This is connected to an example image with a purple caption box over the image.
- Left Align Layout:** A design option with a white background and a galaxy image on the left side. This is connected to an example image with a white background and a galaxy image on the left side.
- Center Align Layout:** A design option with a white background and a galaxy image in the center. This is connected to an example image with a white background and a galaxy image in the center.

The 'Design' window also includes a 'Customize' button and a 'Close' button (X). The design options are organized into several rows, each showing a preview of the design with the text 'Abc' and 'Abc' below it. The options are organized into several categories:

- Image caption on the side:** A design option with a blue background and a galaxy image on the left side. This is connected to an example image with a blue caption box on the left.
- Image caption on the bottom:** A design option with a brown background and a galaxy image at the bottom. This is connected to an example image with a brown caption box at the bottom.
- Image caption Over the image:** A design option with a purple background and a galaxy image with a purple caption box over it. This is connected to an example image with a purple caption box over the image.
- Left Align Layout:** A design option with a white background and a galaxy image on the left side. This is connected to an example image with a white background and a galaxy image on the left side.
- Center Align Layout:** A design option with a white background and a galaxy image in the center. This is connected to an example image with a white background and a galaxy image in the center.

From Sway Page I mentioned earlier in presentation: <https://bit.ly/3eSYRWH>



## Changing Your Sway Design: Customize It

- One of the style choices is Customize where you can choose your own colors, styles, font sets and animation options
- A cool option here is to choose one of your images as color inspiration. Sway will create a color palette accordingly.

The screenshot displays the Sway design customization interface, which is divided into several panels:

- Styles:** Offers options for layout (Vertical and Horizontal) and a 'Customize' button.
- Color inspiration:** Features a 'Curated' color palette and a 'Custom' option with a plus sign.
- Font Choices:** Shows 'Univers Condensed' and 'Georgia Pro' as font options, along with sliders for 'Animation emphasis' (Subtle, Moderate, Intense) and 'Text size' (Small, Normal, Large).
- Color palettes:** Displays two examples of color palettes derived from images.
- Color inspiration:** A detailed view of a color palette where an image of a red crab is selected as the source of inspiration, resulting in a color palette for 'lesliefisher.com'.

An orange arrow points from the 'Color inspiration' section of the 'Color palettes' panel to the 'Color inspiration' panel, highlighting the process of selecting an image to generate a color palette.

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Share Your Sway



## Share Your Sway

- Within the sharing setting in Sway you have the option to share with specific people, specific people just in your organization or anyone who has the link
- You can even invite people to collaborate / edit your Sway with you
- When you select Anyone with link there will be options to also share your Sway on social media as well as Embed code to place Sway elsewhere online
- Clicking on More Options will also show you an option to Password protect your sway as well as enabling or disabling social share buttons on the Sway itself
- <https://bit.ly/2Yf7W66>

The screenshot shows the Microsoft Sway application interface. At the top, there is a navigation bar with a grid icon, the word "Sway", a "Play" button, and a "Share" button. Below this, the "Share" settings panel is open, displaying the following options:

- Share your Sway with:**
  - Specific people or groups
  - Those in your organization with the link
  - Anyone with a link
- Invite people to:**  view  edit
- Link:**
- Buttons:**  Get visual link  Get embed code
- More options:**  More options
- Require a password to view or edit this Sway:**  Require a password to view or edit this Sway
- Viewers can see Share buttons:**  Viewers can see Share buttons
- Reset the Share settings:**



