

Microsoft MyAnalytics

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What is MyAnalytics

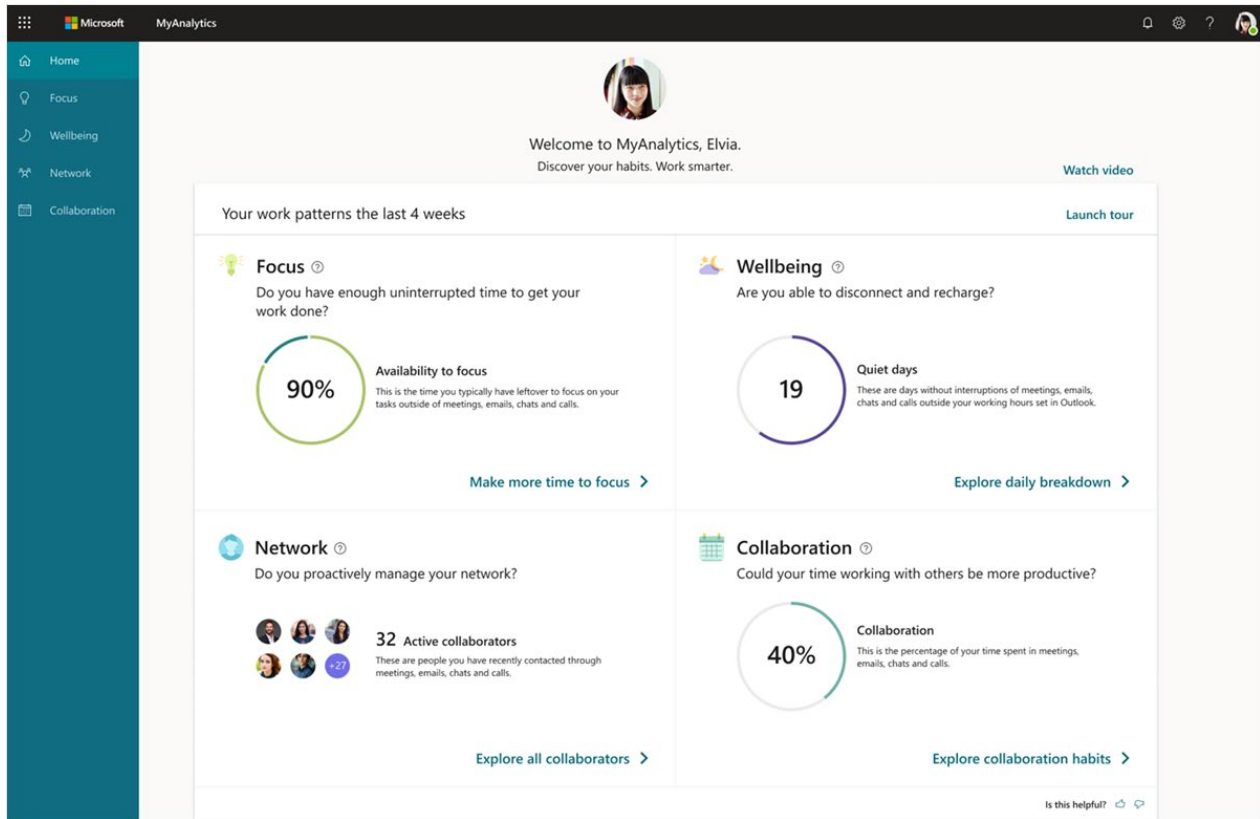
Thank you for trying the new MyAnalytics experience. Welcome to your new personalized MyAnalytics dashboard that gives you valuable new insights into how to increase focus, achieve work-life balance, and improve your work relationships and team collaboration.

The Dashboard

Go to myanalytics.microsoft.com to open your personal MyAnalytics dashboard.

Home

*The MyAnalytics dashboard opens to the **Home** page that shows you statistics about your work patterns over the past month, including your focus and collaboration time, how many days you were able to disconnect from work, and how effectively you are networking with your coworkers.*



Focus and Wellbeing

The Focus section helps you understand whether you have enough time for uninterrupted individual work and provides tips on how to protect your calendar and manage distractions.

The Wellbeing section shows how well you are disconnecting from work during your time off and suggests ways to reduce stress and burnout.

For more details and tips, see [Focus](#) and [Wellbeing](#).

Tip

The focus plan in MyAnalytics helps you set aside regular focus time for your top-priority work. This plan helps you schedule one to two hours every day to focus, with an option to book that time automatically. During the booked focus time, it silences chats in Teams and in Skype for Business. For more information, see [MyAnalytics focus plan](#).

