

**Petry, Patricia M**

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**From:** AFGE Council 222  
**Sent:** Monday, July 11, 2022 8:23 AM  
**To:** HUD-AFGE-BUE-L@HUDLIST.HUD.GOV  
**Subject:** MS Viva Data Collection  
**Attachments:** Turn Off MS Viva Data Collection.pdf



## **National Council of HUD Locals – Council 222**

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES AFFILIATED WITH AFL-CIO,  
WE ARE COMPRISED OF HUD LOCALS THROUGHOUT THE U.S.

<http://www.afgecouncil222.com>

**July 11, 2022**

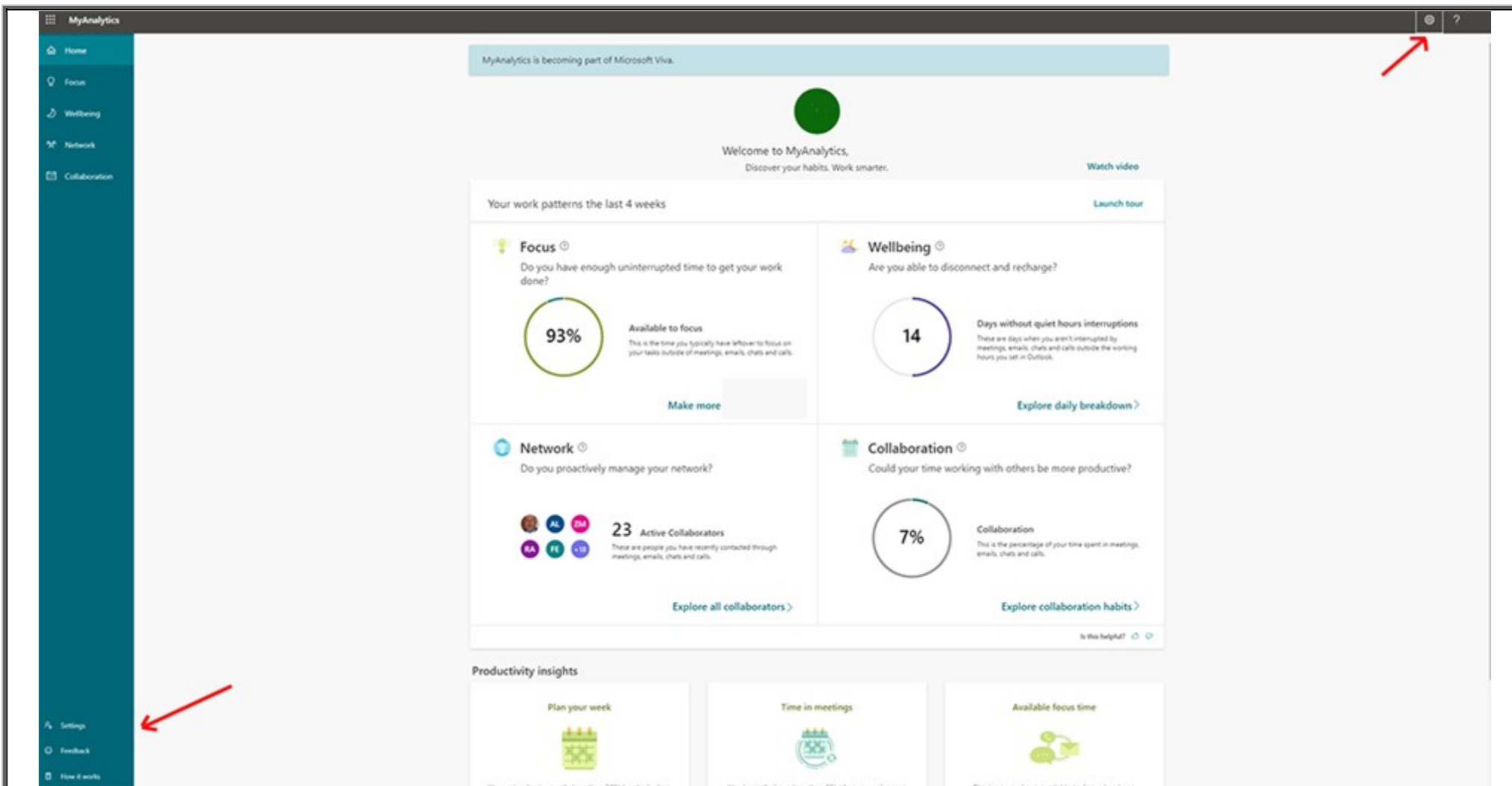
### **MS Viva Data Collection**

Dear Bargaining Unit Employees:

A number of Union officials have reported receiving questions from employees about the Microsoft Viva collection of data about your daily activities. (See the email from OCIO's IT Operations below.) This is a function provided by Microsoft that you can control. Microsoft [states](#), "Your manager or system administrator cannot view your personal data." Your HUD email, however, does not provide that same guarantee of privacy. The Union therefore **recommends that you turn off receipt of any emails related to your daily online activities**. Instructions are provided below and in the attached document.

