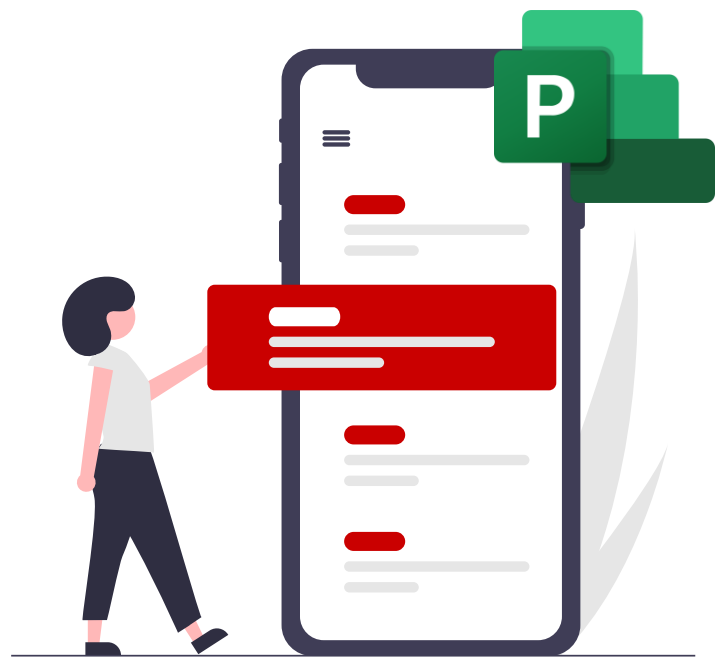


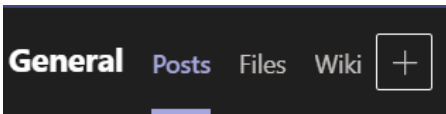
Use Planner app In Teams



NOTE

You can only add Planner to public groups

Add a Planner Tab to a team's channel

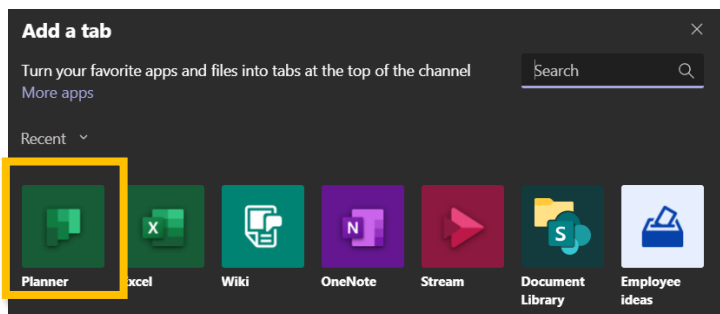


Add a tab

1

In you team channel, select **Add a tab**

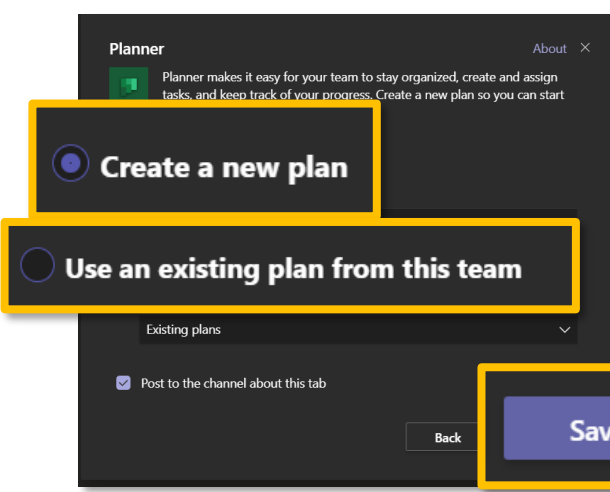
2 Choose **Planner**



3

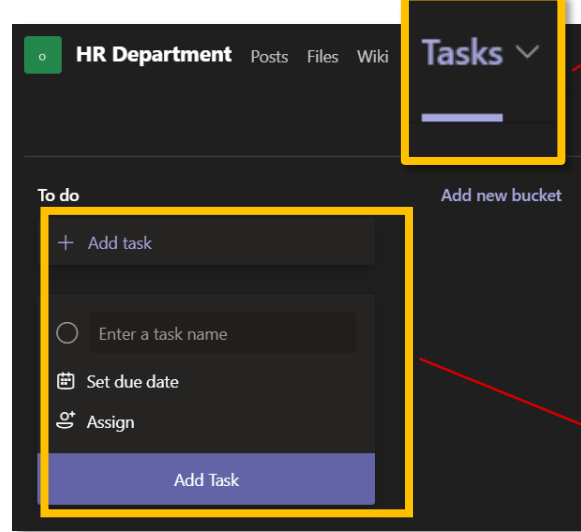
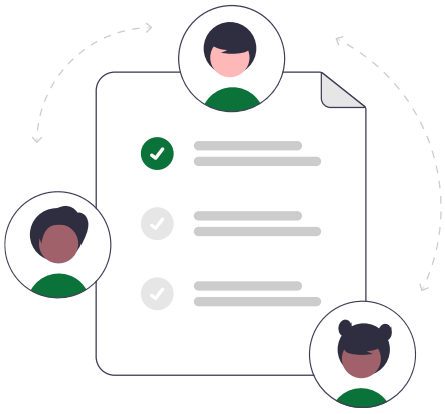
Choose between:

- **Create a new plan**
- **Use an existing plan for this team**



4

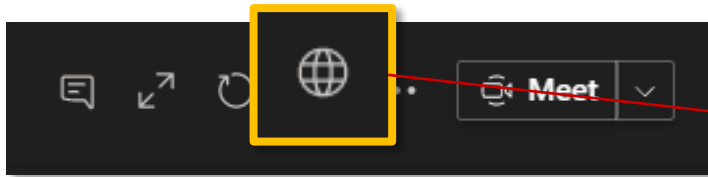
Save



The tab will be added: you will always find your Plan here

And you'll be able to start creating tasks

Go back to Planner from web



On the top right choose **Go to website** icon



Change tasks' visualization

