Tutorial on How to Work on Microsoft Planner

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

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 the notification.

Comments on task "Link Fix"

Jindal, Shishir
Tue 9/11/2018 5:29 PM
To: POLS go-live tasks <POLSGoLiveTasks@UIC365.onmicrosoft.com>

Task Link Fix assigned to Smith

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.

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 the task.

Link Fix

Smith William

Bucket Progress Start date
Technical fix Not started 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

Attachments
Add attachment

Comments
Type your message here

Send
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>

Task Link Fix completed by Smith William

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

This task is in the POLS go-live tasks plan.