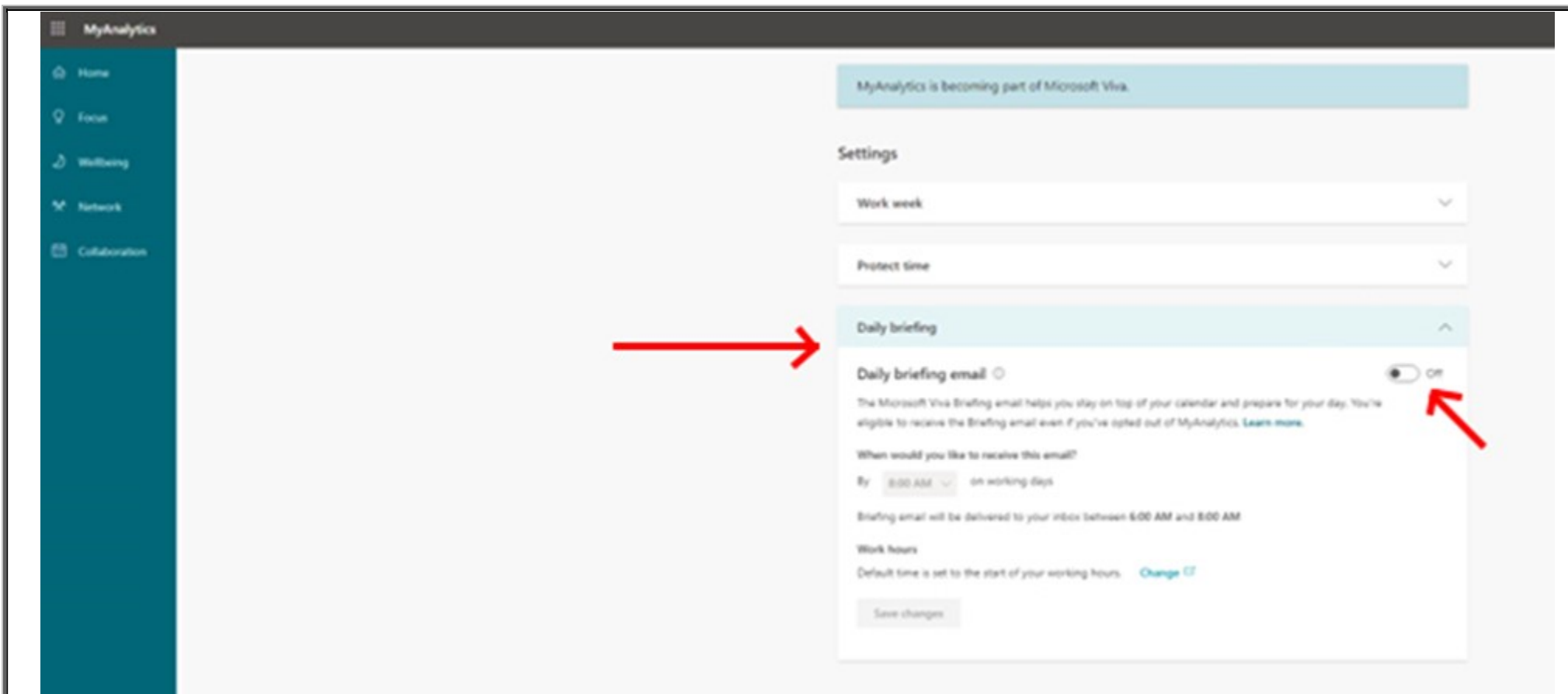
#### **How to Turn Off Microsoft Viva or MyAnalytics Data Collection**

1. Go to <https://myanalytics-gcc.microsoft.com/>. If you're logged in to your HUD email, this should take you directly to your personal information page that looks like this:

