Microsoft

Getting to know

Microsoft Planner

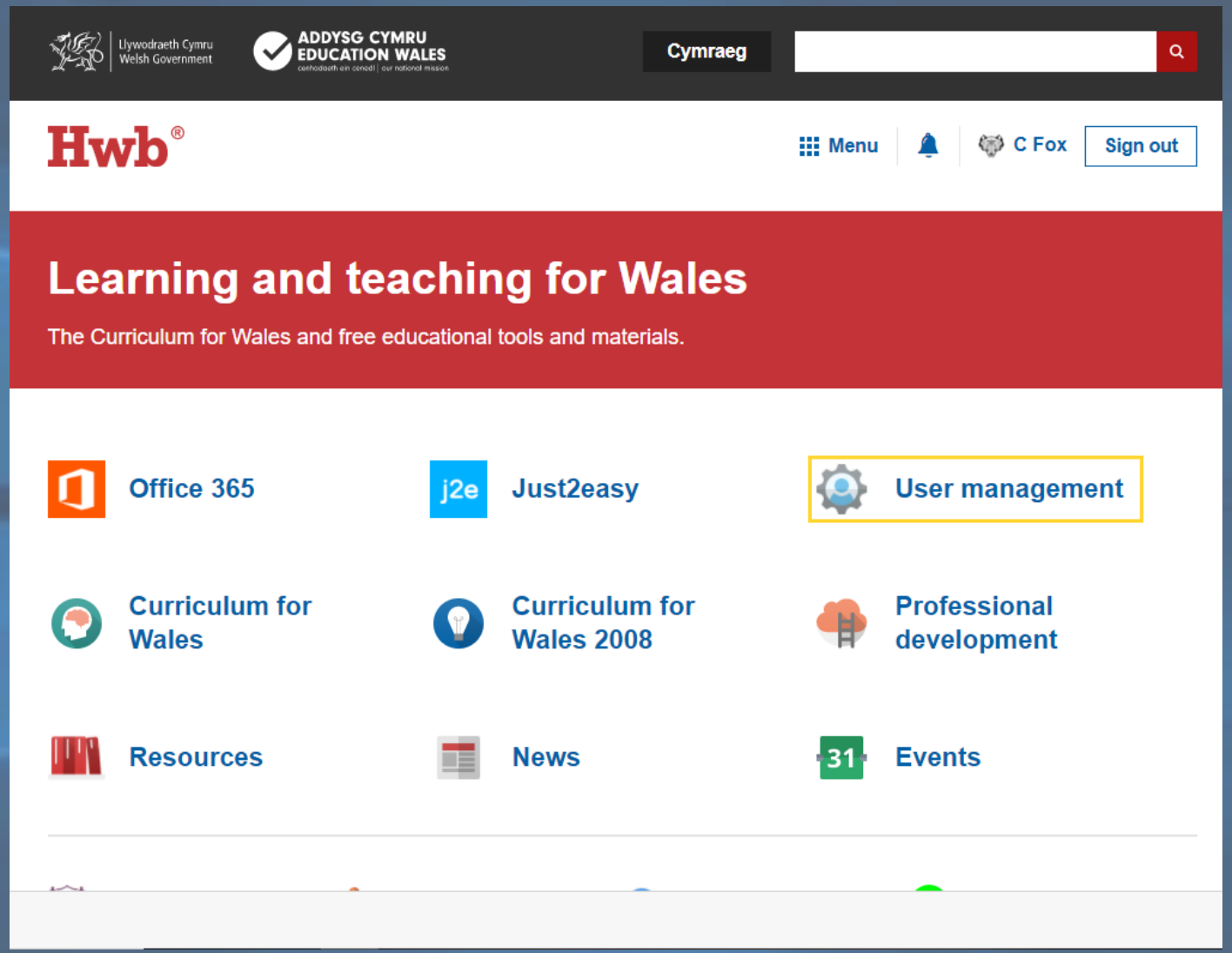


Please note, this is only for the online version available for Office 365 on HWB

How to Start

To begin with, sign into your HWB account as normal and you will be sent to your HWB homepage.