Network and Collaboration

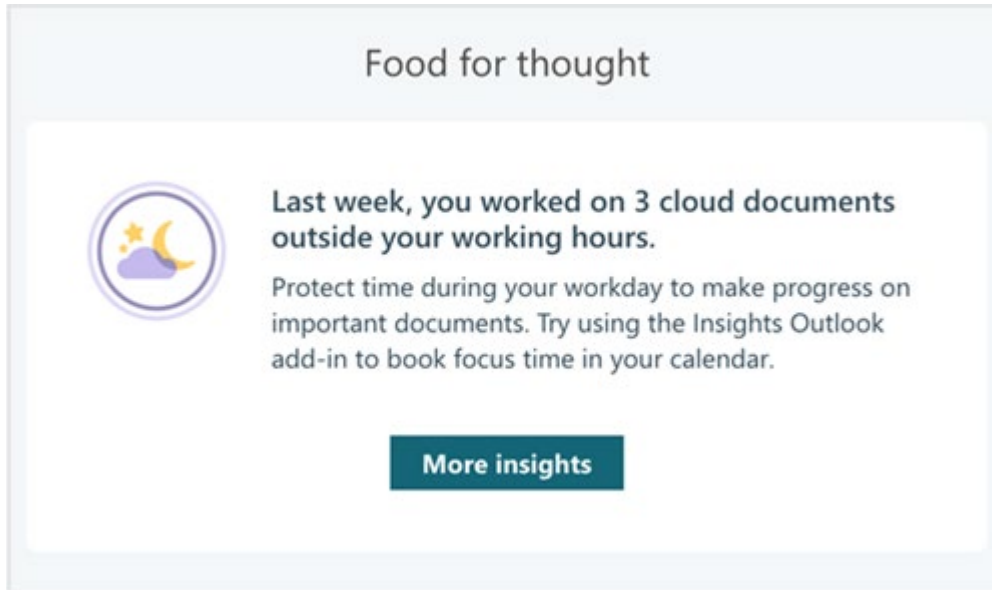
The Network section shows information about your relationships with the people in your network, which is based on your work activities over the past year.

The Collaboration section shows the people you actively collaborated with based on your work activities over the past month, such as email, chats, calls, and meetings.

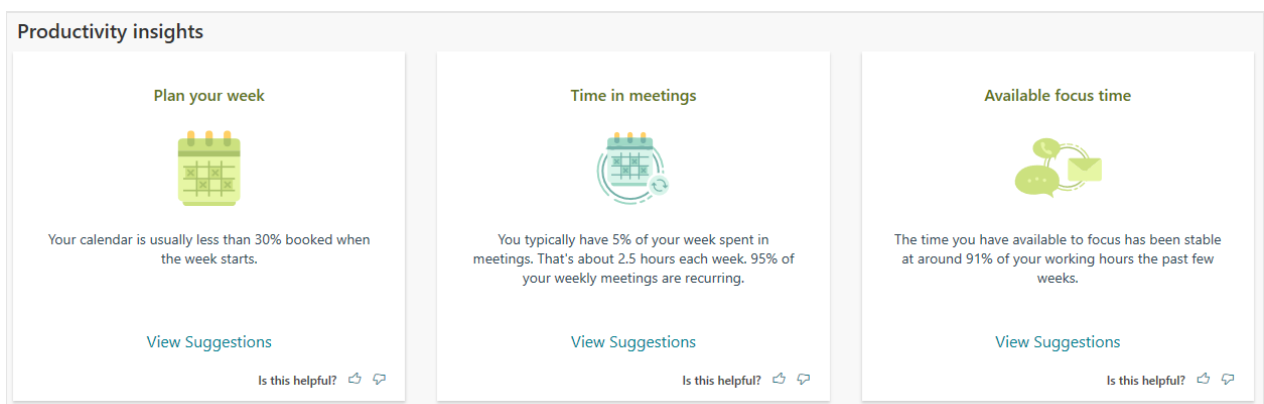
For more details and tips, see [Network](#) and [Collaboration](#).

Productivity insights

MyAnalytics gives you insights into your work patterns around focus, network, wellbeing, and collaboration over the past four weeks. These insights show observations and trends of your most recent work habits based on your Office 365 data.



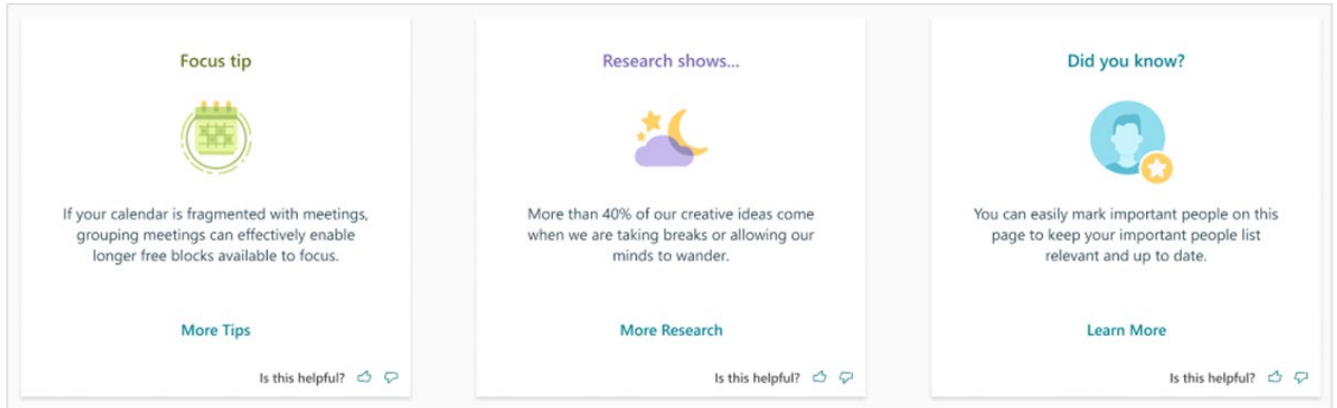
These insights are also available on your MyAnalytics dashboard home page as well as on the specific outcome pages. Select **View Suggestions** to see research-based recommendations on how to improve your work patterns.



