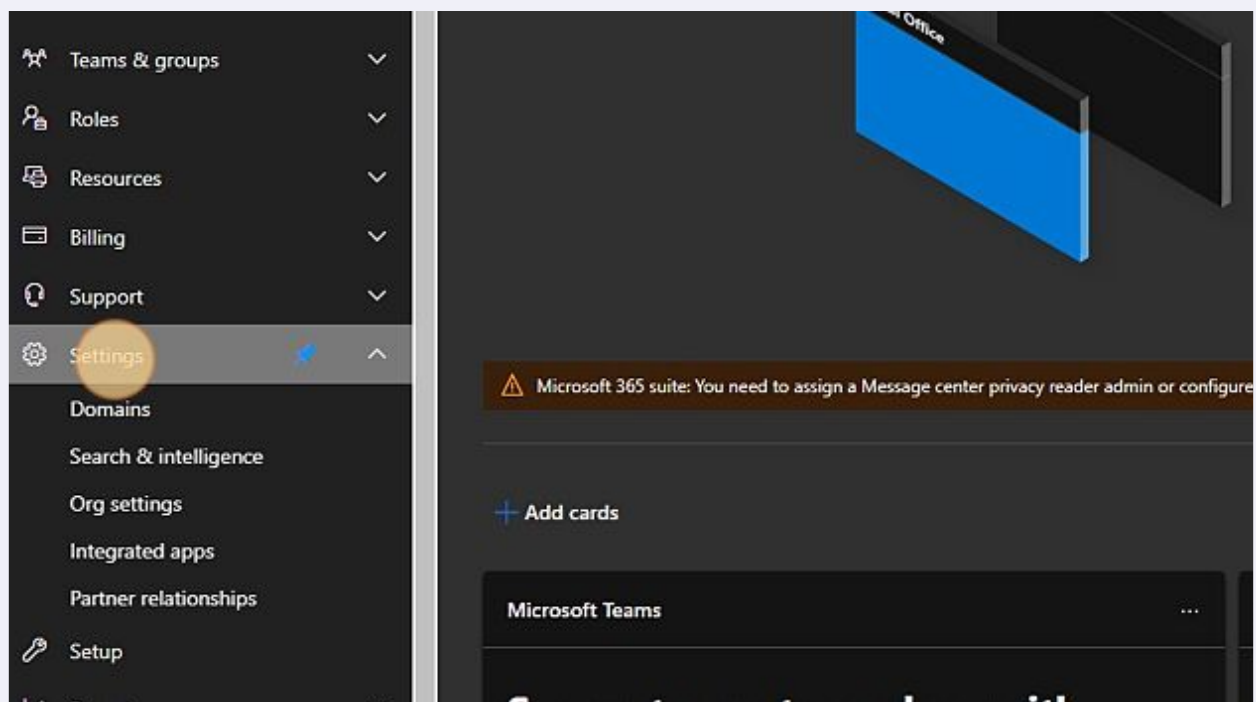


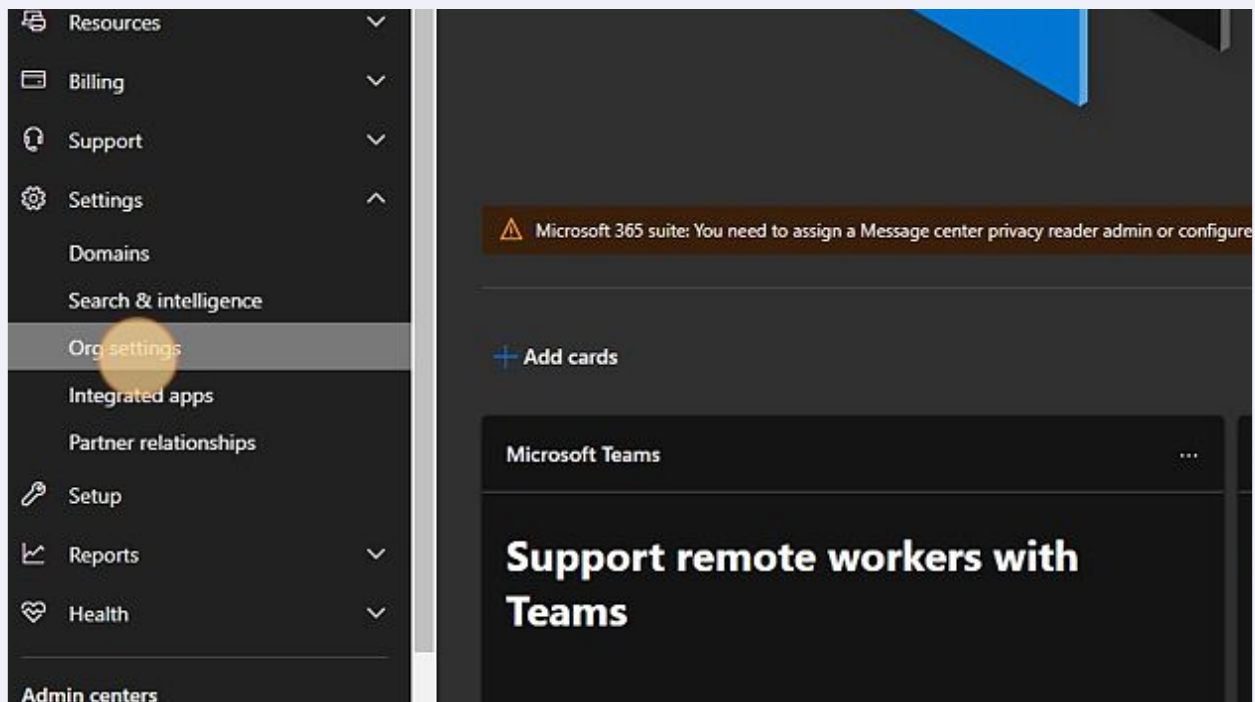
Configure Microsoft Viva Settings

