

# GSD. MS Teams – How to Add a Planner tab to a Teams Channel

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General Information:

Possible symptoms/errors:

How to Add a Planner tab to a Teams Channel.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

When using Microsoft Teams, user can organize their tasks by adding one or more Planner tabs to a team channel. This article shows a guide on how to add a Planner tab to a channel in Microsoft Teams.

Note: It's not possible to add a Planner tab to a private channel in Teams.

Details:

1. In user's Teams channel, advise them to select Add a tab.
2. In the Add a tab dialog box, ask the user to choose Tasks by Planner and To Do.
3. In the Tasks by Planner and To Do dialog box, user needs to choose:

Create a new plan to make a new Planner plan and add it as a tab to this channel.

Tell the user to add a Tab name.

Use an existing plan from this team to choose an existing Planner plan to add to a tab in this channel.

Ask the user to choose an existing plan to use.

4. Advise the user to choose whether to post to the channel about the tab, and then to select Save.
5. The tab will be added alongside user's other team channel tabs, and they will be able to start adding tasks to their board.
6. User can repeat this procedure to add as many plans as they want for their channel.

Note: User can also add the same plan to multiple tabs. This does not create a copy of their plan.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A