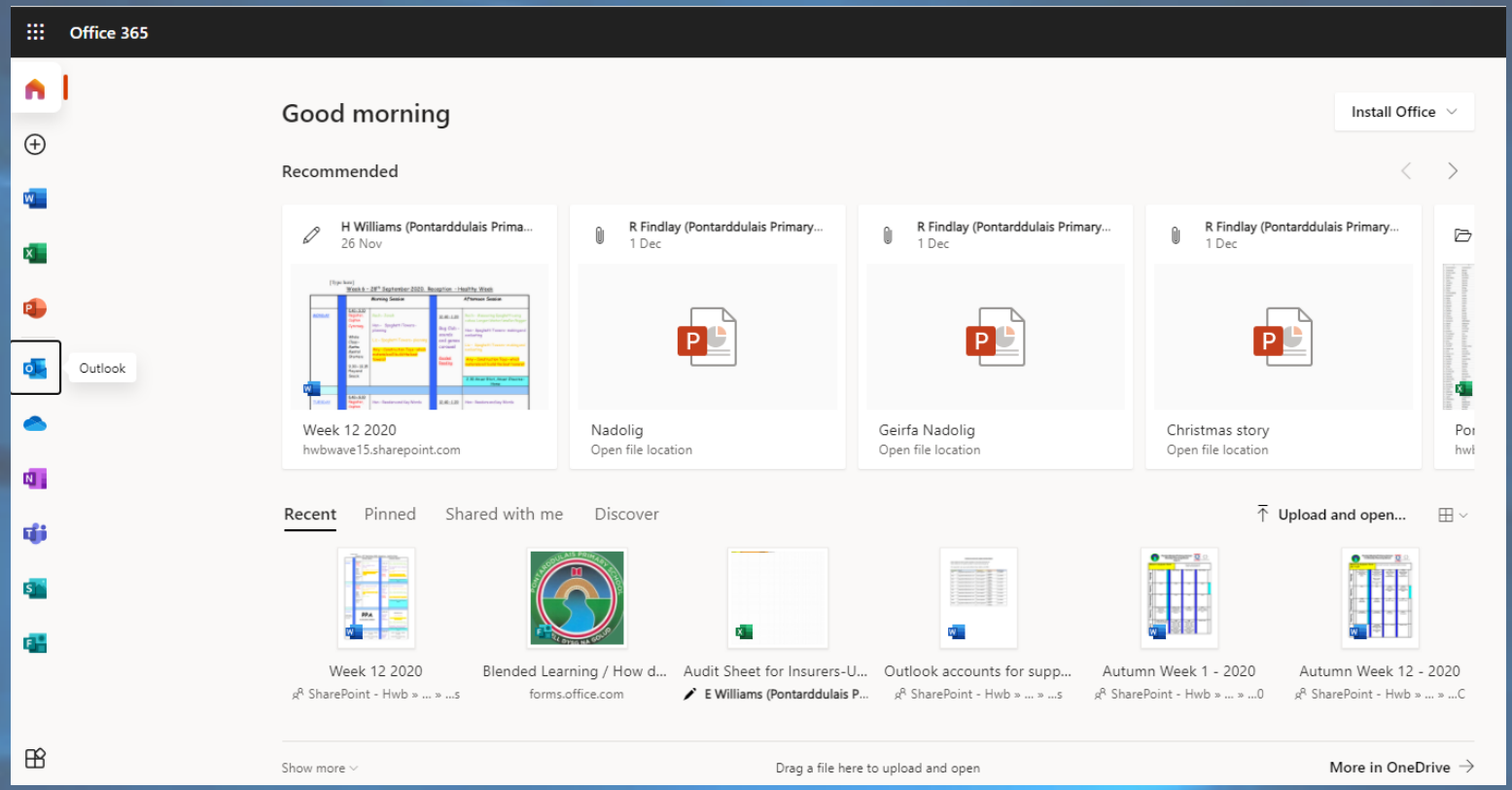
(NB Pupil Homepages look slightly different to mine, but it follows similar rules)



