Welcome!
The tech talk will begin soon.

This presentation is being recorded.
The recording and materials will be available later this week at it.miami.edu/TechTalk
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![Meeting chat interface]
Who are we?

PRESIDENTS

CELIA MCFADDEN
Manager,
Integrated Solutions Support
UM Information Technology

MARY VILLAUME
Microsoft Learning Consultant
Riddle & Bloom

MODERATOR

DIANNE RUBIN-ANDERSON
Sr. Business Systems Analyst,
Integrated Solutions Support
UM Information Technology
AGENDA

Task Organization in Microsoft 365

Microsoft To Do

Microsoft Planner

Microsoft Lists

Next Steps
Task Organization In Microsoft 365
Let’s Compare

**To-Do**
- Manage your own personal to-do list
- Create tasks from Outlook
- Share lists and tasks with colleagues

**Planner**
- Task management for teams
- Managing projects with large number of tasks
- Fixed metadata for fast and easy task management

**Lists**
- Smart information tracking
- Track inventory
- Build event and travel itineraries
- Use as a customizable database
Use To Do in Outlook to better manage your tasks
Resources

- Microsoft Support Center: To Do
- Microsoft To Do Video Playlist
- Download Microsoft To Do
Microsoft Planner
Resources

- Microsoft Support Center: Planner
- Microsoft Planner Video Playlist
- Microsoft Planner for Onboarding
Tasks App In Teams
Microsoft Lists
Microsoft Lists

Create a list in Teams
Building Rules in Microsoft Lists
Resources

- Microsoft Support Center: [Lists](#)
- Microsoft Lists [Video Playlist](#)
- Microsoft Lists in the [Real World](#)
Microsoft Training Resources

Find training resources and redeem this training code T-MVDEE6D21 at the MEC

Set up your hybrid learning classroom

A focused learning environment can be a challenge in hybrid learning. Microsoft Education is here to support multimedia experiences that keep educators, students, and families connected.

GET STARTED
Any Questions?
Any Feedback?
Next Steps
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Get In Touch With Us

it.miami.edu/techtalk

techtalk@miami.edu
Thank you for attending!