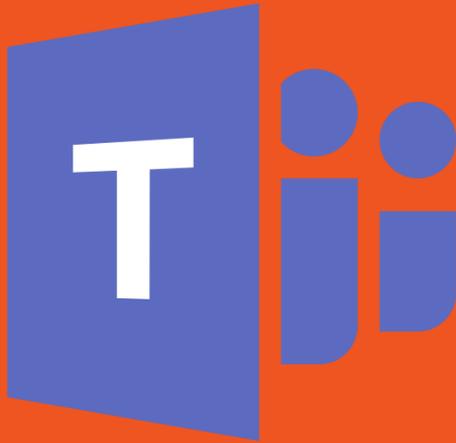


Intro to Teams



Presented by:
Frontier Supply Chain Solutions Inc.



TEAMS

TASKS IN MICROSOFT TEAMS



USING TASKS IN MICROSOFT TEAMS TOPICS OF DISCUSSION

In this section we will discuss using the application "Tasks" to help organize work among different teams for Frontier.

- How to track your tasks in "Tasks by Planner": List View
- Using Buckets, Creating & Assigning Tasks

TASKS

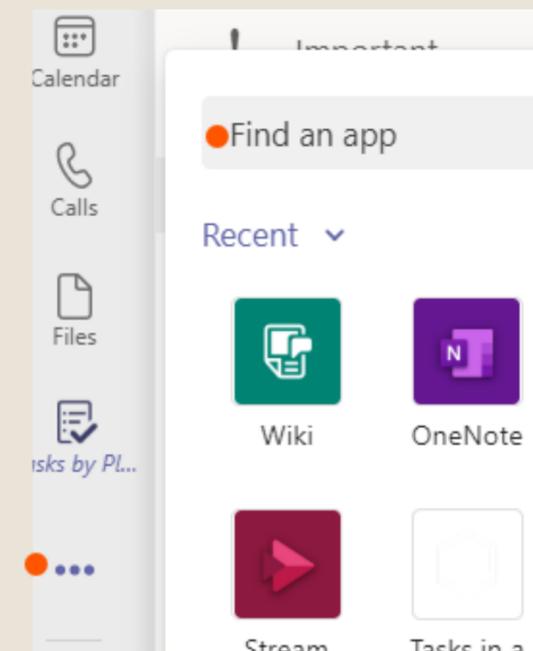
TASKS IN MICROSOFT TEAMS

USING TASKS FOR YOURSELF AND YOUR TEAM

Once you've added the "Tasks App" to your Teams' Channel, you can begin organizing your schedule.

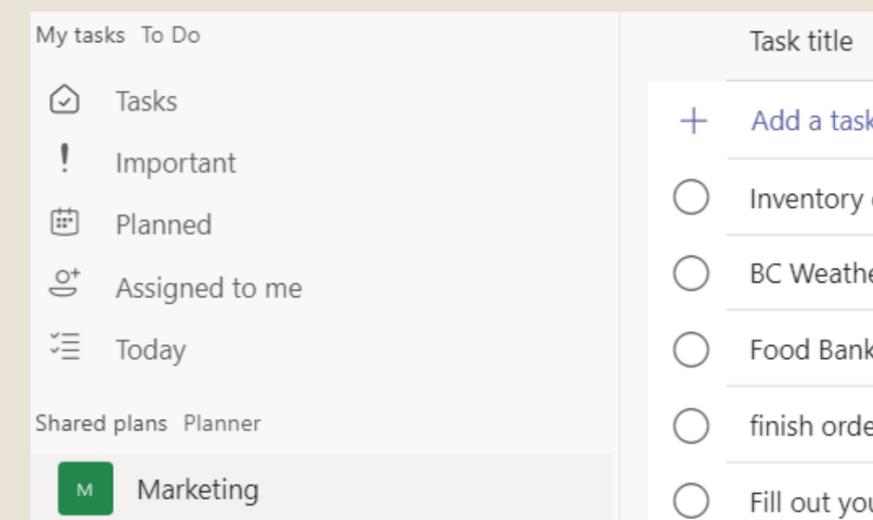
ADD TASKS TO MENU

For Easy access, add "Tasks by Planner" to your navigation menu on the left-hand side



