



Own Your Workflow with Viva Insights in Outlook

Imagine having a personal assistant that not only helps you manage your time but also boosts your productivity and well-being—this is exactly what the Viva Insights Outlook add-in offers. Seamlessly integrated into Outlook, this tool provides thoughtful guidance to enhance your daily workflow. Here's how to make the most of it.

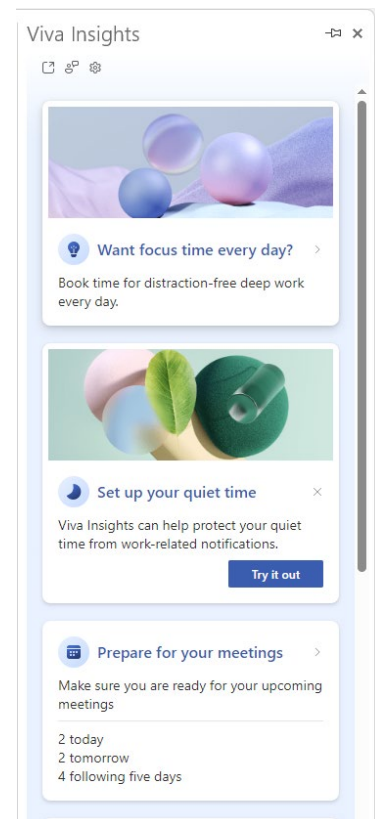
To access the Viva Insights add-in, open Outlook on your desktop or the web. Look for the Viva Insights icon in the right pane. This add-in is designed to help you gain focus time, maintain work relationships, plan time away, and improve your overall work-life balance. In addition to the Outlook add-in, Viva Insights is also accessible as an application on Office.com and within Microsoft Teams. This cross-platform availability enables users to access their insights and manage their time efficiently, regardless of their working location.

Key Features

1. **Personal Insights:** The dashboard displays insights about your work habits, allowing you to identify trends. For example, if you find yourself in too many meetings, you can adjust your schedule to create more focus time.
2. **Scheduling Time Away:** One of the standout features is the ability to plan your time away from work. The add-in provides a checklist to help you manage your out-of-office preparations, including setting up automatic replies and scheduling focus time to wrap up tasks before you leave. This ensures a smoother transition when you take time off.
3. **Meeting Preparation:** The add-in helps you prepare for upcoming meetings by showing you a list of meetings for the next seven days. You can view attendee responses, check for conflicts, and even book preparation time directly on your calendar. This feature ensures you arrive at meetings ready and informed, enhancing your contributions.

By leveraging Viva Insights, users can substantially enhance their productivity and well-being. The insights provided assist in managing time more effectively, ensuring necessary breaks are taken and adequate preparation for meetings is made. This approach not only improves work performance but also fosters a healthier work-life balance.

For more detailed information, you can visit the [Microsoft Support page on the Viva Insights Outlook add-in](#).



-Megan

"About the Viva Insights Outlook Add-in." *Microsoft Support*, Microsoft, n.d. Web. 21 Nov. 2024. <https://support.microsoft.com/en-us/topic/about-the-viva-insights-outlook-add-in-48b73ccf-4086-4f13-9f62-dcee91a9df6d>.