If you don't meet the qualifications for specific productivity insights on the dashboard, the cards will show you educational tips instead. Educational tips are only available in the dashboard.

Educational tips

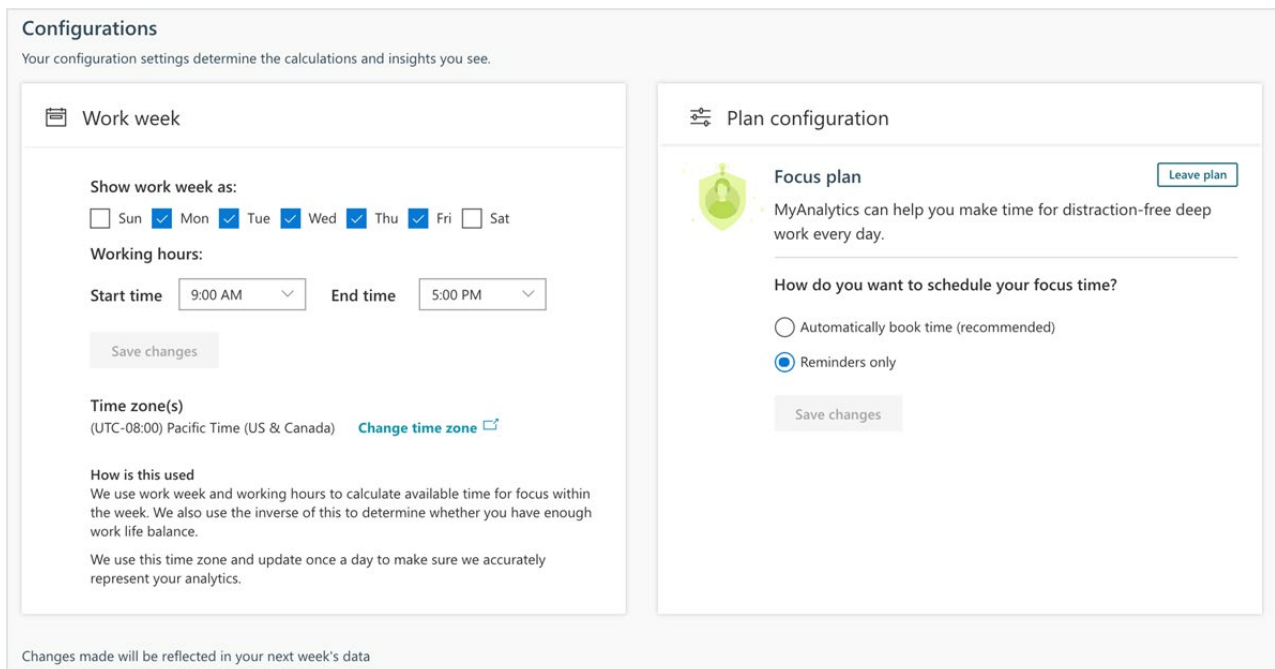
Educational cards give you work productivity and wellbeing tips and ideas, which come from a variety of resources, such as academic and industry research. MyAnalytics refreshes these cards periodically to reflect your most recent work patterns. You can come back at a later time to check out new sets of productivity and educational insights.



Configuration Settings

Your personalized MyAnalytics data and insights are based on the working days, working hours, and time zone that you set on the MyAnalytics **Config Settings** page. Changes to these settings are reflected in next week's data.

You can also select to automatically book focus time or only get reminders to schedule focus time for the next two weeks. For more details, see [Focus plan](#).



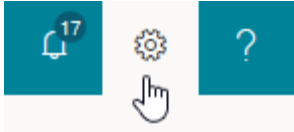
MyAnalytics feedback

Your experience rating and feedback about MyAnalytics is important to us. If you think of a new feature or enhancement:

1. Open your [MyAnalytics dashboard](#).
2. Select **Feedback** on the left pane.
3. Complete the form, and then select **Submit**.

Opt out of the MyAnalytics dashboard

1. Open your **dashboard**.
2. Select the **Settings** (gear) icon in the top right.



3. Under MyAnalytics, select **Settings**.
4. For **Dashboard**, set the control to **Off**.



5. Select **Save** to save your changes.

Note

It might take up to 24 hours for your saved changes to take effect. See [Opt out](#) for more details on opting out of digests or inline suggestions.

If I am opted out, can I opt back in?

Yes; if you opt yourself out or if an admin opts you out, you can opt back in any time to regain access to your personal dashboard.