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Welcome!

The tech talk will begin soon.

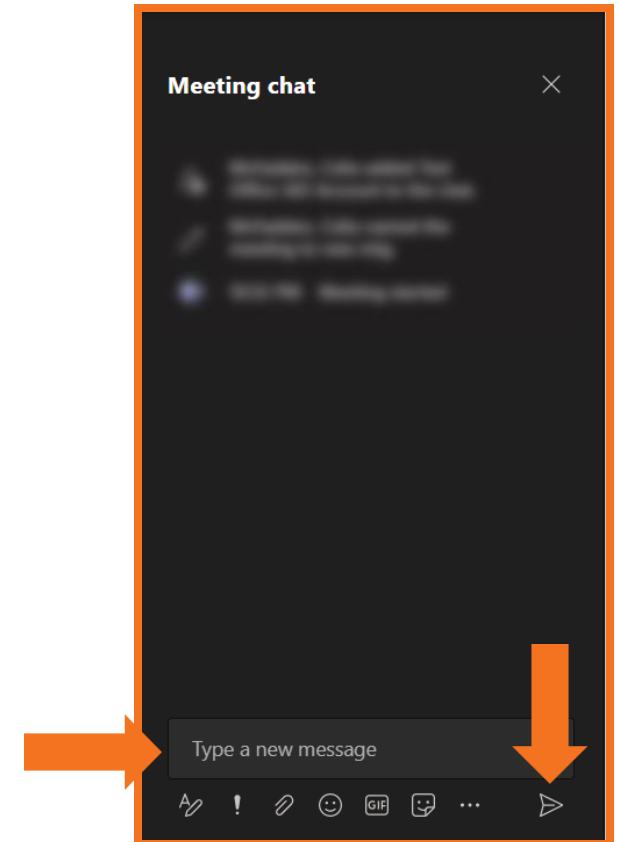
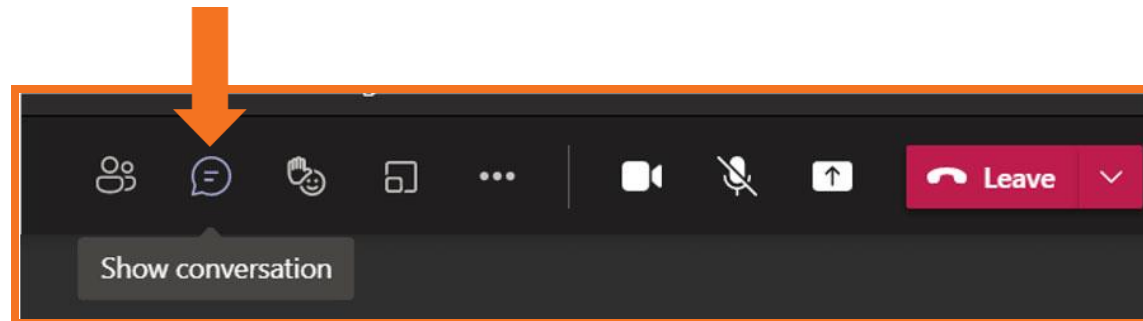
This presentation is being recorded.
The recording and materials will be available later this week at
it.miami.edu/TechTalk

Have a question during the presentation?

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Select **Show Conversation** (if necessary)
Enter your question in the **Meeting chat**.
Type your question in the compose box.
Click the **Send** icon ➤.



Who are we?

