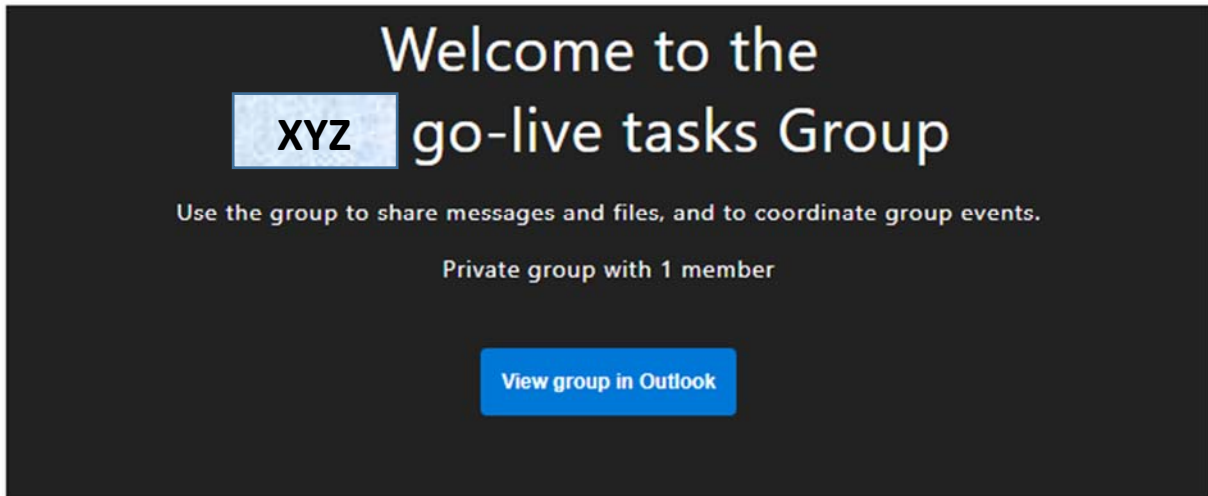


Tutorial on How to Work on Microsoft Planner

Step 1: You will get an email with an invitation to the planner

Office 365

Work Brilliantly Together



Get started

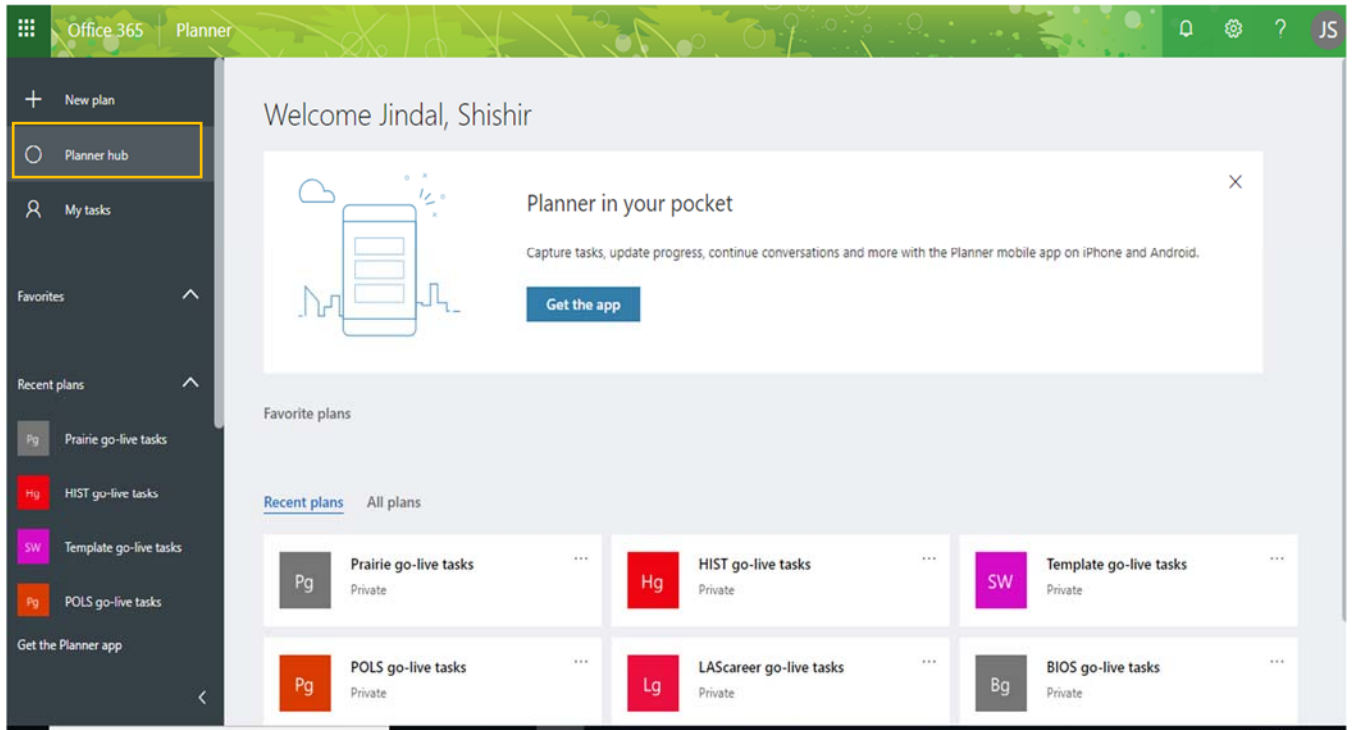
You're set to receive only replies and events in your inbox. Change this setting below, or anywhere you see the group in Outlook, to see all of this group's conversations.

