

Q: What is MyAnalytics and how do I access the dashboard?

MyAnalytics presents you with insights and how you can use these insights to improve your work patterns. Click [here](#) to watch a video showing common benefits of using MyAnalytics.

To access the dashboard, go to myanalytics.microsoft.com to open your personal MyAnalytics.

Q: Is MyAnalytics private and secure?

IITS has evaluated the Microsoft 365 suite including MyAnalytics for use by the Concordia community through a Privacy Impact Assessment (PIA). [Click here](#) to learn more about Concordia's PIA process and privacy controls.

MyAnalytics is personal and private. Only you can see your insights. For more information, refer to [Microsoft's Privacy FAQ](#).

Q: How to opt out of MyAnalytics

All users can use the Microsoft MyAnalytics dashboard to opt out of the service.

Some things to keep in mind when you opt out:

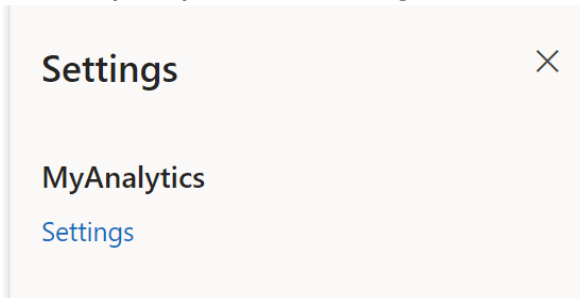
- You will no longer be able to access MyAnalytics, including your personal dashboard and the Insights Outlook add-in.
- You will stop receiving inline suggestions and weekly digests.
- Your email activity will not be included in other users' email open rates.

Opting out of MyAnalytics:

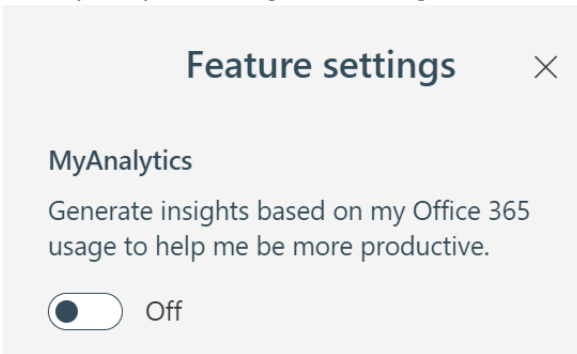
1. Go to myanalytics.microsoft.com to view your MyAnalytics dashboard.
2. At the top of your screen, in the right-hand corner next to your avatar, select the **Settings** (gear) icon.



- Under **MyAnalytics**, select **Settings**.



- For MyAnalytics, change the setting to **Off**.



Note: It could take up to a week before your saved changes take effect.

Q: I opted out of MyAnalytics. Can I opt back in?

Yes, if you opt yourself out, you can opt yourself back in any time to regain access to MyAnalytics.

To opt back in, repeat the steps to opt out of MyAnalytics, but in Step 4, change the setting for MyAnalytics to On.