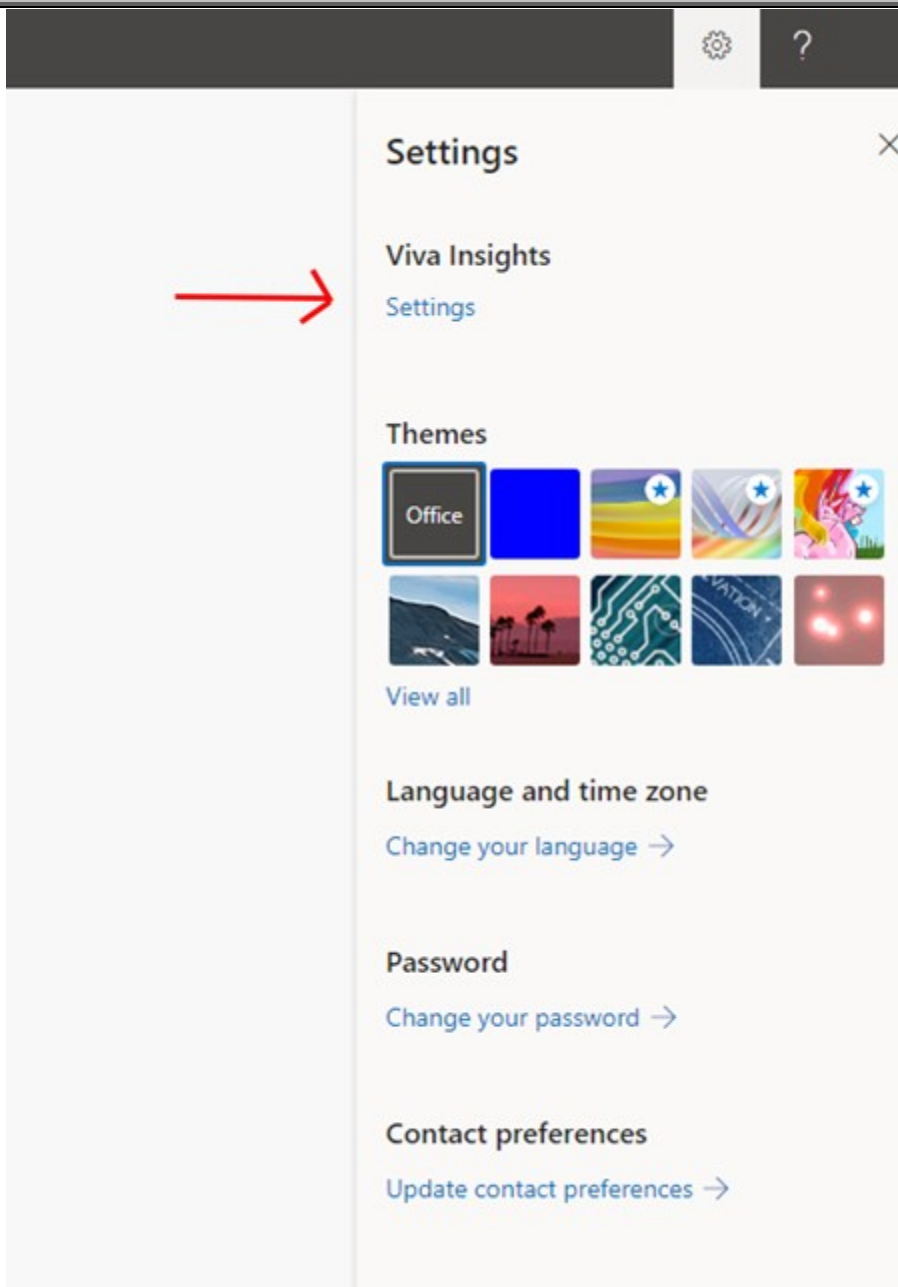


There are two Settings buttons, one in the menu bar on the left, at the bottom, and the other is the gear wheel at the top right.

