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| Announcing Microsoft MyAnalytics  https://c.s-microsoft.com/en-us/CMSImages/Image_WheretimegoesV2_1030x650.png?version=f127923f-c827-f8e0-8284-e0a542c896b0 | | |
| We’re excited to announce the introduction of a new Office 365 application called **MyAnalytics**.  MyAnalytics is best described as a “fitness tracker for the workplace.” It helps you understand how you spend your time at work, then set goals for improvement. For example, you can track how much time you spend in meetings, then set goals for reducing unproductive meeting hours. You’ll receive tips and insights directly in Outlook to support your goals. | | |
| See it in action | | |
| Person using Surface device to watch MyAnalytics video | | Person using laptop device to learn more tips about  MyAnalytics |
| [Watch the video to see how MyAnalytics can work for your organization](https://www.youtube.com/watch?v=vBij7cqif_Y) | | [Learn more tips about](https://docs.microsoft.com/en-us/workplace-analytics/myanalytics/use/mya-adoption/indiv-adopt-get-started)  [working with MyAnalytics](https://docs.microsoft.com/en-us/workplace-analytics/myanalytics/use/mya-adoption/indiv-adopt-get-started) |
| Personal, private insights  MyAnalytics is a personal, private tool for tracking your productivity at work.  **Nobody in your organization can see your MyAnalytics data but you.**  Timing and how to opt out  We will introduce MyAnalytics on <date>. You’ll receive a Welcome message from the application, then get access to a personal dashboard in Office 365 and receive a weekly summary email.  If you prefer not to participate, email us at <address>. You can also opt out of MyAnalytics at any time. [Learn more here](https://docs.microsoft.com/en-us/workplace-analytics/myanalytics/use/dashboard#can-i-opt-out-of-myanalytics). | | |
| Your next steps | | |
| Monthly calendar icon | Join us on <fill in date> for tips on getting started with Microsoft MyAnalytics. | |
| Chat icon | Share your questions or feedback. We’re here to help you. <Insert email alias or Yammer group link, or customize this section with more information> | |