VIEW YOUR TASKS

Once you click into the "Tasks by Planner" tab (you just created) you will be able to view all of your tasks that either you have created or that have been assigned to you. They will appear in order of urgency and due dates (top to bottom)

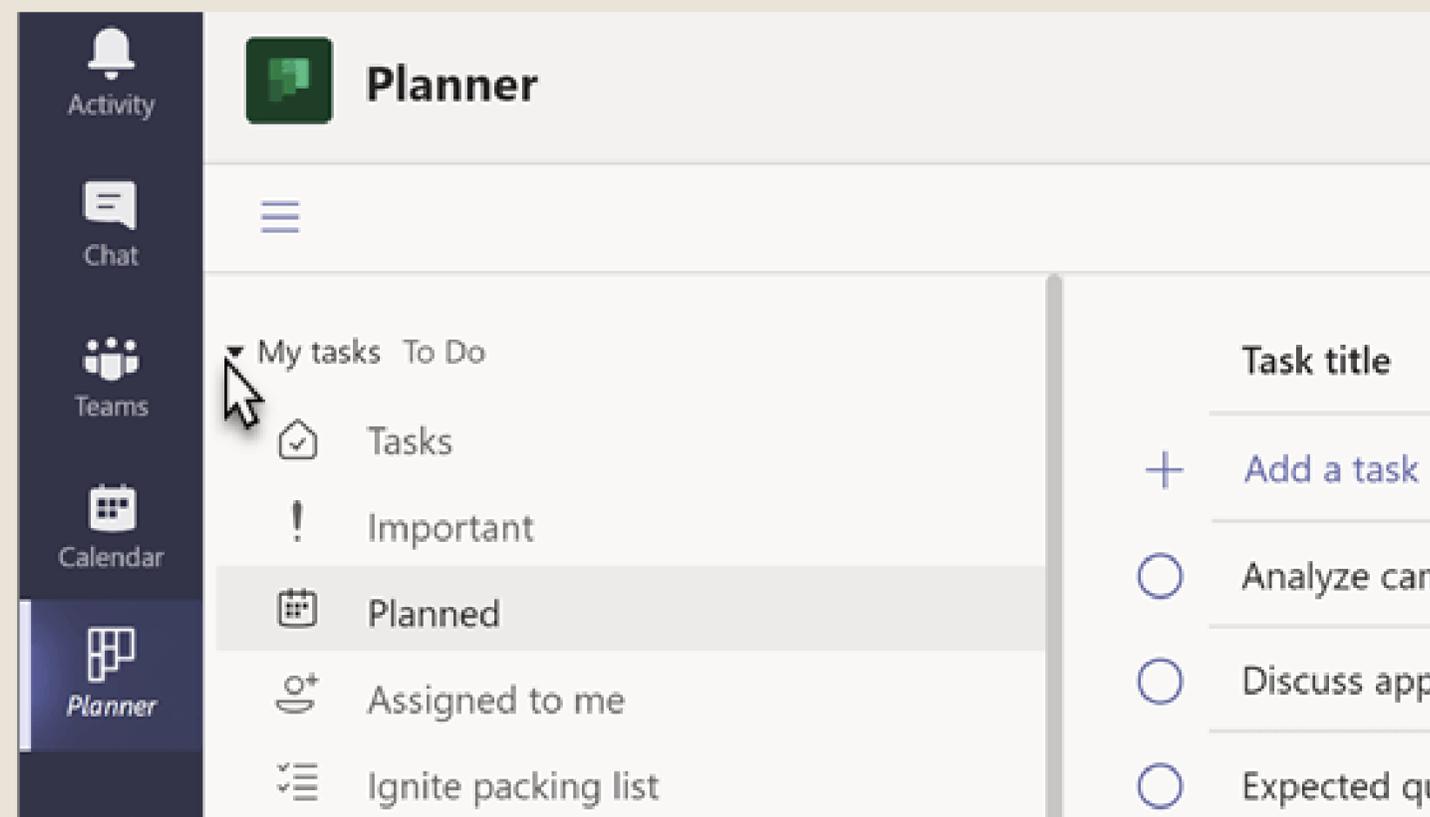


TASKS

SECTIONS EXPLAINED

DIFFERENT SECTIONS OF TASKS EXPLAINED:

- **Tasks:** A list of tasks that you've added either in Outlook or in To Do.
- **Important:** A list of all the tasks in To Do (including the Assigned to me list) that you've marked with a star.
- **Planned:** Includes all of the tasks in To Do (including the Assigned to me list) that have a due date, listed by date so you can plan your time.
- **Assigned to me:** Includes all of the tasks in Planner that have been assigned to you. This list will only show up if you've synced your Planner tasks to To Do.