1 Navigate to admin.microsoft.com

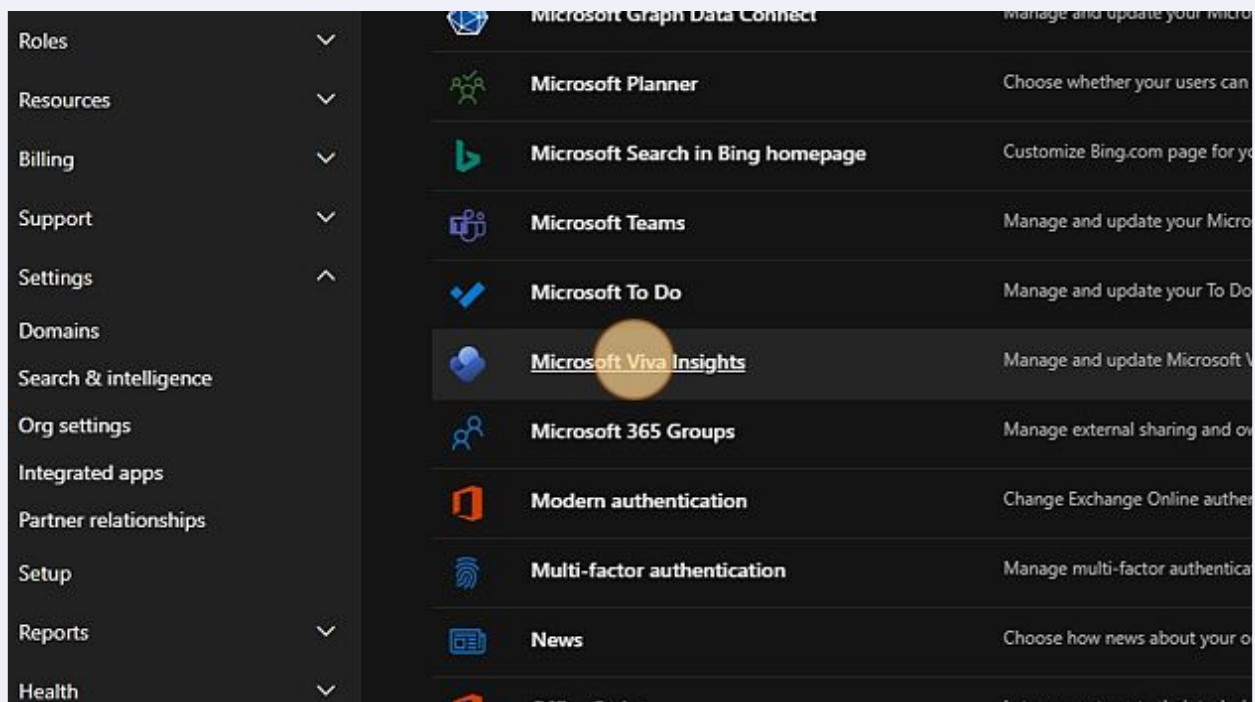
2 Click "Settings"