## Share Your Sway: Choice Options

<p>Share your Sway with:</p> <p><input checked="" type="radio"/> Specific people or groups</p> <p><input type="radio"/> Those in your organization with the link</p> <p><input type="radio"/> Anyone with a link</p> <hr/> <p>Invite people to <input checked="" type="radio"/> view <input type="radio"/> edit</p> <p><input type="text" value="https://sway.office.com/Pzesbz3GllqYKKR?ref=Link"/></p> <p><input type="text" value="Enter names or email addresses"/></p> <p><input type="button" value="Invite"/></p> <p><input type="button" value="Get visual link"/></p> <hr/> <p>More options</p> <p>Require a password to view or edit this Sway</p> <p><input checked="" type="checkbox"/> Viewers can see Share buttons</p> <p><input type="button" value="Reset the Share settings"/></p>	<p>Share your Sway with:</p> <p><input type="radio"/> Specific people or groups</p> <p><input checked="" type="radio"/> Those in your organization with the link</p> <p><input type="radio"/> Anyone with a link</p> <hr/> <p>Invite people to <input checked="" type="radio"/> view <input type="radio"/> edit</p> <p><input type="text" value="https://sway.office.com/Pzesbz3GllqYKKR?ref=Link"/></p> <p><input type="button" value="Get visual link"/> <input type="button" value="Get embed code"/></p> <hr/> <p>More options</p> <p>Require a password to view or edit this Sway</p> <p><input checked="" type="checkbox"/> Viewers can see Share buttons</p> <p><input type="button" value="Reset the Share settings"/></p>	<p>Share your Sway with:</p> <p><input type="radio"/> Specific people or groups</p> <p><input type="radio"/> Those in your organization with the link</p> <p><input checked="" type="radio"/> Anyone with a link</p> <hr/> <p>Invite people to <input checked="" type="radio"/> view <input type="radio"/> edit</p> <p><input type="text" value="https://sway.office.com/Pzesbz3GllqYKKR?ref=Link"/></p> <p><input type="button" value="Get visual link"/> <input type="button" value="Facebook"/> <input type="button" value="Twitter"/> <input type="button" value="LinkedIn"/> <input type="button" value="Get embed code"/></p> <hr/> <p>More options</p> <p>Require a password to view or edit this Sway</p> <p><input checked="" type="checkbox"/> Viewers can see Share buttons</p> <p><input type="button" value="Reset the Share settings"/></p>
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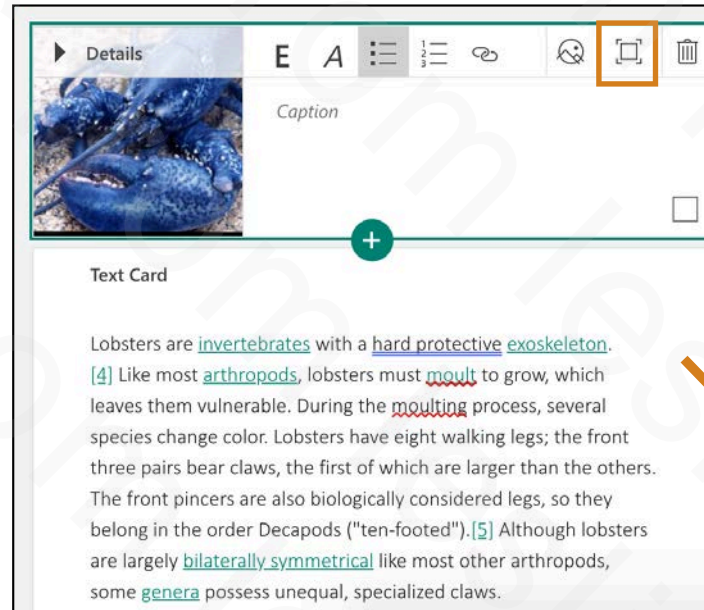
## Sway Tidbits





## Tips and Tricks: Scroll Your Text Over an Image

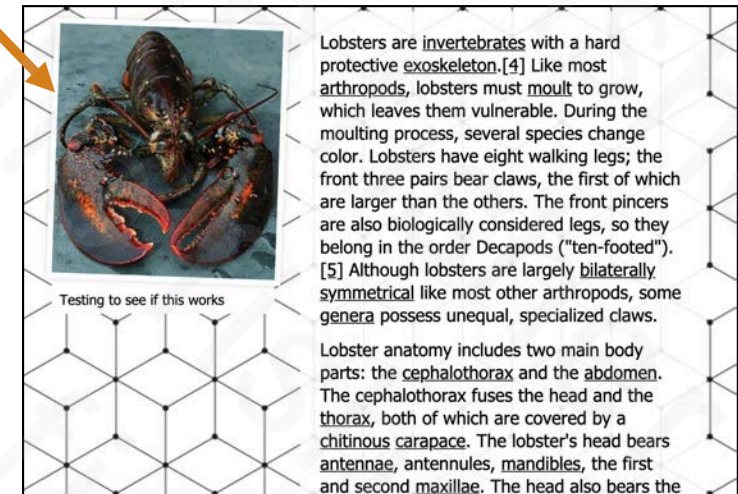
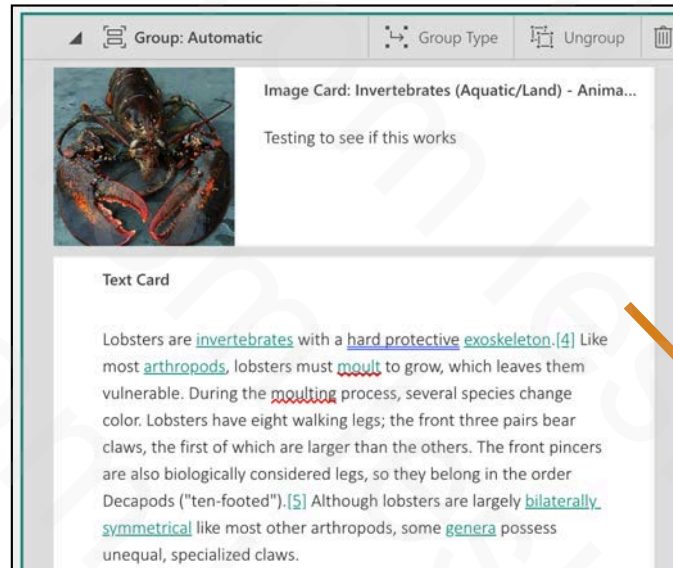
- Depending on the layout you choose, you can create a cool effect where the text scrolls over the image.
- To do this, make sure it's an image card followed by a text card with a decent amount of text.
- Set the emphasis on the image to the highest possible
- Usually one of the first 6 styles will deploy this feature





