



## INSIGHTS OUTLOOK 365 PLUGIN

Please see [Tips for Microsoft 365](#).

### *What is Insights?*

The Insights add-in for Outlook 365 presents you with activity cards based on your recent work experience that options to respond or follow up on based on the activity.

These activity cards can help you schedule planning time prior to a meeting you have on your calendar, remind you of action items it interprets from emails received, or allow you to make a special note when you receive emails from an important recipient.

### *What does each card do?*

- **Prepare for your meetings** – Prepare for your meetings and then drive more effective meetings.
- **Track email and document open rates** – Track readership of emails that you've sent by viewing the open rate percentage, the attachment click rate percentage, etc.
- **View outstanding tasks** – Make sure nothing is forgotten by seeing reminders of tasks that you've agreed to do.
- **Follow up your requests** – Receive reminders to follow up on commitments made by your colleagues or on requests that you have made.
- **Book time to focus** – Protect your calendar by reserving focus time before meetings take over.
- **Catch up on email** – Cut through the clutter with a summary of unread email from your more important contacts.
- **Catch up on documents** – See a list of shared OneDrive and SharePoint documents that you need to catch up on.
- **Add important people** – Manage your list of important contacts. You'll see reminders when you have tasks to complete for these people or unread emails from them.
- **Set lunch hours** – Use this card to protect your lunch hours and personalize your insights.
- **Plan your time away** – Use this card to plan your time away from work.
- **Catch up with your team** – Stay informed of your team's needs with insights for one-on-one meetings, outstanding tasks, and much more.
- **Meeting suggestions** – Grow and nurture your network by staying connected with important colleagues.
- **Check quiet hours impact** – Help your team achieve work-life balance by reviewing the impact of sending email outside of working hours.