

# Book focus time with Viva Insights



Collaboration made fun and effective

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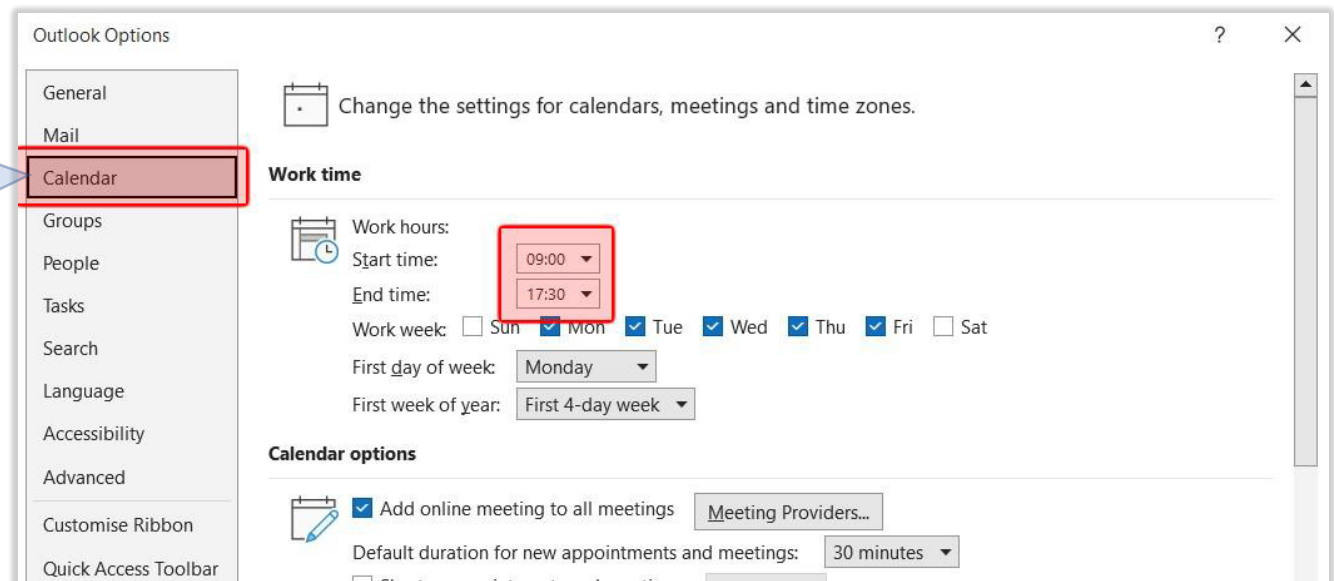
In MS Outlook, you can set your working days and times. You can use Viva Insights in Teams to get various insights and advice regarding productivity and well-being. This includes: a proposal from Microsoft to book Focus Time within you previously specified working hours and days.

- ▶ Step 1: In Outlook, set your working days and times.
- ▶ Step 2: Book Focus Time via Viva Insights.

▶ Step 1: In Outlook, set your working days and times.

Already done it?  
Then go straight to step 2.

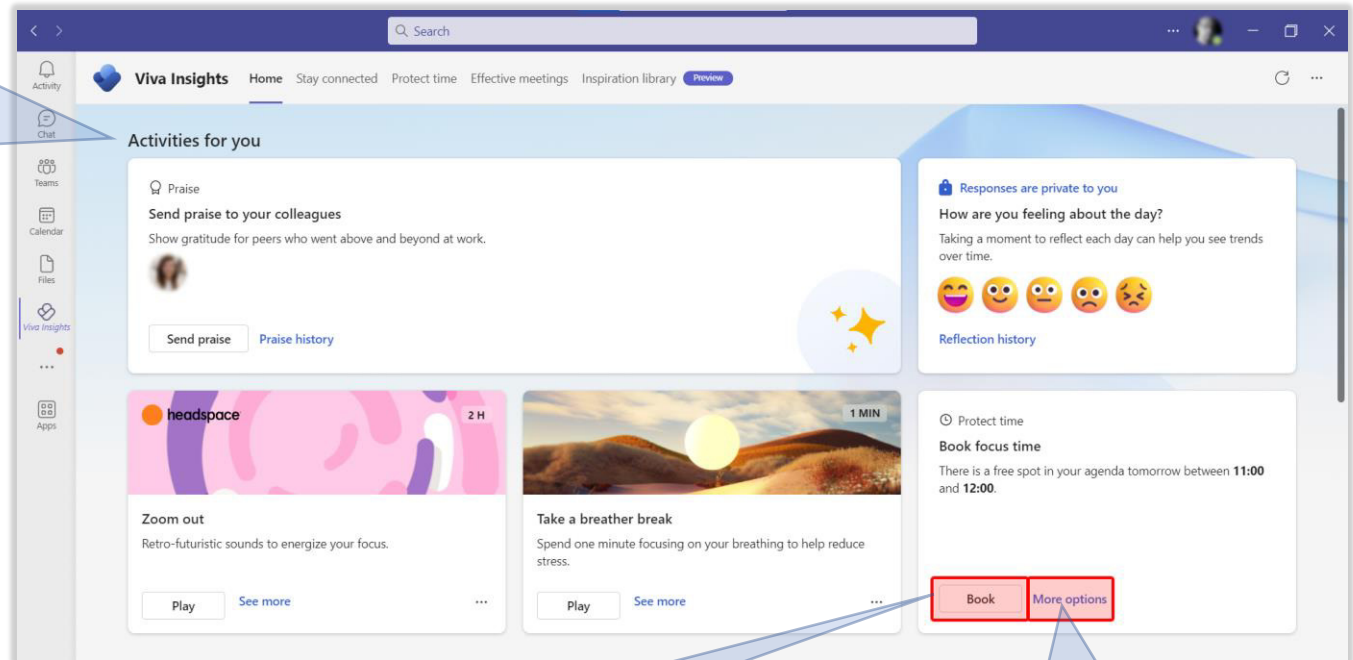
1. Open Outlook Calendar and click the **File** tab.
  2. Click **Options**.
  3. Click **Calendar**.
- That'll open this screen →
4. Under **Work time** enter the appropriate settings that apply to your working week.