## Tips and Tricks: Align Your Image To The Right Or Left

- Another Text effect based on the design style you choose is to have your text aligned to the left or right
- To do this, group an image card as the first card and a text card as the second card
- Based on the design style, the image will be aligned to the left or right of your text





## Sway Settings

- Clicking on the three dots in the upper right corner will display some very useful items such as making your Sway a template, printing it as a .PDF, exporting it to Word or .PDF, Settings for language and viewing as well as accessibility

The screenshot displays the Sway Settings interface, which is divided into several sections:

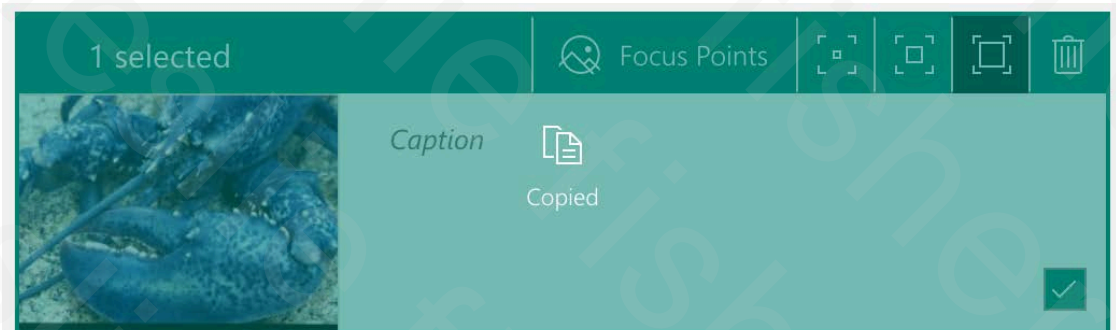
- Settings for this Sway:**
  - Language:** A dropdown menu.
  - Show text direction buttons
  - Use right-to-left layout
  - View settings:**
    - Viewers and co-authors can duplicate this Sway
    - Viewers can print this Sway
    - Viewers can export this Sway
    - Viewers can change the layout of this Sway
    - Show Sway informational footer
  - Autoplay:** Off (toggle), with a progress bar from 3s to 60s.
- My Sways:**
  - Create new
  - Duplicate this Sway
  - Save as Template
  - Print
  - Export
  - Settings for this Sway
  - Accessibility Checker
  - Accessibility View
  - Help
- Export your Sway:** Choose the format you want to export to.
  - Word
  - PDF
  - Close
- Accessibility Checker:**
  - Improvements:** 3 Default alternative text
  - Review all:**
    - 3 Alternative text
    - 78 Hyperlink text
  - Tips for making your Sway accessible

Orange arrows indicate the flow of interaction: from the three dots menu to the 'Export' option, then to the 'Export your Sway' dialog, and finally to the 'Accessibility Checker' panel.



## Copy and Paste Sway Cards

- The square in the lower right corner (usually used to group cards) can be also clicked and used to copy and paste cards via traditional cut and paste
- <https://bit.ly/3cPe8pz>





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## Sway Support



## Sway Help and Learning

- Includes 12 or so different topics
- Nothing woo hoo content wise, but, better than nothing
- <https://bit.ly/2Y7HYBK>

The screenshot shows the Microsoft Sway help and learning page. At the top, there is a Microsoft logo and a search icon. Below the logo, there is a navigation menu with "Office" and a dropdown arrow. A banner below the menu reads "Keep in touch and stay productive with Teams and Microsoft 365, even when you're working remotely. [Learn more](#)". The main heading is "Sway help & learning". Below the heading is a search bar with the placeholder text "How can we help you?". Under the search bar, there are four navigation buttons: "Get started" (with a checkmark icon), "Add content" (with a pencil icon), "Share & access" (with a share icon), and "Customize" (with a gear icon). Below the navigation buttons, there is a section titled "Share your story" with a photograph of a woman and two children in a kitchen. To the right of the photograph, the text reads "Use Sway to create and share interactive reports, presentations, personal stories, and more." and a "LEARN MORE >" link. At the bottom of the page, there is a section titled "Bring your ideas to life" with a partial photograph of a person's face.