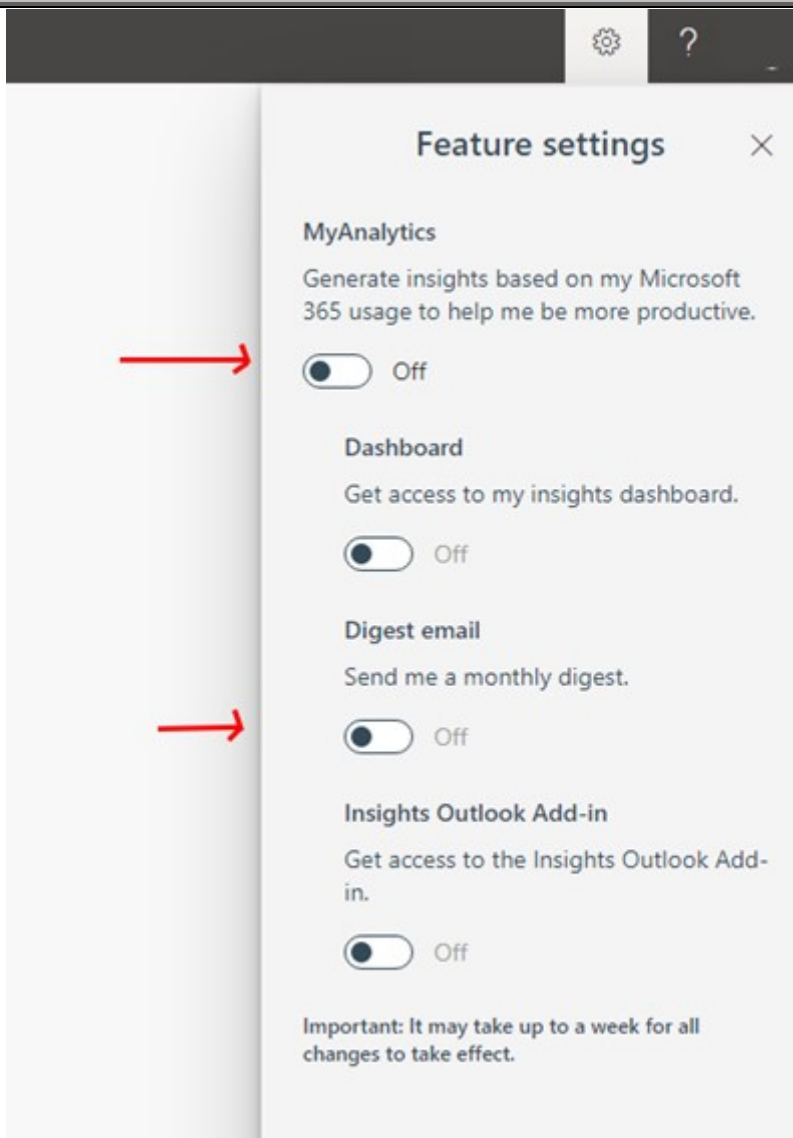
2. **Select the settings button** on the bottom left menu. That will take you to a screen where you can enter your work schedule, select “focus time” when Team notifications are silenced, and control the “daily briefings.” **Pull down the Daily briefing option and move the Daily briefing email button to Off.**



3. Select the gear button on the top right, and then select the Viva Insights Settings link.



4. You can choose to **turn off all of the MyAnalytics data** (top button) or **just the Digest email**, if you still want to be able to go to your dashboard.



Microsoft provides more information about how the data is collected and used at [Personal insights FAQ | Microsoft Docs](#).

Sincerely,

Salvatore T. Viola  
President  
American Federation of Government Employees  
National Council of HUD Locals

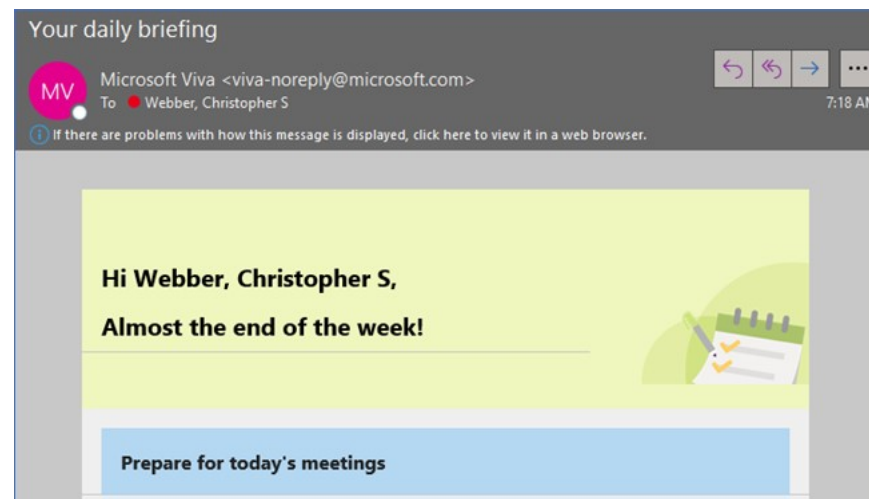
**From:** Deputy CIO for IT Operations <[DeputyCIOforITOperations@hud.gov](mailto:DeputyCIOforITOperations@hud.gov)>  
**Sent:** Friday, July 1, 2022 1:00 PM  
**Subject:** Microsoft Viva Emails