PRESENTERS



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TECH THAT WORKS FOR U

Project Management Tools

AGENDA



Task Organization in Microsoft 365



Microsoft To Do



Microsoft Planner



Microsoft Lists



Next Steps



Task Organization In Microsoft 365

Embrace A New Way Of Work With Microsoft 365

Content easily and safely shared

Access & work on files from anywhere

Track with activity & notifications

Tasks are managed across apps

Drive team & personal accountability

Create and assign tasks

Information helps your workflow

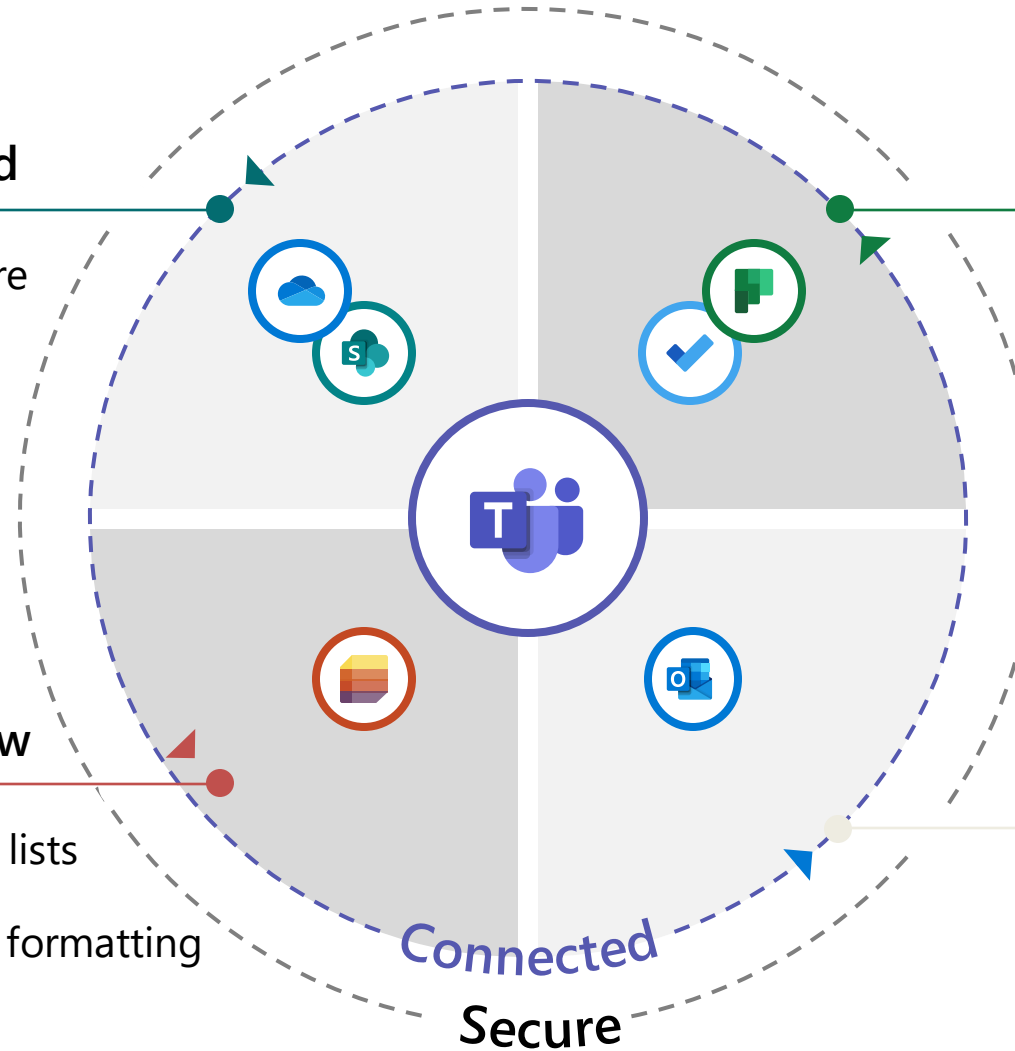
Organize work into simple, powerful lists

Track with rules, views & conditional formatting

Communications are in one place

Coordinate over chat, audio, video

Quickly schedule and attend meetings



Learn more: aka.ms/MSLists

OF MIAMI



Let's Compare



To-Do

Manage your own personal to-do list

Create tasks from Outlook

Share lists and tasks with colleagues



Planner

Task management for teams

Managing projects with large number of tasks

Fixed metadata for fast and easy task management



Lists

Smart information tracking

Track inventory

Build event and travel itineraries

Use as a customizable database

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Microsoft To Do



Use To Do in Outlook to
better manage your tasks

Resources

- Microsoft Support Center: [To Do](#)
- Microsoft To Do [Video Playlist](#)
- Download [Microsoft To Do](#)

