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| <Insert your company’s logo here. Apply your company’s branding (fonts, colors, illustration or images) to the rest of the document as desired.> |
| Announcing Microsoft MyAnalyticshttps://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 and find ways to be more productive. You’ll get insight into how much high-quality focus time you get each week, how much you collaborate with coworkers after-hours, and much more. You’ll also get tips 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 MyAnalyticscan 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 insightsMyAnalytics 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 outWe 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 withMicrosoft 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> |