

# Track & Organize Information with Microsoft Lists

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# Overview



**Introduction to Microsoft Lists**

**Content management features**

**Formatting & more!**

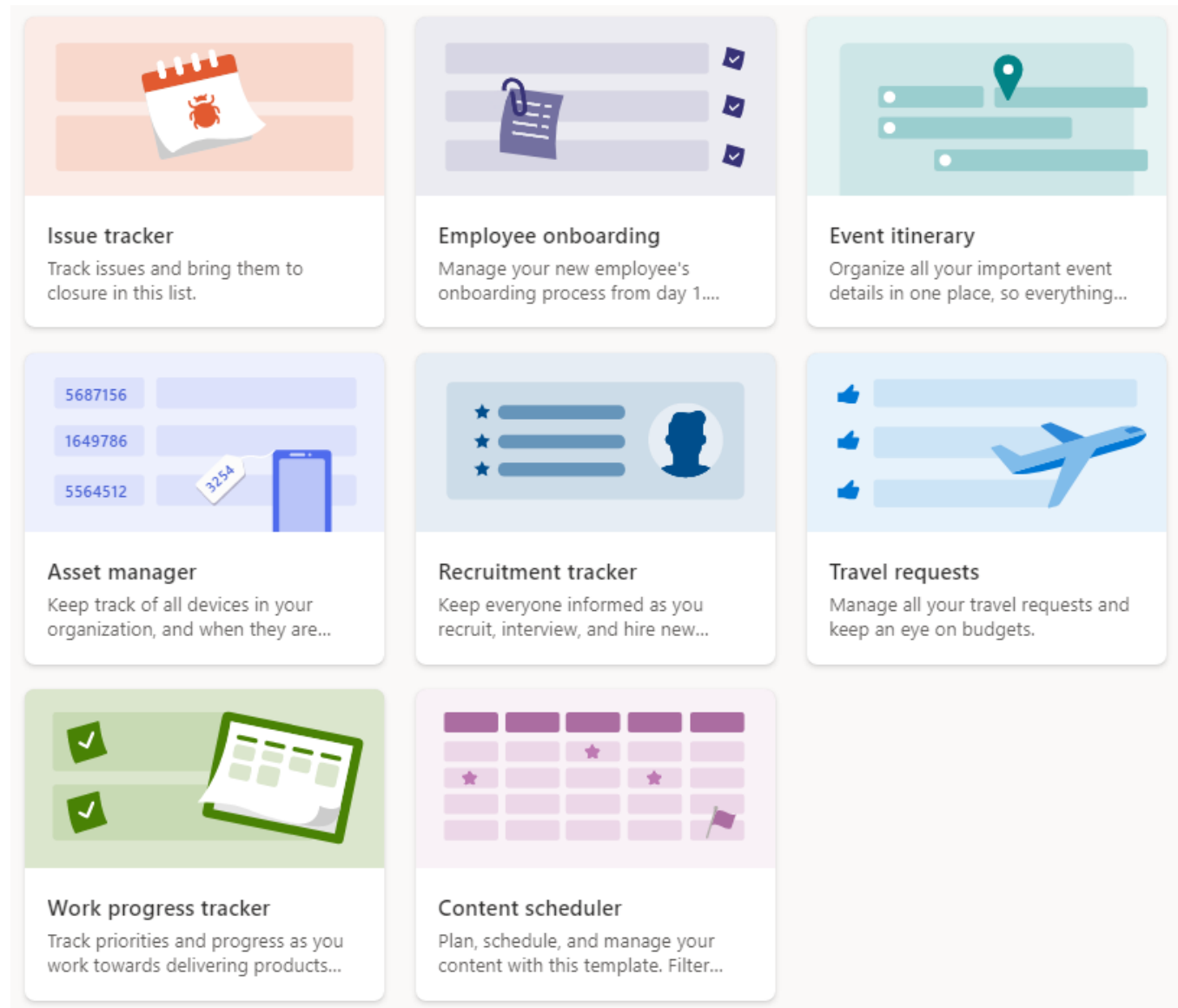


# Introduction to Microsoft Lists

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# Microsoft Lists



**Organize work and track information that matters to your organization**

**Create and share lists that help you track**

- **Issues**
- **Assets**
- **Contacts**

**Create notification rules to keep everyone in sync**

**Easily import your excel tables as lists in Microsoft Lists**



# Microsoft Lists

**Microsoft Lists is the evolution of SharePoint lists! If you were familiar with SharePoint lists before, everything still applies!**



# Two Locations for Lists

**My lists**  
***OneDrive for Business***

**Any SharePoint site**



Lists can have multiple types of columns

Short/Long text

People Picker

Date

Calculated

& More!

