

Introducing: Microsoft 365's Tasks by Planner and ToDo

Microsoft continues to evolve with new apps and tools to make life easier. One of these tools is Microsoft Tasks by Planner and ToDo (formerly known as Planner). This fantastic collaboration and task management tool is something every enterprise leader should consider when managing remote teams.

Here are **five reasons** we recommend Microsoft's Tasks by Planner and ToDo:

Integration

One of the best features of Tasks by Planner and ToDo is its easy integration with other Microsoft apps, including Teams, Outlook, and SharePoint. It also integrates with Cortana, allowing you to use it from any Cortana-enabled device.

Collaboration

Planner makes collaboration within Teams seamless by allowing you to assign multiple people to a task. You can also add sub-tasks – this essentially allows you to create a to-do list within the task and list different steps needed for completion. Those assigned a task will receive a notification; they can then manage deadlines, mark their work in progress or complete, add notes, make comments, and more.

Attachments

You can add files, photos, and links directly to a task, which will be stored in your organization's SharePoint library; you can see the files by clicking the ellipsis to the right of the task plan.

Comments

The comments section is the ideal place to keep conversations going about your tasks. The comments block allows you to chat with colleagues, brainstorm, and share resources to ensure everyone is in the loop. Thanks to its integration with Outlook, team members assigned to a task will get email notifications when a comment is made.

Viewing options

Whether you prefer seeing your tasks in a list view or seeing a more visual representation, there are various options for viewing what needs to be done. You can easily group and filter tasks, view them in a weekly or monthly schedule list, or even see them in a chart format.

Talk to a designDATA Expert

Microsoft Planner and ToDo is just one great Teams app that can aid your organization's collaboration and efficiency. designDATA's experts can help you customize the best Microsoft solutions to manage your enterprise's remote teams while keeping your environment secure.

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