# Book focus time with Viva Insights

## ► Step 2: Book Focus Time through Viva Insights.

1. Open **Microsoft Teams**.
2. Click on **the three dots in the left menu**.
3. Search **Viva Insights**
4. Open **Viva Insights**.

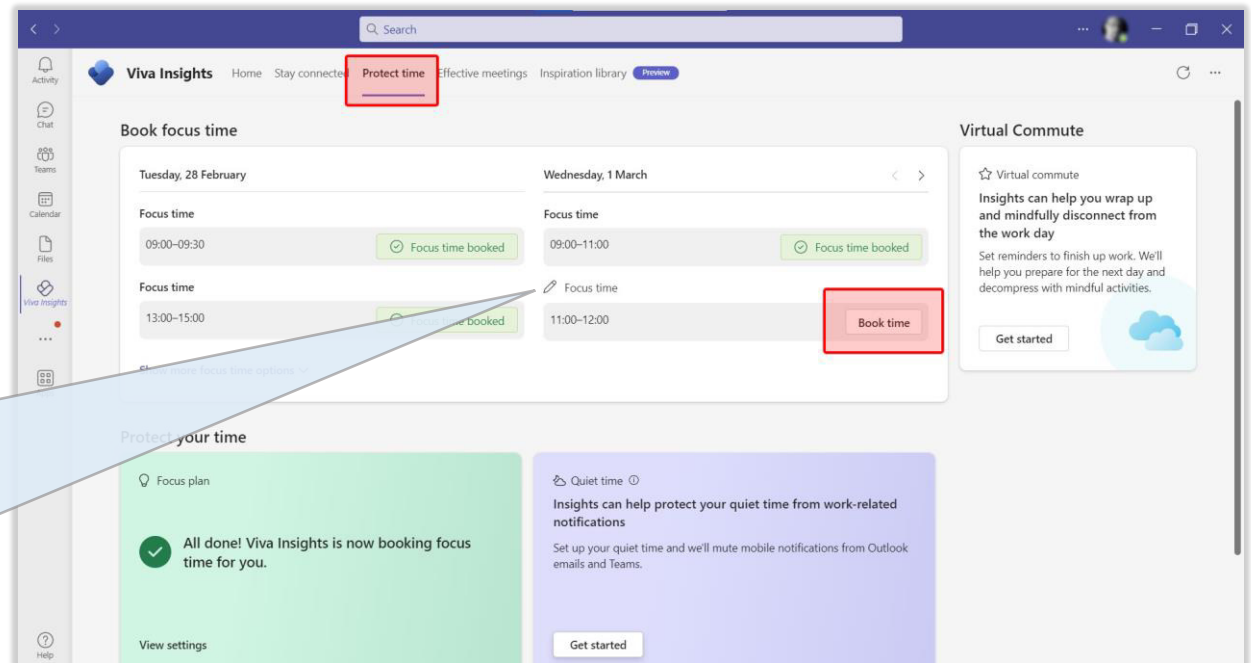


Viva Insights automatically selects the next available focus block for you, book it by clicking this button.

Need to book multiple time blocks? Or make recurring focus blocks? Find them under "More Options".

# Book focus time with Viva Insights

If you need more options, recurring Focus Blocks or an overview of upcoming available moments – you can either press the “more options” button in the Book Focus Time panel or click the “Protect Time” tab in the Viva Insights dashboard (as shown on the previous slide).



This allows you to adjust the title of a focus block.

💡 Check which and how many focus time blocks you really need and what kind of work fits in them!