Create conditional formatting depending on value

Easier to read

Issue	Description	Severity	Status	Assigned to	Date created	Stack	Link
Generator down	Was serviced last week, but still slow...	Normal	In progress		6/1/2020	4	http://www...
Tank 14 broken	Needs sealant, not urgent but will be...	Low	Completed		5/13/2020	12	http://www...
Disk nozzle clogged	Rinsed out but still running slowly	Low	New		6/2/2020	2	http://www...
Tray forming issues	Trays coming up malformed, not sure...	Normal	In progress		5/5/2020	24	http://www...
Distribution center delay	Ecommerce orders delayed due to se...	Critical	Blocked	P	5/21/2020	8	http://www...
Cartoning malfunction	Needs servicing and blade replaceme...	High	New	Patigul Rahman Shipping manager		8	http://www...
Vertical bagger broken	On/Off switch has a short in it	Normal	In progress	Paul Borg Designer 2		3	http://www...
Flow wrapper jam	Keeps jamming every 200 wraps	Low	Completed	Pauline Zweber Engineer		0	http://www...
Multihead weigher overheating	Have coolant in it but needs to be se...	Low	In progress	Prakash Malviya Warehouse manager		10	http://www...
Pouch bagger empty	Order refills, 500 count	High	New		6/5/2020	0	http://www...
Die cut tray issue	Cutting dull and unable to carve corr...	High	Completed		5/17/2020	19	http://www...
Bulk case system	Malfunction lights going off but syst...	Low	Completed		5/29/2020	7	http://www...
Palletizer down	Showing signs of ignition issue	Normal	Completed		5/26/2020	11	http://www...
Generic issue #1	generic description #1	Low	New		6/5/2020	0	http://www...
Generic issue #2	generic description #2	High	In progress		5/31/2020	5	http://www...





# Lists Formatting

## FAQs

- > After the dial-in functionality has been enabled in Teams, is it still possible to use Skype audio conferencing?
- > Can external parties call in Teams meetings using the phone number in the invite?
- > Can I still use Skype for Business after being upgraded?
- > Check audio and video before meeting in Teams and Skype
- ▼ Create list of participants from Teams meeting

### Answer

There is no easy way to get a list of participants from a normal Teams meeting.

It is in theMicrosoft Uservice wishlist

One workaround is to copy the participants from the chat:Open the chat (which you find if you go the meeting in the Teams calendar)  
Open the list of participants and copy all (Ctrl-A, then Ctrl -C)Paste the text into Word (Ctrl-V)Copy the part where the participants are listed (mark and Ctrl -C)Paste into Excel (Ctrl -V)Create a table (Ctrl-T)  
(slightly related, i.e. how to get a list of members in a Teasm group, is shown in the beginning ofthis video).

