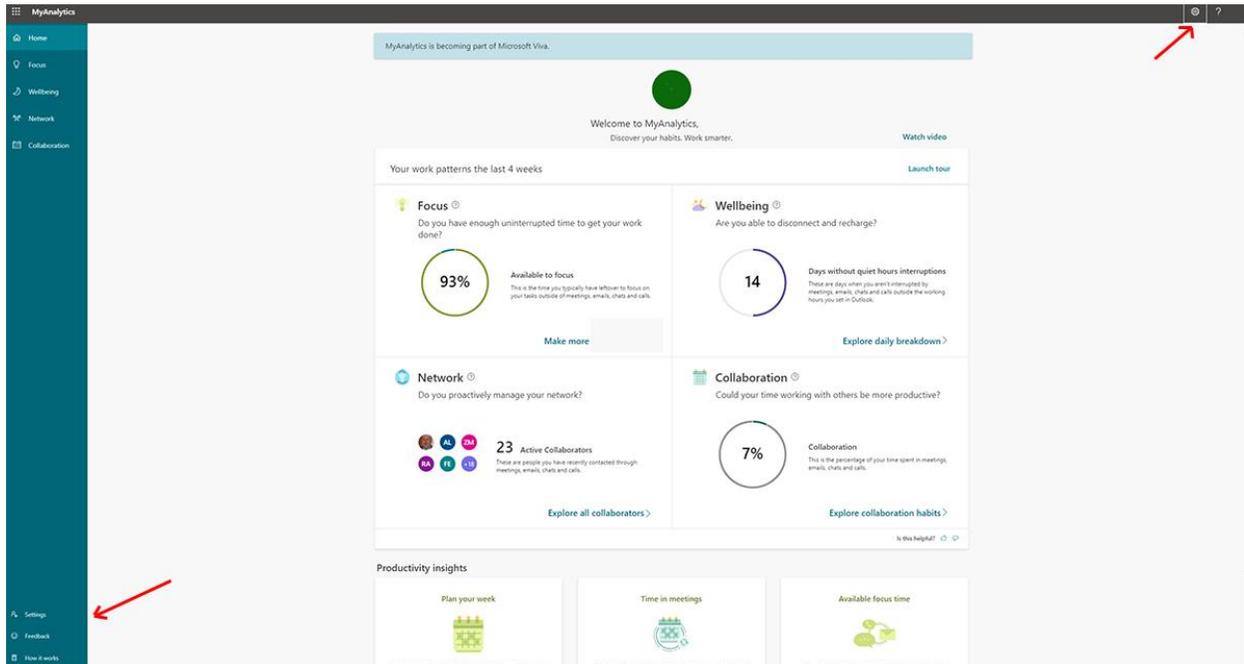


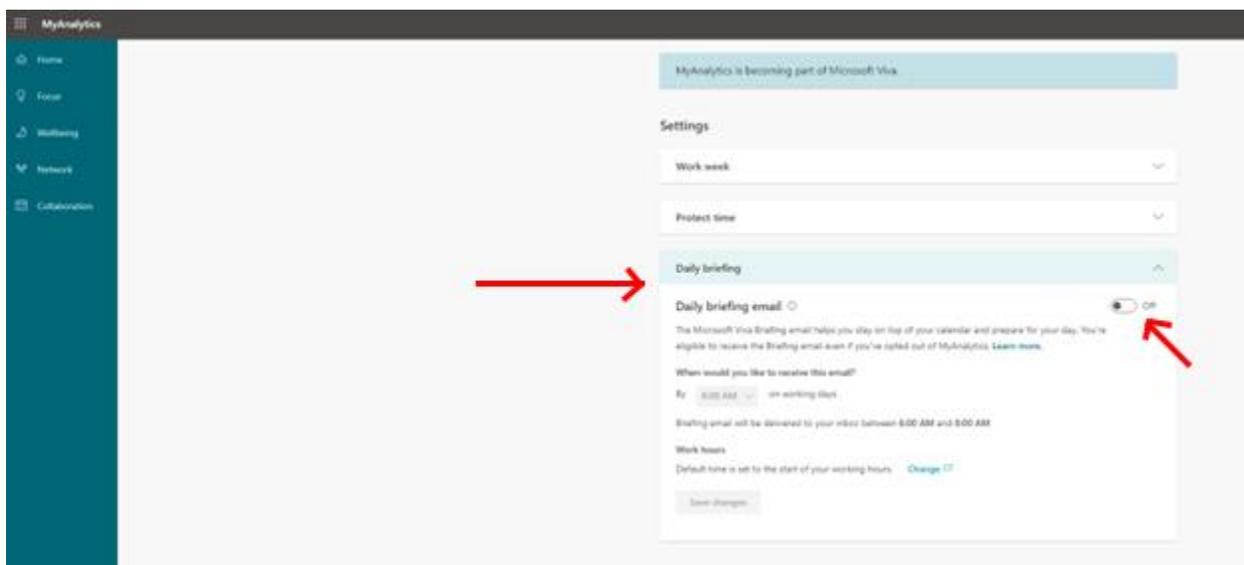
# How to Turn Off Microsoft Viva or MyAnalytics Data Collection

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:

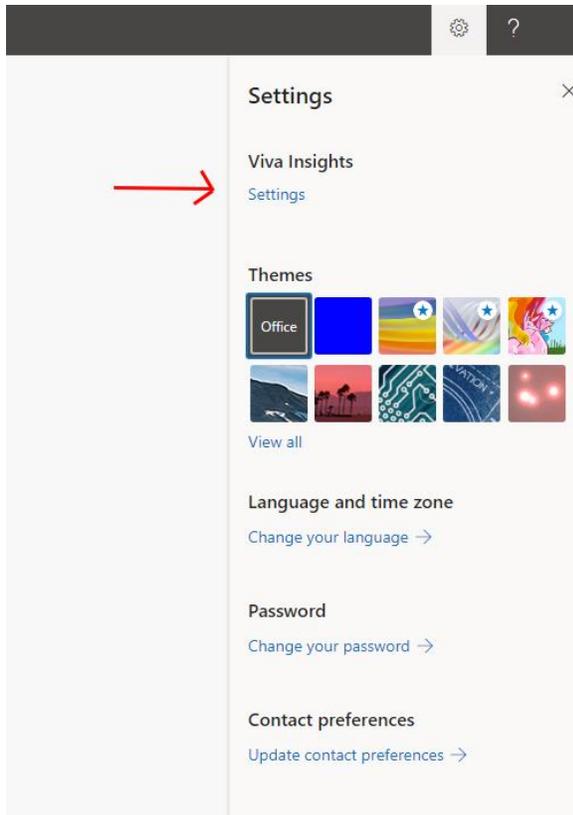


There are two Settings buttons, one in the menu bar on the left, at the bottom, and the other is the gear wheel at the top right.

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.

