Planner

IT Department

Office Planner

🖉   Course Management

⌄ Course Description

Planner

⌄ Content

⌄ Planner Quick Start ⓘ

Discover Planner - manage tasks and get updates

○ Sign in

○ Create a plan

○ Manage tasks

○ View plan and get updates

○ Set up your mobile apps

○ Confirmation

Not Started

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▷ Start

∨ Ideas for your board ⓘ

Use Planner to plan an event, publish content, and track a process

◯ Plan an event

◯ Support customers

◯ Publish content

◯ Track a process

◯ Confirmation

Not Started

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▷ Start

∨ Use Planner ⓘ

Manage tasks, create plans, and schedules

◯ Organize your team's tasks

◯ Build your plan

◯ Manage your tasks

◯ Create a plan with Planner in Teams

◯ Create a new plan in the same group

◯ Use Schedule View in Microsoft Planner

◯ See your Planner schedule in Outlook calendar

◯ To Do vs. Planner

◯ See Planner tasks in Microsoft To-Do

◯ Confirmation

Not Started

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▷ Start

Information

★★★★★ 0 ratings

📖 e-Learning

🔖 Products

📋 Planner

👤 🦇 IT Department

Enroll to course

Certificates

📜 Complete the course to acquire the certificate