Finding your Office

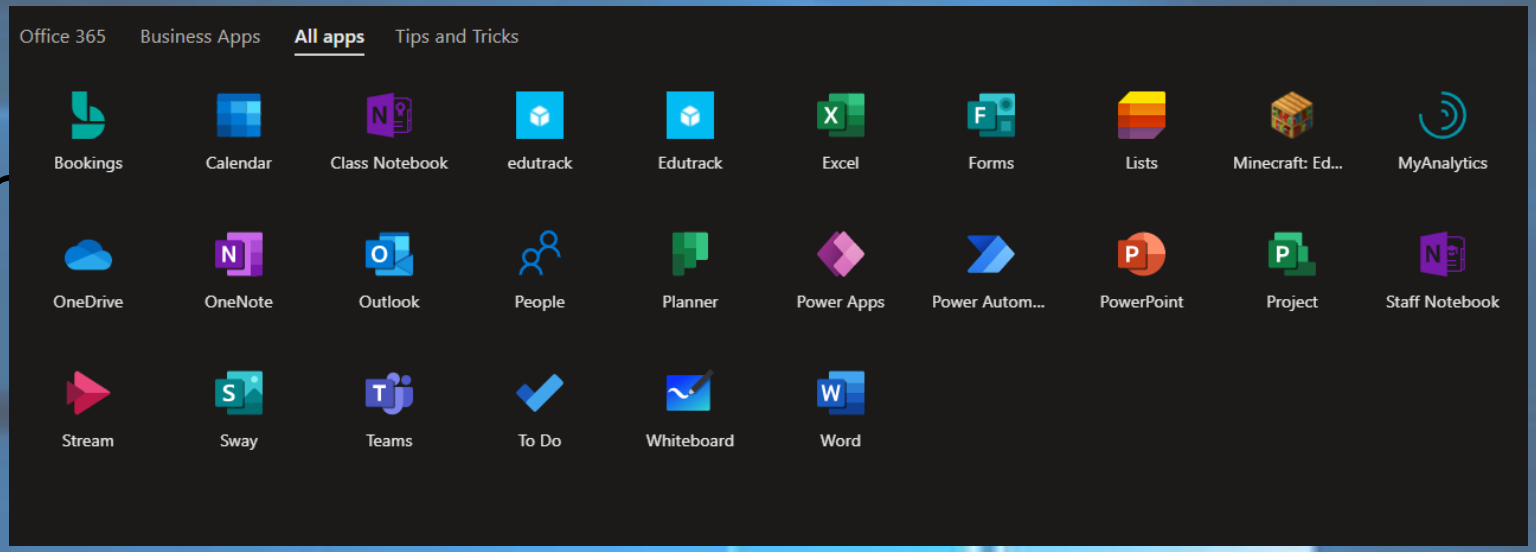
Click on Office 365 and you will be sent to your main Microsoft Office Page. Here you can access all forms of the Office Package such as Word, Excel, PowerPoint, Onedrive, Outlook, Forms, Teams.

In the top right, you can see Install Office. Being on HWB, your child has a free licence to the whole Office 365 package to install on your home devices.