## Microsoft Viva Emails

### What you need to know:

Over the last few months, you've likely received an email from something called Microsoft Viva. It may look like this:



Please know that this is an approved email and not spam or malicious in nature. Quite the opposite as it can provide helpful insights into your online experiences using the Office 365 suite of solutions. To access the greater pool of dashboards about you, click on the following link: <https://myanalytics-gcc.microsoft.com/>. It should take you to your personal web space and show you information on your ability to:

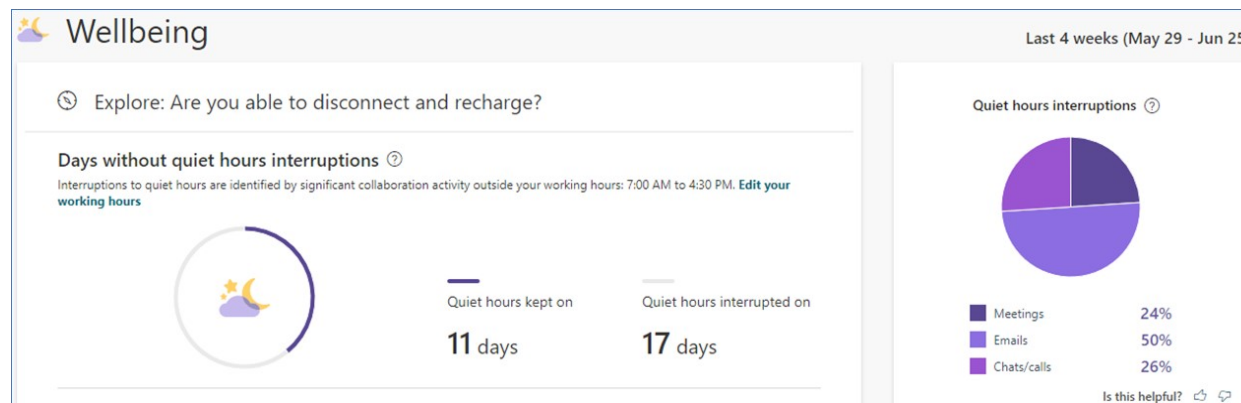
- Focus – Do you have enough uninterrupted time to get your work done?
- Wellbeing – Are you able to disconnect and recharge?
- Network – Do you proactively manage your network of connections to peers, managers, staff?
- Collaboration – Could your time working with others be more productive?

It also will provide suggestions to help you be more productive, manage work/life balances, etc.

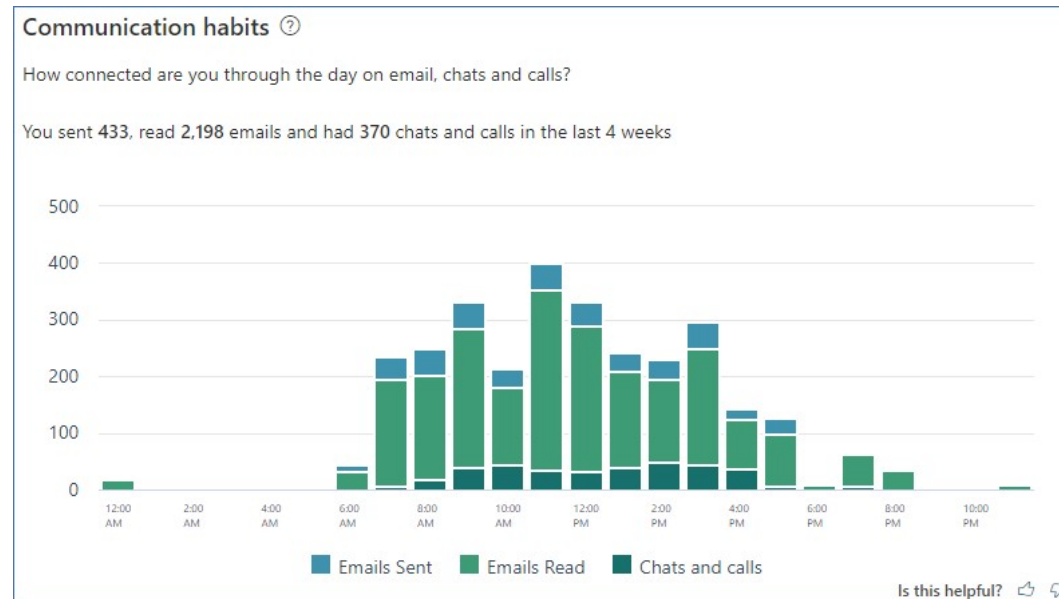
As an example, my Wellbeing tile shows the following:



