

MICROSOFT 365 PLANNER

COURSE SCHEDULE – 1 DAY

Signing In

- Creating a Plan
- Manage Tasks
- View Plan and get Updates
- Set up your Mobile App

Build your Plan

- Create Buckets
- Add People
- Copy
- Mark as Favourite
- Delete a task or plan

Stay on Track

- Set and Update Progress
- View Charts
- View Tasks on the Calendar

Apps and Integrations

- Use Planner in Teams
- Planner notifications in Teams
- See your Planner calendar in Outlook
- See Planner tasks in Microsoft To-Do
- Use Microsoft Planner on your SharePoint site
- Use the Planner web part
- Use the Planner for Mobile

Onboarding your Team

- Plan an event
- Support customers
- Publish content
- Track a process

Name of Course	Description	No of Days	MS Teams	Cost per Delegate (Transport Fees may apply)	Cost per Delegate: Your Premises	Cost per Delegate at Sankin
Office 365 Planner	Building plans (creating, editing, interacting), app integration and onboarding.	1	1100	1200		1300