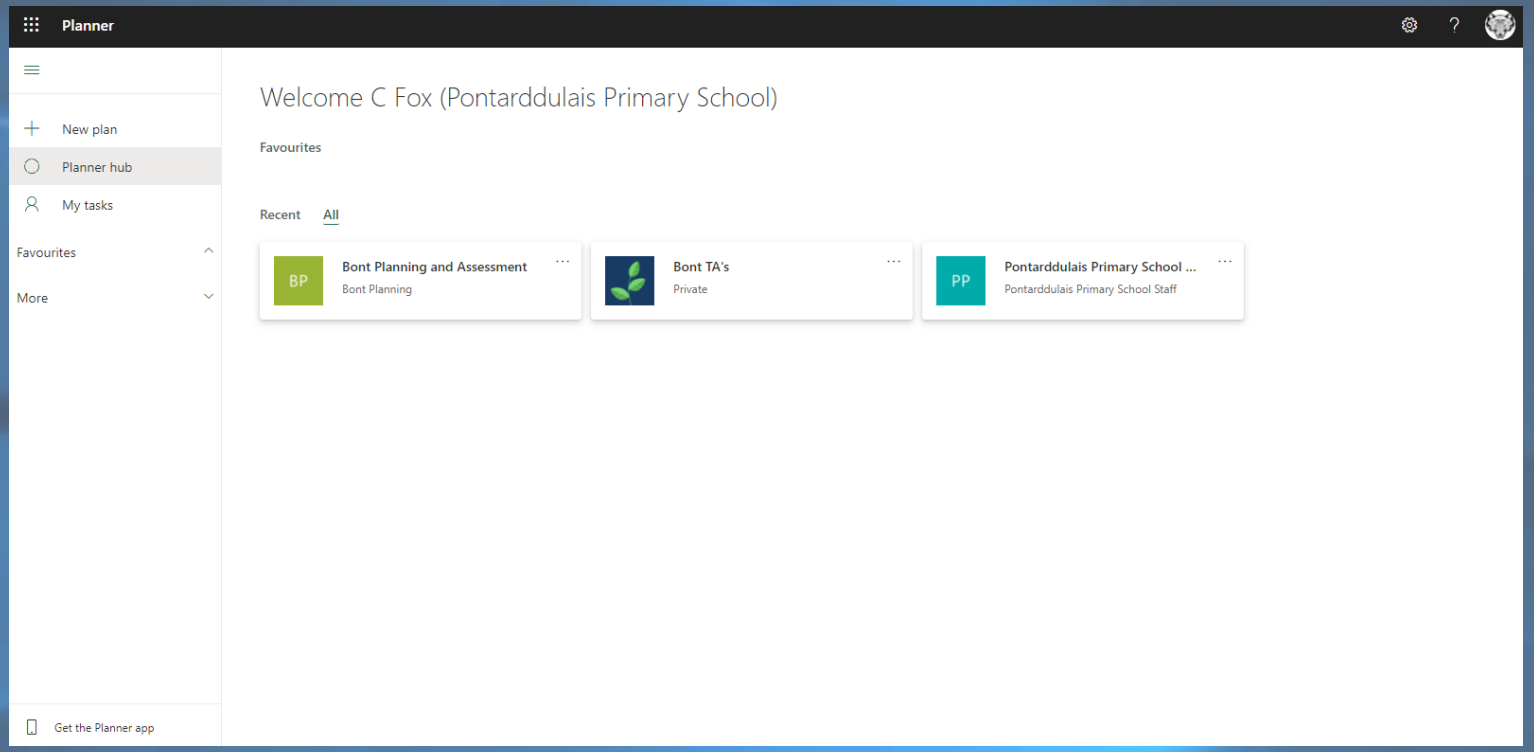
More Appening

Click on the boxes below the pre-set icons to view all apps and select Planner



