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View email analytics in Outlook [1]

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Outlook's Viva Insights helps you work smarter with insights into your email and work habits. Its newest feature is email analytics. Learn how many people opened your email, the average time spent reading your email, and whether the email was forwarded or an attachment opened.

Viva Insights email analytics are only available for emails that are:

- Sent to a minimum of 5 recipients.
- Sent within CU System.
- Less than 15 days old.

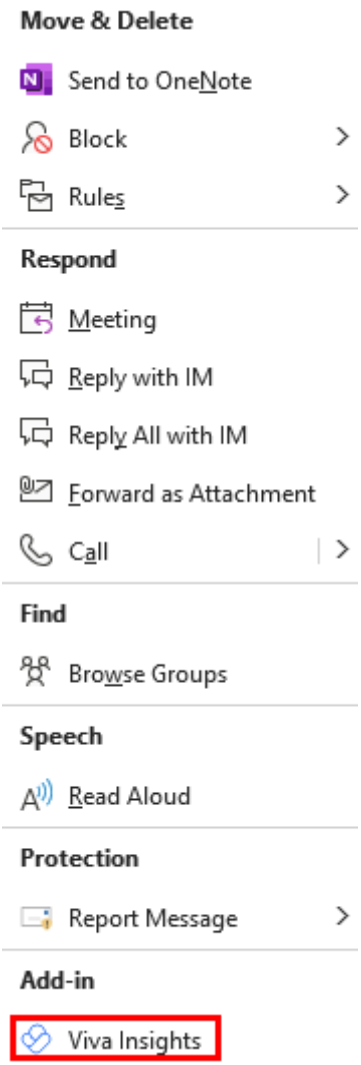
Using Viva Insights

1. Select an email.

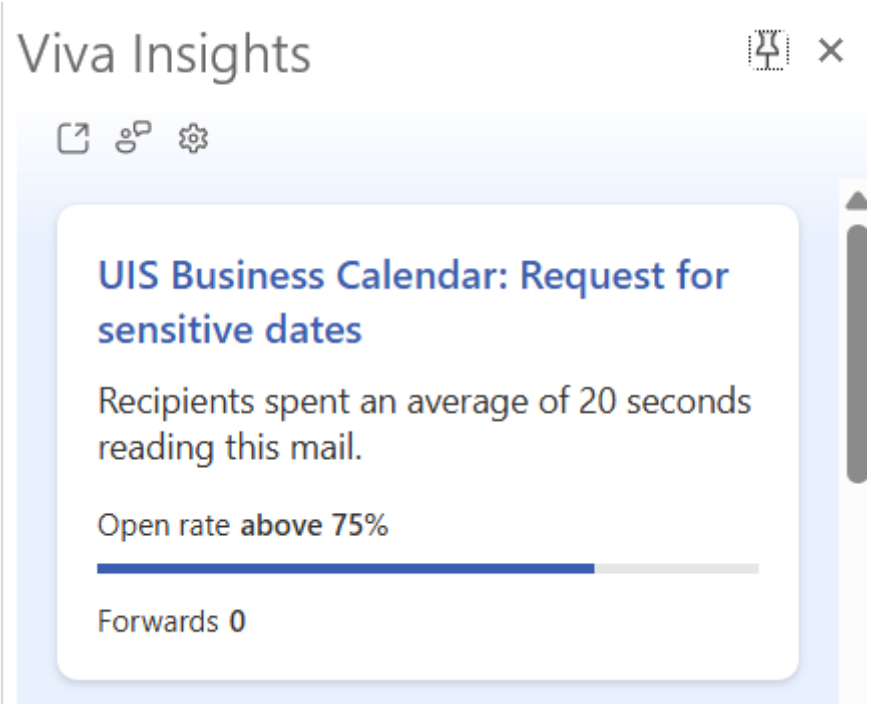
2. If Viva Insights is not already displayed in your Outlook ribbon, click the **three dots icon** in the top right corner of the ribbon toolbar.



3. From the drop-down menu, select **Viva Insights**.



4. Review the analytics, including average time spent reading the email, the open rate and how many times it was forwarded.



TIP: If you haven't opened Viva Insights before, you will get a "Welcome!" message. Select **Get started** to view the analytics.

Outlook email [3], Microsoft [4]
Display Title:
View email analytics in Outlook
Send email when Published:
No

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