

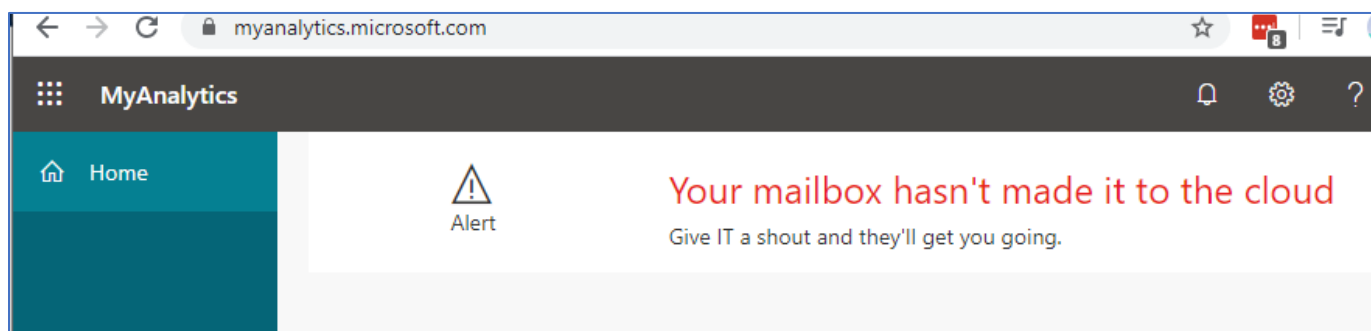
## My Analytics

With more and more people working at home, we thought it might be helpful to take a look at one of Microsoft's newer tools.

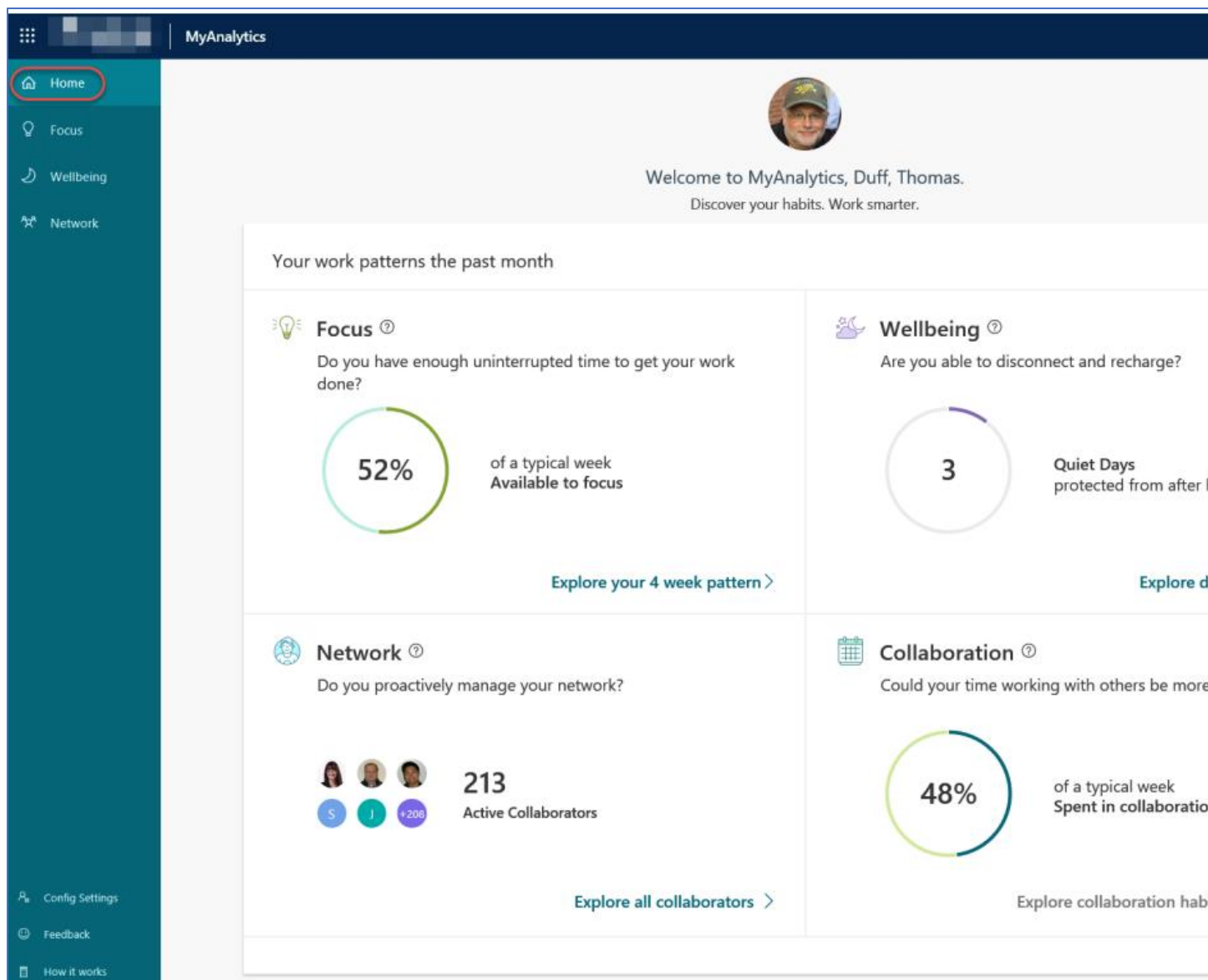
Have you ever wondered how many hours you've spent in meetings, using email, and working after hours? Would you like to see some suggestions on how to reduce unproductive meetings times and post-schedule work? Well, Microsoft may have the answers in its "fitness tracker for work", called MyAnalytics, [available to various Office 365 plans](#).

MyAnalytics is a personalized dashboard that provides a summary of all the things we mentioned above. It can also use AI to analyze your emails, automatically creating to-do items based on commitments contained in your messages. MyAnalytics summaries are based largely upon use of Microsoft's Outlook, Microsoft Teams, OneDrive, and SharePoint. There is an online dashboard that's designed to give you insights and suggestions on how to streamline your work life. [Here's a short video](#) to give you a look around.

If you have one of the Office 365 plans that includes MyAnalytics, you can go to <https://myanalytics.microsoft.com/> and log in with your email username and password. By the way, this is a good way to find out if your plan includes MyAnalytics, because if you don't have it, you will be told so when you log in.



If you do have an O36 plan that includes MyAnalytics, you will see something like this when you log in.



By the way, the dashboard above is compliments of Tom Duff, and you can see his entire dashboard, including helpful comments, by [going here](#) or clicking on the dashboard picture above.

If you would like to discuss this with us, we are only an email or phone call away. We'd love to hear from you.

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