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Microsoft Planner

Microsoft Planner



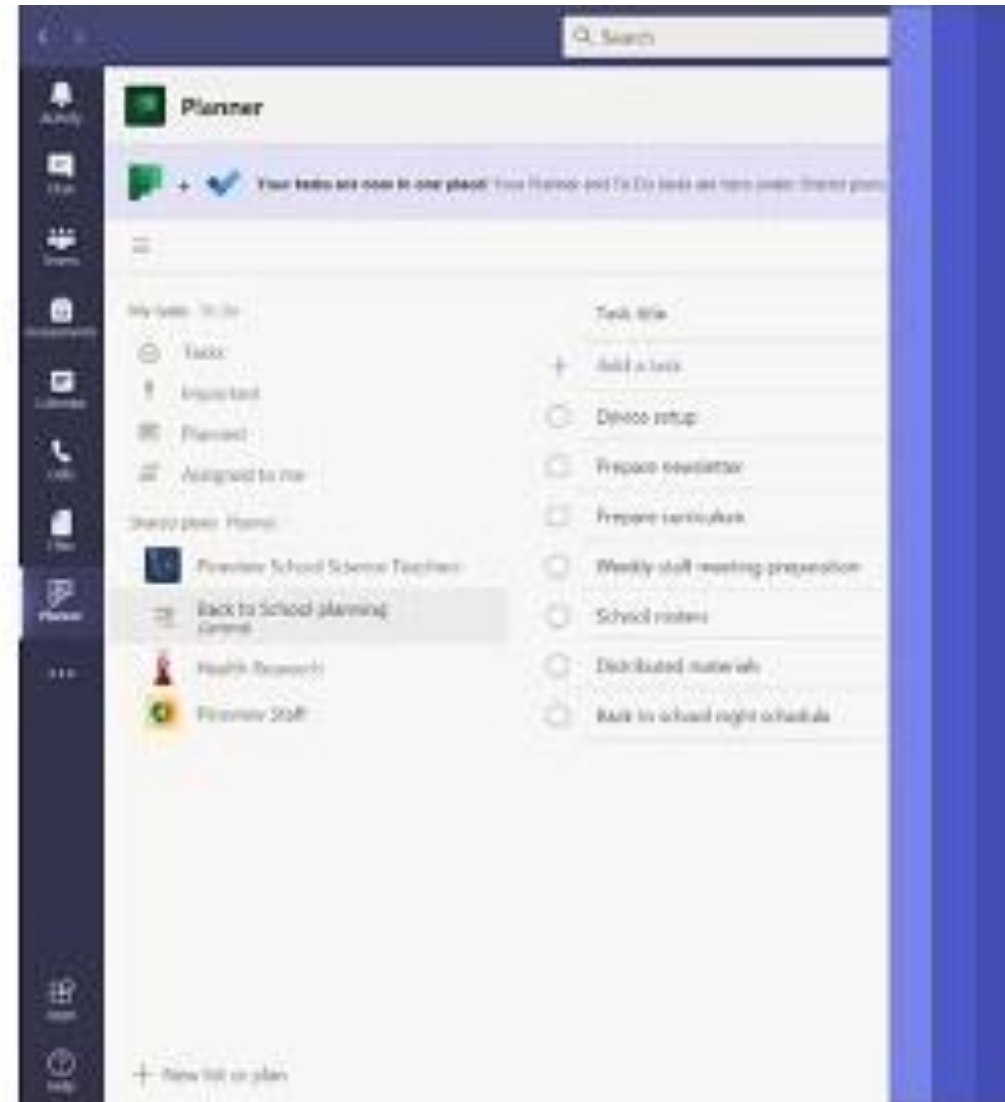
Resources

- Microsoft Support Center: [Planner](#)
- Microsoft Planner [Video Playlist](#)
- Microsoft Planner for [Onboarding](#)