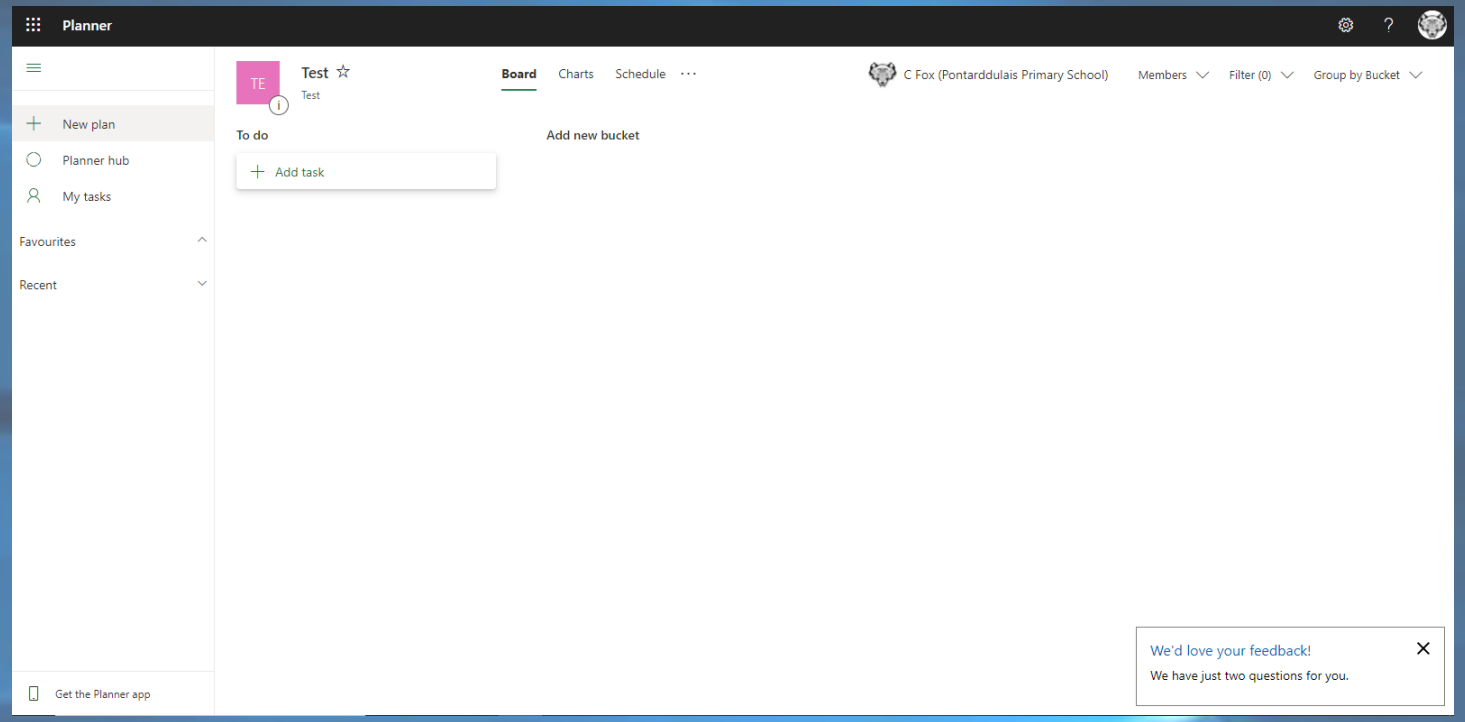
Planning Ahead

Planner helps you plan out all activities to make your work more efficient.