Follow in inbox

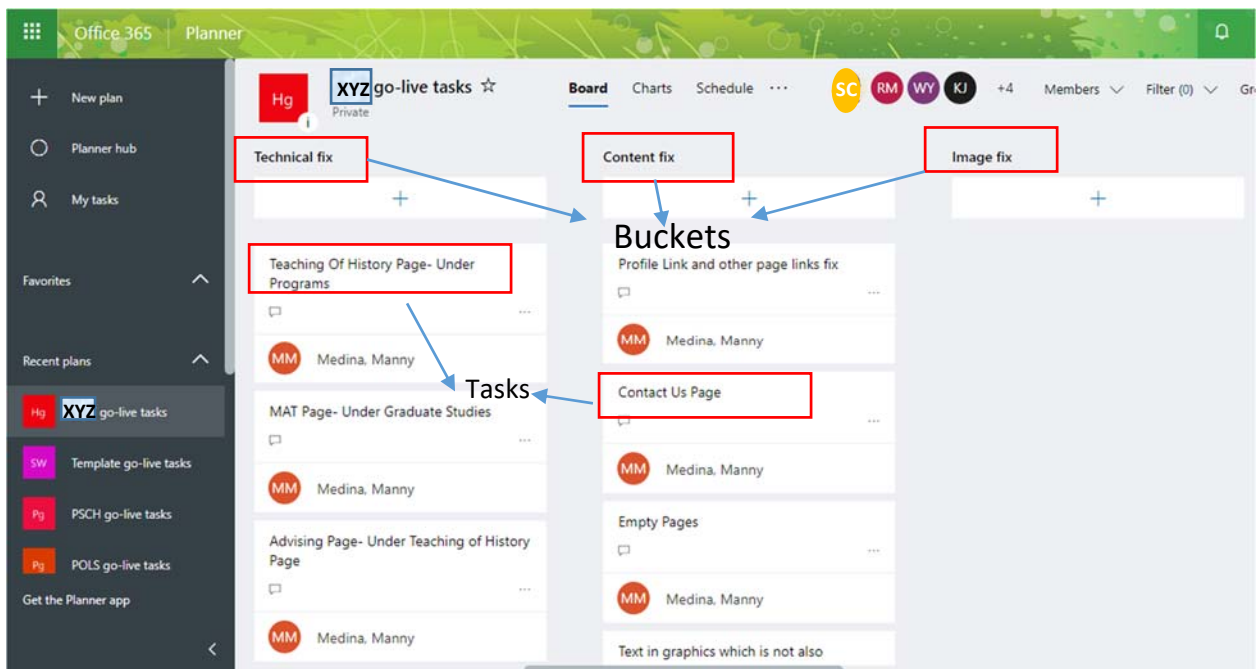
Step 2: Open a new tab in same browser, copy and paste the following URL

<https://tasks.office.com/UIC365.onmicrosoft.com>

Step 3: Above URL will open the following screen. Click on Planner Hub to see plans you are added to. Select the one you want to work on.