Tasks App In Teams



Tasks app in Teams





Microsoft Lists

Microsoft Lists



Building Rules in Microsoft Lists

Microsoft Lists									
Search									
+ New Export to Excel PowerApps Automate ... All launches									
Sales									
Event itinerary - June Conference									
Session	Session ID	Session type	Description	Speaker(s)	Start time	End time	Duration	Cap	
Breakfast meet & greet	ML001	Meal	Breakfast for all atten...		6/1/2020 09:00AM	6/1/2020 09:30AM	0.5 hour		
Welcome & Introduction	KN321	Keynote	Introduction session ...		6/1/2020 09:30AM	6/1/2020 10:00AM	0.5 hour		
Icebreaker Sessions 1 - 4	BR739	Breakout	Attendees divide into...		6/1/2020 10:00AM	6/1/2020 10:30AM	0.5 hour		
Coffee/Tea/Rest break	ML002	Meal	Transition		6/1/2020 10:30AM	6/1/2020 10:45AM	0.25 hour		
Become a Person of Influence	WS026	Workshop	Explore ways to influe...		6/1/2020 10:45AM	6/1/2020 11:30AM	0.75 hour		
What should you build next?	TK961	Talk	How can you get over...		6/1/2020 11:30AM	6/1/2020 12:30PM	1 hour		
Lunch	ML003	Meal	Enjoy lunch catered b...		6/1/2020 12:30PM	6/1/2020 1:30PM	1 hour		
The evolution of emoji usag...	TK173	Talk	What role do emojis ...		6/1/2020 1:30PM	6/1/2020 2:30PM	1 hour		
TikTok 101: Brands and Influe...	PL840	Panel	Learn about creating ...		6/1/2020 2:30PM	6/1/2020 3:00PM	0.5 hour		
Coffee/Tea/Rest break	ML004	Meal	Transition		6/1/2020 3:00PM	6/1/2020 3:15PM	0.25 hour		
Fireside chat with Jason	KN064	Panel	An intimate gathering...		6/1/2020 3:15PM	6/1/2020 4:00PM	0.75 hour		
Day closing remarks	KN037	Talk	A parting note from t...		6/1/2020 4:00PM	6/1/2020 5:00PM	1 hour		
Fireside chat with Jason	KN064	Panel	An intimate gathering...		6/1/2020 3:15PM	6/1/2020 4:00PM	0.75 hour		
Day closing remarks	KN037	Talk	A parting note from t...		6/1/2020 4:00PM	6/1/2020 5:00PM	1 hour		
Happy hour & networking	NW127	Talk	Go forth and be merry!		6/1/2020 5:00PM	6/1/2020 7:00PM	2 hours		
+ Add new item									

Resources

- Microsoft Support Center: [Lists](#)
- Microsoft Lists [Video Playlist](#)
- Microsoft Lists in the [Real World](#)

Microsoft Training Resources

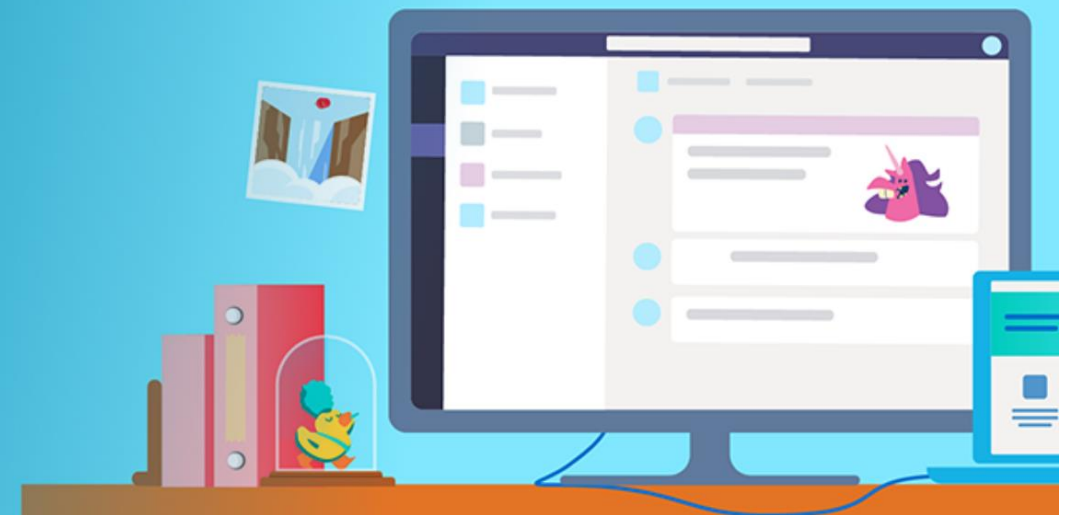
Find training resources and redeem this training code **T-MVDEE6D21** at the [MEC](#)

Microsoft | Educator Center Training ▾ Lesson Plans ▾ Programs ▾ Products ▾ Resources

Set up your hybrid learning classroom

A focused learning environment can be a challenge in hybrid learning. Microsoft Education is here to support multimedia experiences that keep educators, students, and families connected.

GET STARTED



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Any Questions?

Any Feedback?

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Next Steps



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it.miami.edu/TechTalk

Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR code to the right using your phone's camera



<https://bit.ly/3eved4p>



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techtalk@miami.edu

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**Thank you
for attending!**