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

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

III MyAnalytics				
A Home		MyAnalytics is becoming part of Microsoft Viva.		
			-	
2 Wellbeing				
50 Network		Welcon	ne to MyAnalytics,	
Coluboration		Di	scover your habits. Work smarter.	Watch video
		Your work patterns the last 4 weeks		Launch tour
		Focus  Do you have enough uninterrupted time to get you done	work Kellbeing Are you able to	disconnect and recharge? Days without quiet hours interruptions These r pays on purer manager by Non-you in = 0-0000.
		Make more		Explore daily breakdown >
		<ul> <li>Network @ Do you proactively manage your network?</li> <li>@ @ @ @ @ @ @ @</li> <li>Active Collaborators Dear sprage yo, have mention pursuest at the memory, while, the weat shift.</li> </ul>	Collaboratio Could your time 7%	On      One of the set of th
		Explore all collabo	vrators >	Explore collaboration habits >
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	-	Productivity insights		
A. Settings © Freeback ■ How K works		Plan your week	Time in meetings	Available focus time

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.

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2 million	5	lettings	
M <sup>2</sup> Antonia		Work week	<i><i>w</i></i>
E Coleman		Protect time	2
		Daily briefing	0
		Daily briefing enall       Image: Comparison of the second s	~

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.

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	Feature settings $\qquad \times$
	MyAnalytics Generate insights based on my Microsoft 365 usage to help me be more productive.
	Off     Dashboard     Get access to my insights dashboard.     Off
<b>&gt;</b>	Digest email Send me a monthly digest.
	Insights Outlook Add-in Get access to the Insights Outlook Add- in.
	Important: It may take up to a week for all changes to take effect.