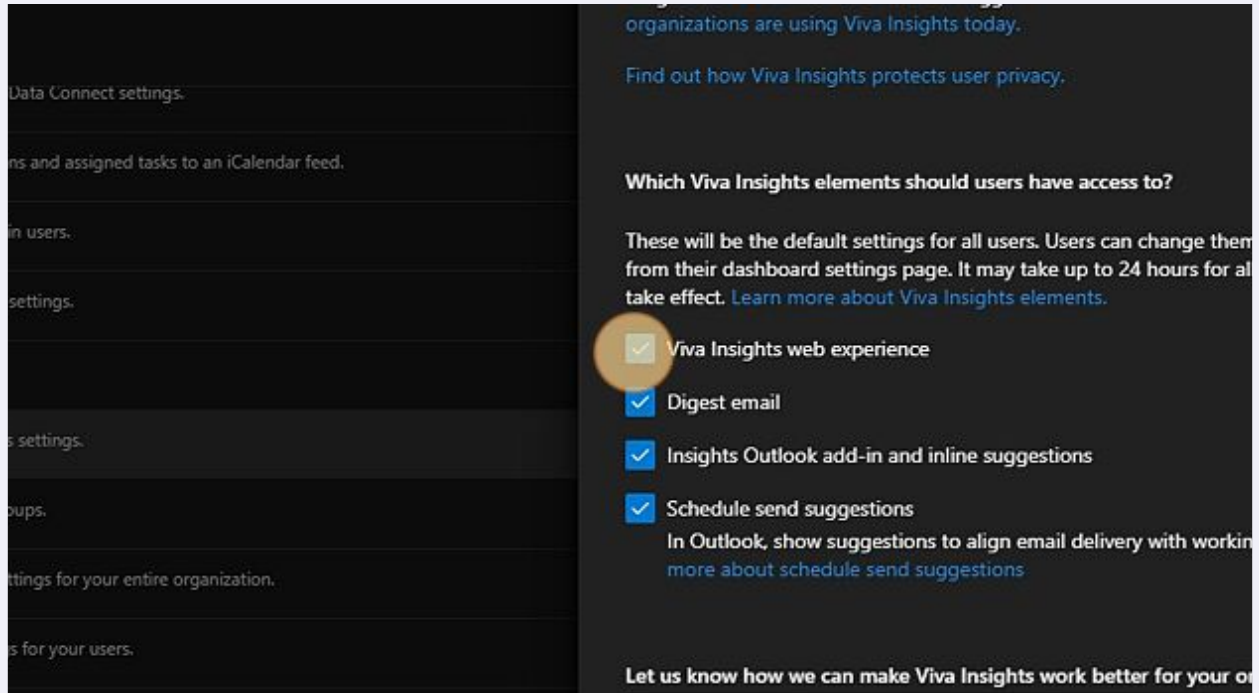
3 Click "Org settings"



4 Click "Microsoft Viva Insights"



5 Uncheck "Viva Insights Web Experience"



The screenshot shows the 'Viva Insights' settings page. On the left is a sidebar with various settings categories. The main content area is titled 'Which Viva Insights elements should users have access to?'. Below this title, there is a paragraph explaining that these are default settings for all users and that they can be changed from the dashboard settings page. A list of four options is shown, each with a checkbox: 'Viva Insights web experience' (unchecked), 'Digest email' (checked), 'Insights Outlook add-in and inline suggestions' (checked), and 'Schedule send suggestions' (checked). A callout bubble highlights the 'Viva Insights web experience' checkbox. Below the list, there is a link to 'Learn more about Viva Insights elements' and a section for 'Let us know how we can make Viva Insights work better for your organization'.

organizations are using Viva Insights today.

Find out how Viva Insights protects user privacy.

Which Viva Insights elements should users have access to?