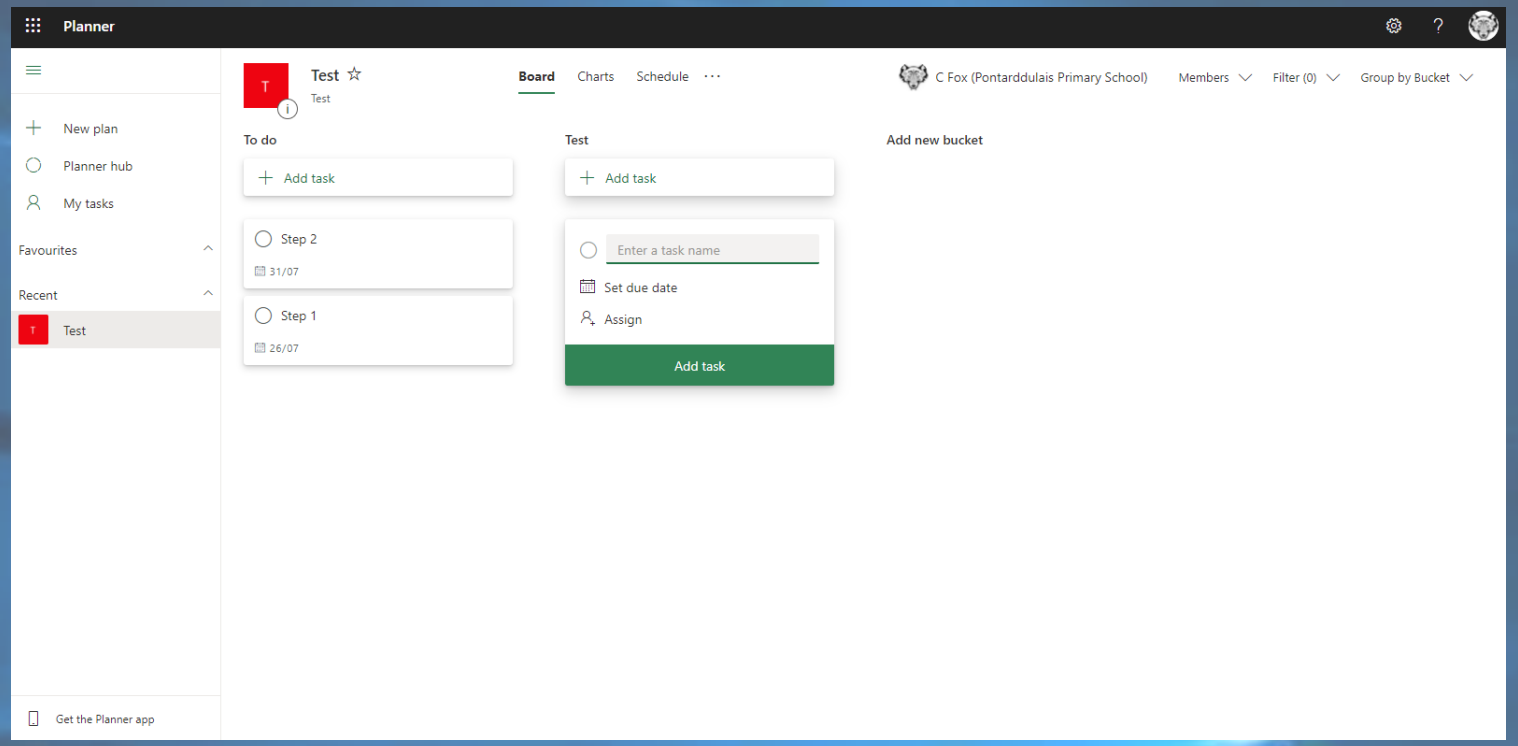
Making a Plan

Plans are linked to groups. You can make it public or private. Click on new plan to start.



