

Helpful Tips for Using Microsoft Planner

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MS Planner

With Microsoft Planner, you can create new plans, assign tasks, and share files with others. Organise teamwork and collaborate on projects in a simple, visual way. Chat with others to make sure you are on the same page. Keep track of your team's progress and stay on top of your work—from anywhere, on any device.

Get Started

[Sign in](#)

Build Your Plan

[Create a plan in Planner](#)

[Sign into Microsoft Planner](#)

[Create a plan in Microsoft Planner](#)

[Create buckets to sort your tasks](#)

[Add people to your plan](#)

[Copy a plan](#)

[Mark plans as favorites](#)

[Delete a task or plan](#)

[Attach files, photos or links to a task](#)

[Add a checklist to a task](#)

[View charts of your plans progress](#)

View progress

[Set and update task progress](#)

[View charts of your plan's progress](#)

[View your tasks on a calendar](#)

[Manage Tasks](#)

[View plan and get updates](#)

Collaborate

[Collaborate with your team using Planner](#)

[Comment on tasks in Microsoft Planner](#)

[Stay on top of tasks and plans with email and notifications](#)

[Plan members: Manage group emails for your Planner plans](#)

[Group owners: Turn group emails about task activity on or off for a plan](#)

[Guest access in Microsoft Planner](#)

Integration

[When to use Microsoft Project, Planner, or To-Do](#)

[Use Planner in Microsoft 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 Android app](#)

[Use the Planner for iOS app](#)

FAQ's Answered

- [Can a group have more than one plan?](#)
- [How do I create a new plan based on an existing one?](#)
- [How do I close or archive a plan when it's done?](#)
- [Can I print plans or tasks in Planner?](#)
- [Where are the files kept in Planner?](#)
- [How do I provide feedback on Planner?](#)