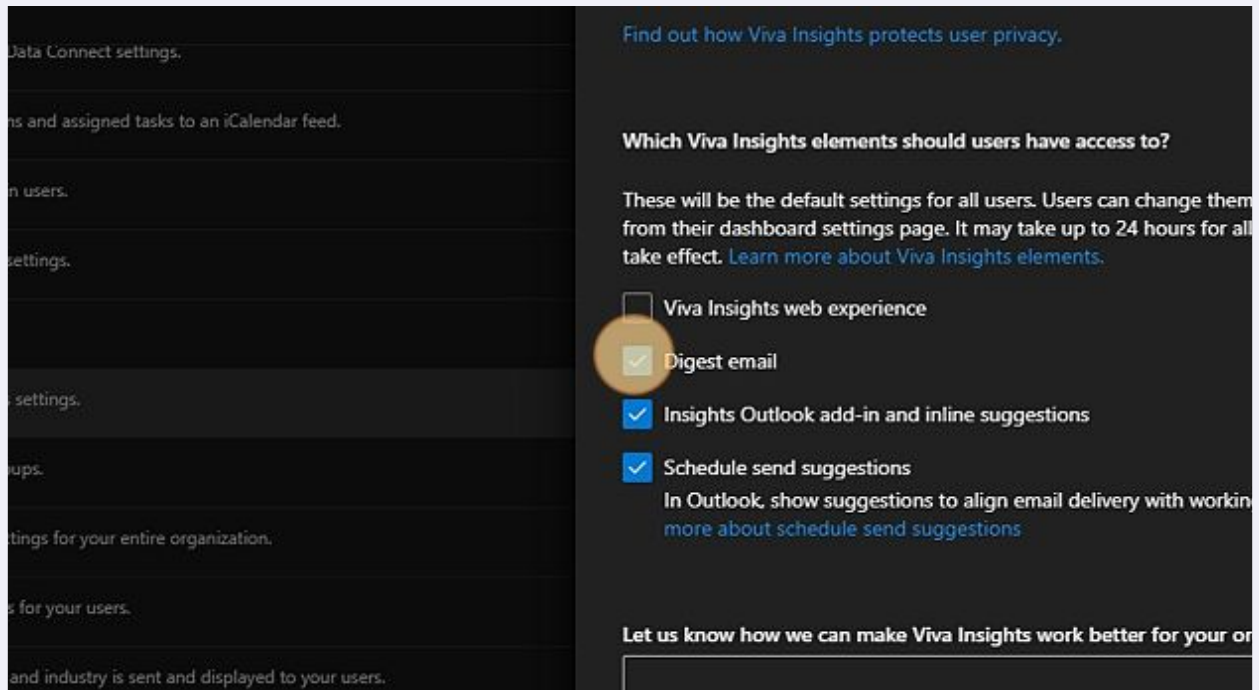
These will be the default settings for all users. Users can change them from their dashboard settings page. It may take up to 24 hours for all take effect. [Learn more about Viva Insights elements.](#)

- ☐ Viva Insights web experience
- ☒ Digest email
- ☒ Insights Outlook add-in and inline suggestions
- ☒ Schedule send suggestions

In Outlook, show suggestions to align email delivery with working hours. [Learn more about schedule send suggestions](#)

Let us know how we can make Viva Insights work better for your organization.

6 Uncheck "Digest email"



The screenshot shows the 'Viva Insights' settings page. On the left is a sidebar with various settings categories. The main content area is titled 'Which Viva Insights elements should users have access to?'. Below this title, there is a paragraph explaining that these are default settings for all users and that they can be changed from the dashboard settings page. A list of four options is shown, each with a checkbox: 'Viva Insights web experience' (unchecked), 'Digest email' (checked), 'Insights Outlook add-in and inline suggestions' (checked), and 'Schedule send suggestions' (checked). A callout bubble highlights the 'Digest email' checkbox. Below the list, there is a link to 'Learn more about Viva Insights elements' and a section for 'Let us know how we can make Viva Insights work better for your organization'.

Find out how Viva Insights protects user privacy.

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Let us know how we can make Viva Insights work better for your organization.

7

Click "Save"

gs-

for your entire organization.

our users.

dustry is sent and displayed to your users.

the web.

ports

or organization.

Sway.

☐ Digest email

☒ Insights Outlook add-in and inline suggestions

☒ Schedule send suggestions
In Outlook, show suggestions to align email delivery with working hours. [more about schedule send suggestions](#)

Let us know how we can make Viva Insights work better for your organization

☐ Allow Microsoft to contact me about my feedback

Save **Cancel**

8

Microsoft Viva Insights

Saved

Microsoft Viva Insights boosts your organization's productivity by giving users insights about their work habits and suggestions to work smarter. [Learn how other organizations are using Viva Insights today.](#)

[Find out how Viva Insights protects user privacy.](#)

Which Viva Insights elements should users have access to?

These will be the default settings for all users. Users can change them at any time from their dashboard settings page. It may take up to 24 hours for all changes to take effect. [Learn more about Viva Insights elements.](#)

☐ Microsoft Viva Insights

Close