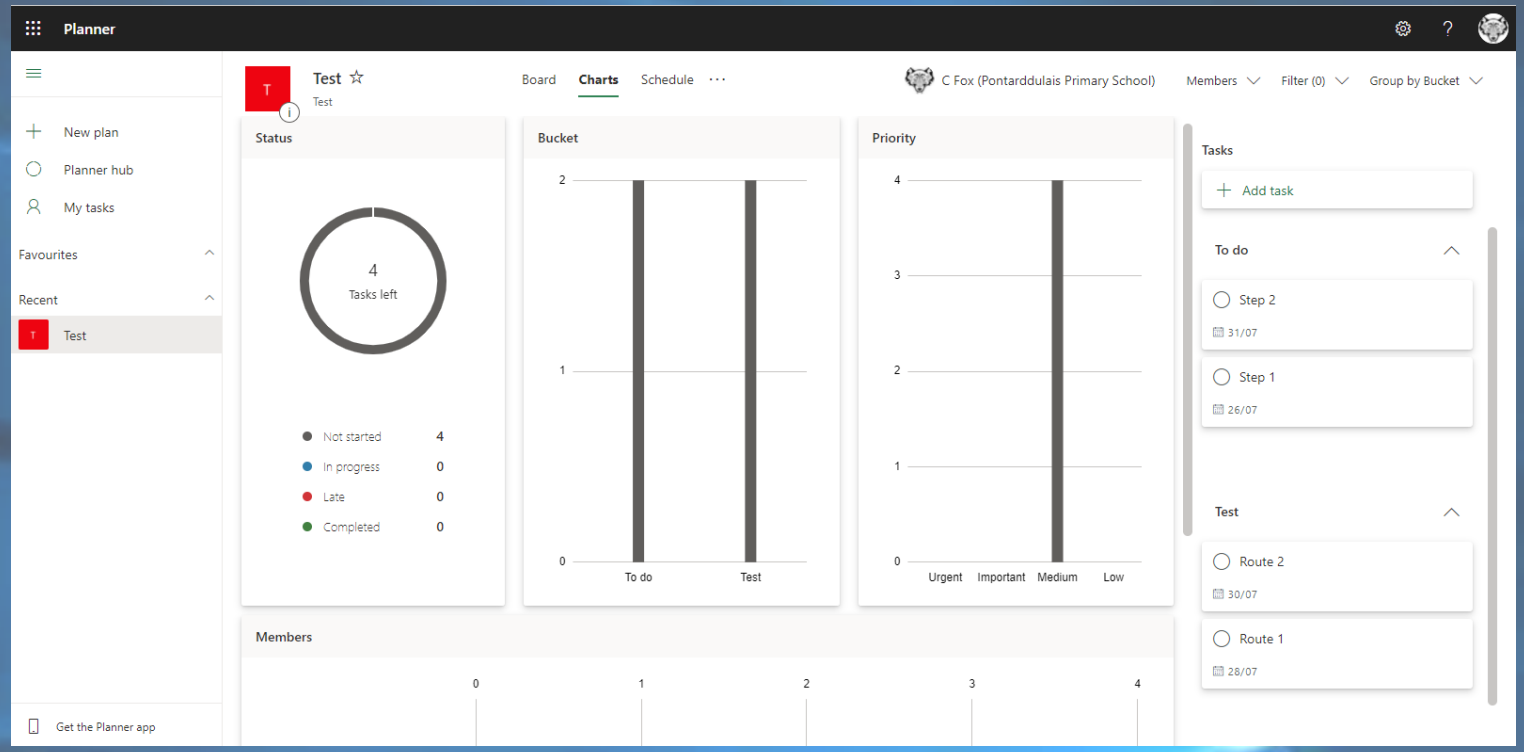
Taskmaster

Once completed, you can create a list of tasks, assign them and set a due date. Buckets are a collection of lists and tasks.