Show more

## Project Valentine

Project

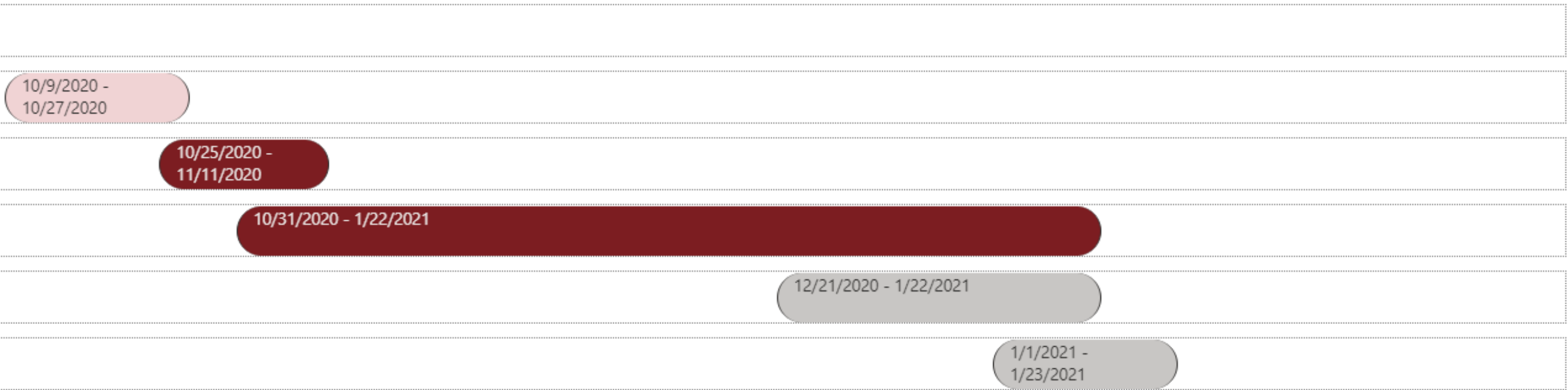
Research

Feasibility

Development

Testing

Sales catalog and Team



## Contacts

**Hannah Sullivan**  
Chief Executive Officer  
Moldy Seahorse, Inc.  
hsullivan@moldyseahorse.com  
758-555-3298

1413 Main St.  
Knoxville, TN 37918

**Notes:**  
Dr. Sullivan is a Business Guru doing lots of business things and always businesssing everything. Wow! There was once a thing that was not businesssed and she straight up businesssed it.

**Omar Stanley**  
Sr. VP of Important Stuff  
Generic Junk  
omar@genericjunk.com

3819 N. State St.  
Sacramento, CA

**Notes:**  
No notes entered

**Esther Hawkins**

No address provided

**Notes:**  
Where is this lady? We know virtually nothing about her! What a strange entry to have in our list!

**Isaac Fisher**  
2Thumbs Consulting

Tokyo, Japan

**Notes:**  
Isaac seems like a real swell guy.

Image Source:  
PnP List View Formatting  
Examples



# Work Offline with the Lists Desktop App

## New Lists Desktop App



A new version of the Lists desktop app is available. Click **Install** to get the latest experience.

Install

**Get access and add / modify items while offline**

**Lists app will automatically sync lists once you are back online**



**Create rules to notify  
yourself (or others) when  
things change**

**Keep everyone in the  
loop**

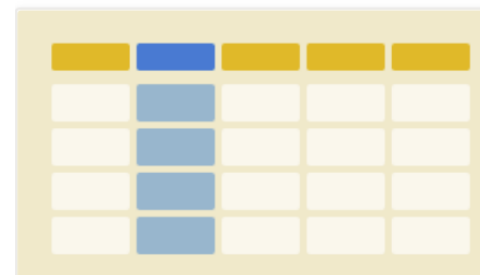
## Create a rule



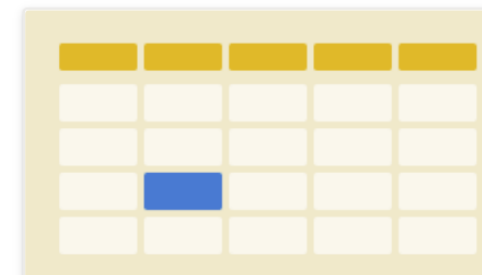
Create rules to take action when data changes in this list. Choose a condition that triggers the rule and the action that the rule will take.

[Learn more](#)

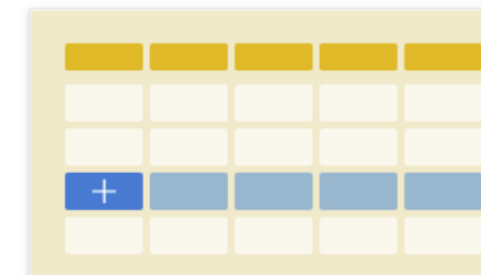
Notify someone when



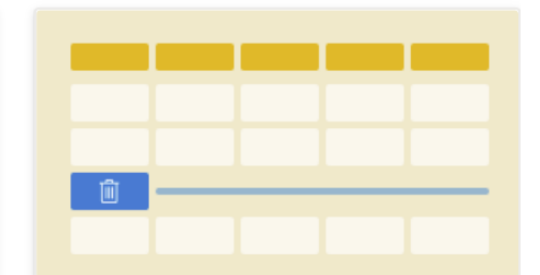
A column changes



A column value changes



A new item is created



An item is deleted



# Demo



## Microsoft Lists in action!



# Conclusion



## Introduction to Microsoft Lists

- Organize work and track information
- List formatting
- App for offline access
- Rules to keep everyone up to date



Up Next:

Enterprise Social with Yammer

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