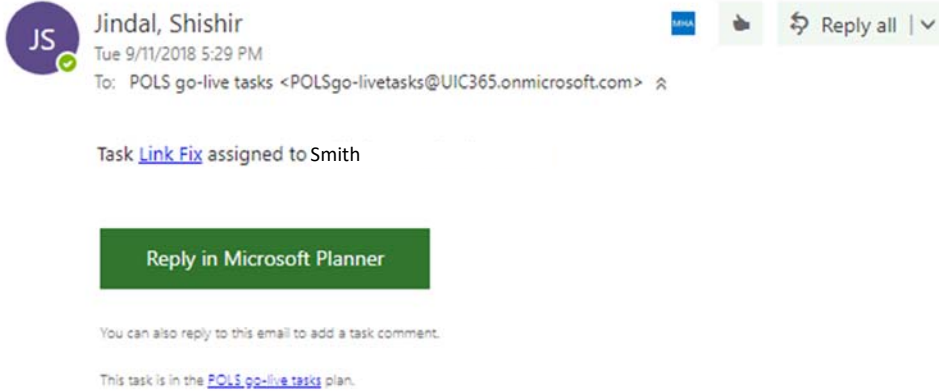


Step 4: You will now see different buckets. Each bucket has different tasks. Note: All the tasks that you will be dealing with to fix would be assigned under following buckets namely Technical fix, Content Fix and Image Fix



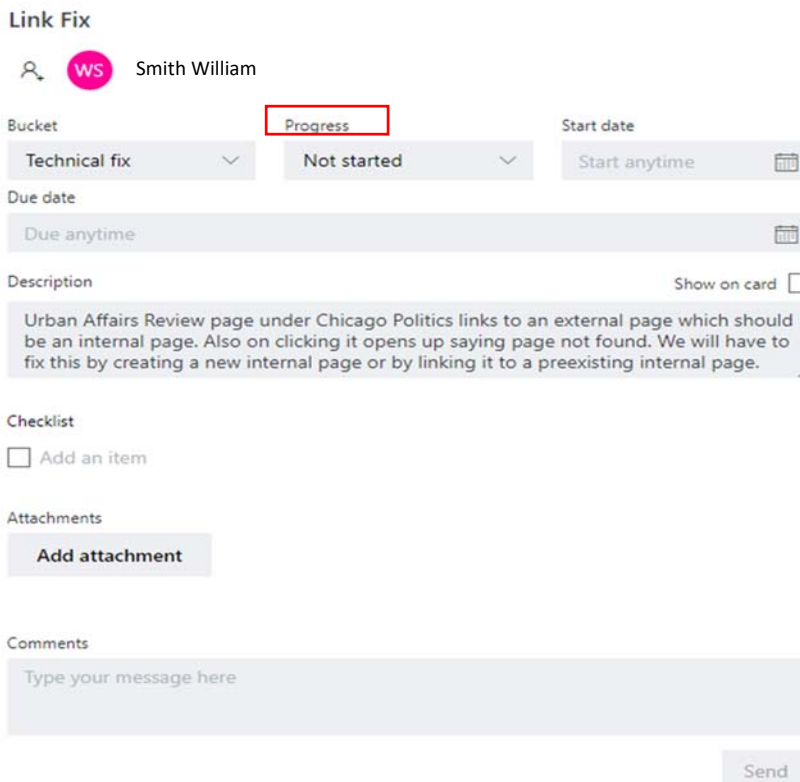
Step 5: When a task is assigned to you you will receive a notification on email. It is advised to keep checking your planner in case you miss notification.

Comments on task "Link Fix"



The screenshot shows an email notification from Jindal, Shishir, dated Tue 9/11/2018 5:29 PM. The subject is "Task Link Fix assigned to Smith". A prominent green button labeled "Reply in Microsoft Planner" is visible. Below the button, there is a note: "You can also reply to this email to add a task comment." and another note: "This task is in the POLS go-live tasks plan."

Step 6: Once you get the notification go to the planner by clicking on Reply in Microsoft Planner as shown in step 5 and then you see the description of task.



The screenshot displays the details for a task named "Link Fix" assigned to "Smith William". The task is currently in the "Progress" stage, which is highlighted with a red box. Other details include: Bucket: "Technical fix"; Start date: "Start anytime"; Due date: "Due anytime"; Description: "Urban Affairs Review page under Chicago Politics links to an external page which should be an internal page. Also on clicking it opens up saying page not found. We will have to fix this by creating a new internal page or by linking it to a preexisting internal page."; Checklist: "Add an item" (unchecked); Attachments: "Add attachment" button; Comments: A text input field with the placeholder "Type your message here" and a "Send" button.

Step 7: You can add comment as well and once you are done with task click on Progress as shown in step 6 and select complete.

Step 8: You will then get a notification on email.

Comments on task "Link Fix"



Jindal, Shishir

Tue 9/11/2018 5:26 PM

To: POLS go-live tasks <POLSGo-livetasks@UIC365.onmicrosoft.com> ↗



Reply all | ▾

Task [Link Fix](#) completed by Smith William

Reply in Microsoft Planner

You can also reply to this email to add a task comment.

This task is in the [POLS go-live tasks](#) plan.