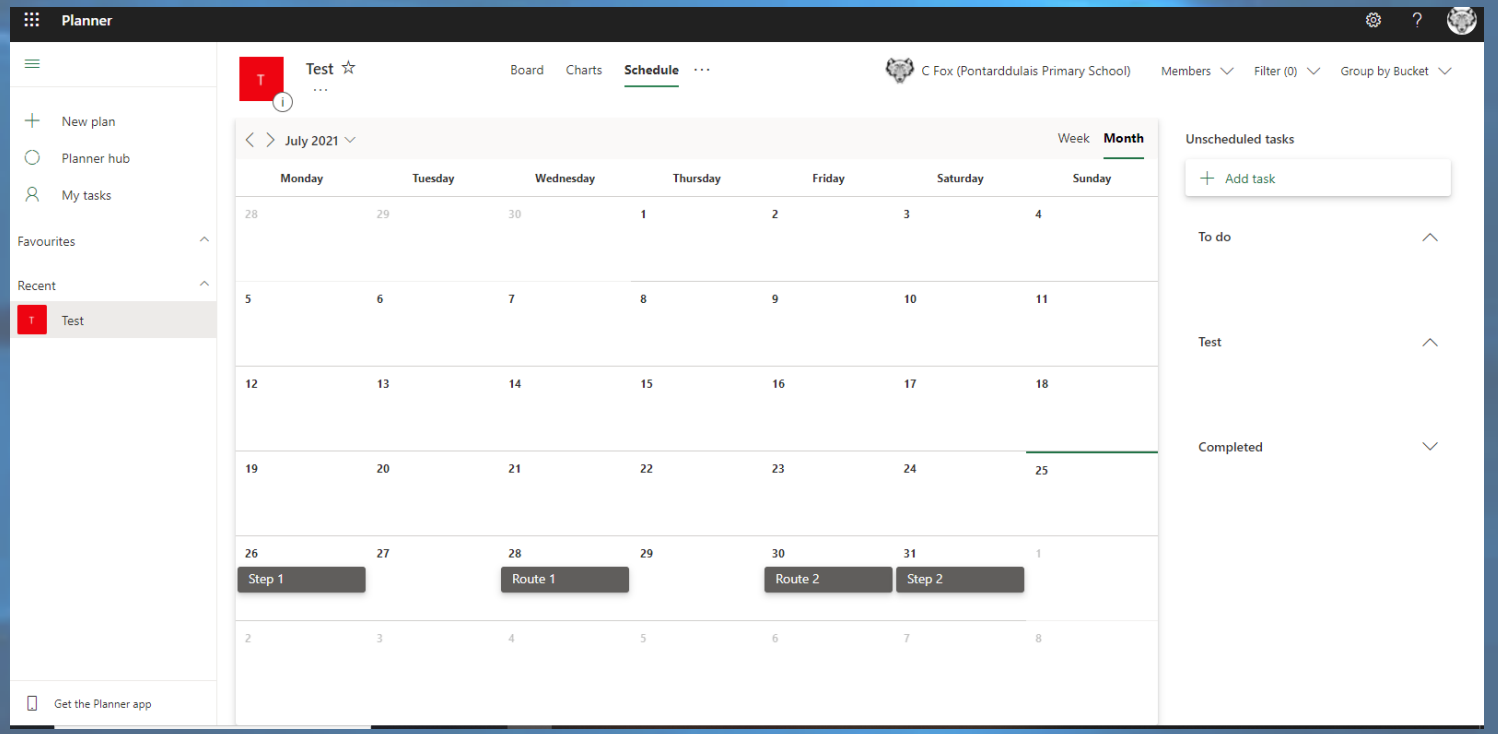
Keep Watch

Once tasks are set, you can keep a watch on their progress.



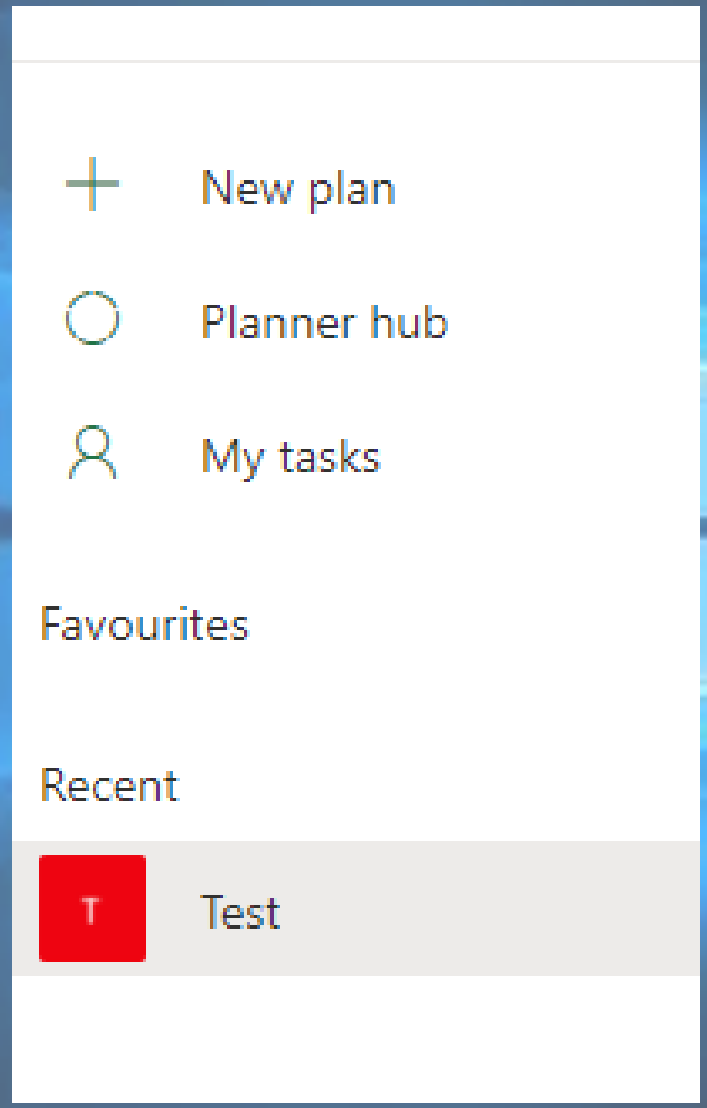
Up to Date

You can stay up to date by checking your schedule on your calendar.



Quick Check

You can quickly check on all plans and tasks by the side bar.



Microsoft

