

Microsoft Planner



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About Microsoft Planner at Syracuse University

What does Planner provide?

Microsoft Planner makes it easy for your team to create new plans, organize and assign tasks, share files, chat about what you're working on, and get updates on progress.

- Organize work visually
- Collaborate around tasks
- Assign tasks and update progress

What to know about Planner at Syracuse.

- Tasks can only be assigned to users that appear in the search provided by Planner.

Accessing Planner on Windows or Mac OS

[Sign-In to Office 365](#) - follow **Sign-In** steps and click on the **Planner Icon**

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Getting Help

For support of the information above, contact the [ITS Help Desk](#) by calling at 315-443-2677, by emailing help@syr.edu, or by stopping into 1-227 CST.

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