Clicking the link, “Explore daily breakdown” will show pretty interesting info that can help you establish better work routines/patterns to increase performance and efficiency...and sanity 😊. More than anything, it can serve as a self-awareness tool:

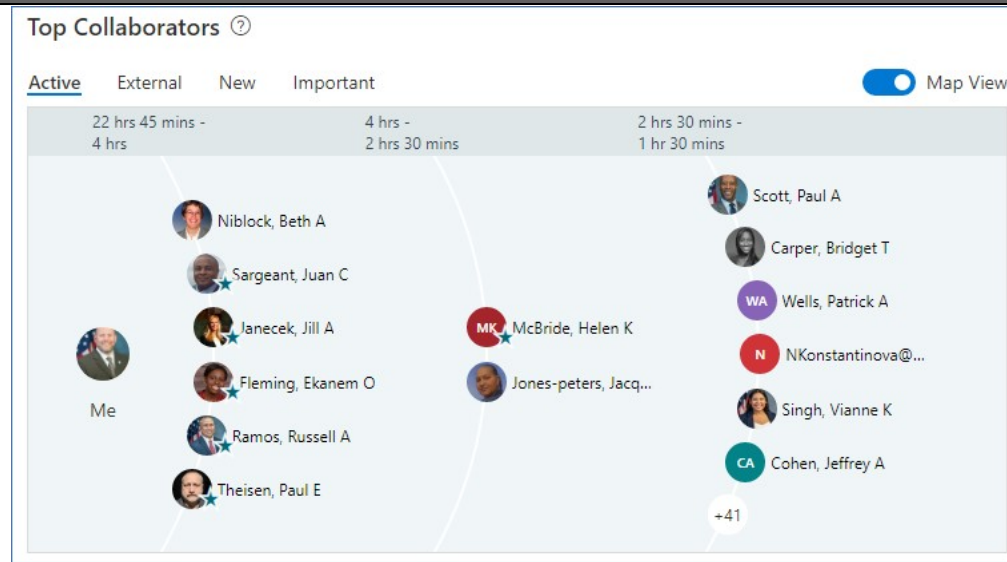


On the Collaboration tile, if you were to click on “Explore collaboration habits”, you would see something like the following, which can provide an interesting insight into how you use the communication tools at your disposal:



On the Network tile, if you were to click on, “Explore all collaborators,” you would see something like the following, which can provide an interesting insight into who you work with most often. You may be surprised at what you see about yourself 😊:





And...if you no longer want to see this information at all, you can turn it off by going to : <https://myanalytics-gcc.microsoft.com/>, selecting Settings at the bottom right hand corner of the webpage, selecting "Daily briefing," and turning Off the setting that reads, "Daily briefing email."

Daily briefing ^

**Daily briefing email** ⓘ On

The Microsoft Viva Briefing email helps you stay on top of your calendar and prepare for your day. You're eligible to receive the Briefing email even if you've opted out of MyAnalytics. [Learn more.](#)

When would you like to receive this email?

By 7:00 AM ▾ on working days

Briefing email will be delivered to your inbox between 5:00 AM and 7:00 AM

Work hours

Default time is set to the start of your working hours. [Change](#) ↗

[Save changes](#)

## Questions?

If you have questions or experience any problems, please contact the HUD National Help Desk at 1-888-297-8689, option 9.

Check out our website: <http://afgecouncil222.com>

**NOT REPLY to this email as this account is not monitored.**

*If you have specific questions concerning this e:alert, please contact your Local President.*

*Don't know who your Local President is? Go to <http://www.afgecouncil222.com/naboutus.htm> for more information.*

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<mailto:AFGECouncil222@hud.gov> with "UNSUBSCRIBE" in the subject line*

*This e:alert is for HUD AFGE bargaining unit employees*