



# Office 365 FAQs

## Planner

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<b>General Information .....</b>	<b>1</b>
<b>Basics.....</b>	<b>1</b>
How do I sign in to Microsoft Planner?.....	1
Why can't I see Microsoft Planner? .....	1
How do I create a plan? .....	1
How do I add a task in Microsoft Planner? .....	1
How do I sort tasks into buckets? .....	1
How do I add people to my plan? .....	1
How do I assign people to tasks? .....	1
How do I delete a task or plan? .....	1
<b>Features.....</b>	<b>2</b>
How do I collaborate with my team?.....	2
How do I attach files, photos, or links?.....	2
How do I add a checklist to a task? .....	2
How do I set a preview picture for a task? .....	2
How do I add comments to tasks?.....	2
How do I flag my tasks with labels? .....	2
How do I set and update my task progress?.....	2
How can I view my plan's progress? .....	2
How can I view all of my tasks and plans? .....	2
Can I receive email about my tasks and plans? .....	2

# General Information

## Basics

### **How do I sign in to Microsoft Planner?**

Please visit [Sign in to Microsoft Planner](#).

### **Why can't I see Microsoft Planner?**

Planner is being rolled out over the next few months. If you don't see it yet, be patient...it's coming soon!

### **How do I create a plan?**

Please visit [Create a plan in Microsoft Planner](#).

### **How do I add a task in Microsoft Planner?**

Please visit [Add tasks to a plan](#).

### **How do I sort tasks into buckets?**

Please visit [Create buckets to sort your tasks](#) .

### **How do I add people to my plan?**

Please visit [Add people to your plan](#).

### **How do I assign people to tasks?**

Please visit [Assign people to tasks](#).

### **How do I delete a task or plan?**

Please visit [Delete a task or plan](#).

# Features

## **How do I collaborate with my team?**

Please visit [Collaborate with your team using Microsoft Planner](#).

## **How do I attach files, photos, or links?**

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

## **How do I add a checklist to a task?**

Please visit [Add a checklist to a task](#).

## **How do I set a preview picture for a task?**

Please visit [Set a preview picture for a task](#).

## **How do I add comments to tasks?**

Please visit [Comment on tasks in Microsoft Planner](#).

## **How do I flag my tasks with labels?**

Please visit [Flag your tasks with labels](#).

## **How do I set and update my task progress?**

Please visit [Set and update tasks progress](#).

## **How can I view my plan's progress?**

Please visit [View your plan's progress](#).

## **How can I view all of my tasks and plans?**

Please visit [View all of your tasks and plans](#).

## **Can I receive email about my tasks and plans?**

Please visit [Get email about your tasks and plans](#).