## Sway Quick Start Tutorials

- Five different areas covered
- Not verbose, slightly dated, but, worth checking out.
- <https://bit.ly/3cO0gMd>

The screenshot shows the Microsoft Office interface with a search icon and the Microsoft logo. Below the search bar, there is a notification about Teams and Microsoft 365. The main content area is titled "Sway Quick Start" and "Create". It includes a "Start creating" section with instructions on how to create a new Sway document. The instructions are:

1. Select **Get started**.
2. On the **Welcome to Sway** page, select one of the following:
  - **Create New** - to start from scratch.
  - **Start from a topic** - to have Sway provide base content for you. Type your topic in the **Enter a topic** box, and then select **Create outline**.

There are two inset images: one showing the "Welcome to Sway" screen with "Create New", "Start from a topic", and "Start from a document" options; and another showing the "Enter a topic and we'll help you get started" dialog box with a text input field containing "school" and "Create outline" and "Cancel" buttons.

At the bottom, there is a feedback question: "Was this information helpful?" with "Yes" and "No" buttons.

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## Sway Blog

- Super dated content. Including it just in case it gets an update
- <https://bit.ly/3eUwuHG>

Microsoft Sign In

### Sway Blog

Filter by label RSS Follow

Home > Sway Options

**Sway for iOS is retiring**  
Sabrina Mohamed on 08-21-2018 07:00 AM  
14.7K

Microsoft is retiring the Sway for iOS app December 17, 2018. We're advising all our valued iOS users to

**Create on the go with the new Sway for iOS**  
Sabrina Mohamed on 05-30-2018 07:00 AM  
7,669

Our biggest update in the history of Sway for iOS is



## Administrator Information For Sway

- A handy guide for your administrator concerning some of the questions they might have about Sway
- <https://bit.ly/2xTy0t6>

The screenshot shows a Microsoft Office interface. At the top, there is a navigation bar with the Microsoft logo and a search icon. Below the navigation bar, there is a header section with the text "Office" and a dropdown arrow. A notification banner reads: "Keep in touch and stay productive with Teams and Microsoft 365, even when you're working remotely. [Learn more](#)". The main content area is titled "Sway / Customize / Frequently asked questions about Sway – Admin Help". Below the title, there is a sub-header "Office 365 Admin". The main text describes Sway as a Microsoft 365 app that helps users express ideas using an interactive, web-based canvas. It mentions that Sway's design engine helps produce professional, interactive, and visually appealing designs from images, text, documents, videos, maps, and more. It also states that users can modify the results to get a unique look and feel, and that Sway makes creations look great in any browser, on any screen, and can be shared by simply sending a link. At the bottom of the screenshot, there is a question: "What admin controls are there for Sway?"



## Sway Suggestion Box

- A place to share feedback and ideas about Sway that sadly looks to have not been looked at in years.

- <https://bit.ly/3eUwyXW>

This site uses cookies for analytics and personalized content. By continuing to browse this site, you agree to this use. [Learn more.](#)

**Sway**

Feedback by UserVoice

[Suggestions](#) [Knowledge Base](#) [Microsoft Support](#) [Microsoft Community](#)  
[Office Blogs](#)

### Sway Suggestion Box

New and returning users may [sign in](#)

**Welcome to Microsoft Sway's Suggestion Box by UserVoice!**

To help us build the best version of Sway, we have partnered with UserVoice, a third-party service, to hear your ideas and suggestions. We will read all the suggestions, and we regularly review the ideas and incorporate them into product planning discussions. Please note that the suggestion box is moderated and is a voluntary participation-based project. Please do not send any novel or patentable ideas, copyrighted materials, samples or demos for which you do not want to grant a license to Microsoft. Your use of the portal and your submission is subject to the [UserVoice Terms of Service & Privacy Policy](#), including the license terms.

**How it works**

- Create a user account if you want to add a new suggestion or vote on existing suggestions.
- Select one of the feedback forums listed.
- Check out the ideas others have suggested and vote on your favorites.
- Search for your suggestion and if you can't find something similar, you can submit your own.
- Keep suggestions focused on a **single idea** per post and limited to 25 words

**Sway Suggestion Box**

**Post a new idea...**

**All ideas**

My feedback

Creating a Sway 248

General 202

Making Sway look amazing 198

Sway forum or site feedback 19

Sway future vision 133

Viewing and sharing 235

Search

**Give feedback**

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Thank You!

Leslie Fisher

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