TASKS

SHARED PLANS

TRACK YOUR SHARED PLANS - LIST VIEW

A unique feature of the Tasks app is "List View" which displays tasks and information associated with each task in rows and columns. List view allows you to change many tasks at once, filter your tasks, and organize each based on urgency and/or due date.

		All Active ▾	Filter ▾	List	Board	Charts	Schedule
Task title		Assigned to	Priority	Due	Bucket ↓		
+ Add a task							
<input type="checkbox"/> Negotiate pricing ...	⊖	 Elva Hebert	↓	7/8	Pre-Process		
<input type="checkbox"/> Record supplier n...	⊖	 Elva Hebert	!	7/11	Pre-Process		
<input type="checkbox"/> Evaluate supplie...	<input type="checkbox"/> ⊖	 Greta Gilliam	↓	7/18	Pre-Process		
<input type="checkbox"/> Review suppliers s...	⊖	 Brittney Beach		7/30	Pre-Process		

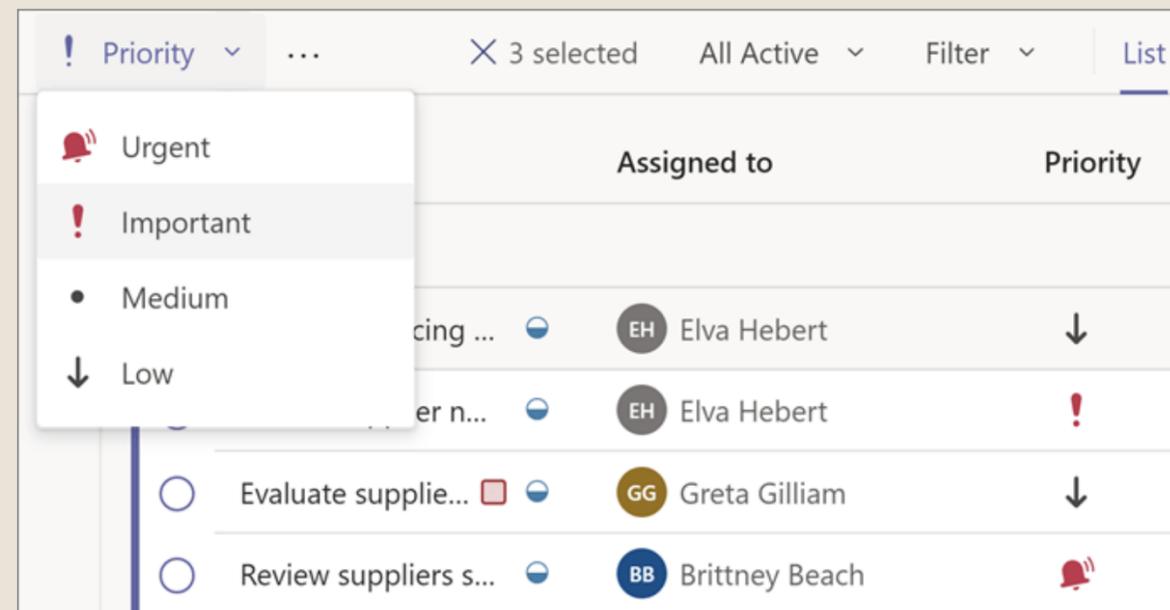
TASKS

SHARED PLANS

TRACK YOUR SHARED PLANS - CHANGE MANY TASKS AT ONCE

To change several tasks at the same time, or do a "bulk edit", follow these steps.

1. Select a task by clicking or tapping somewhere on the task that is not the Complete circle or the name of the task.
2. Press and hold the SHIFT key to select multiple consecutive tasks, or press and hold the CTRL key to select multiple nonconsecutive tasks.
3. Above the tasks list, on the left, choose Progress, Priority, or Due date and choose an option. You can also choose "More options" and then select Delete, Move task., or more. Options can vary depending on the list you're viewing.



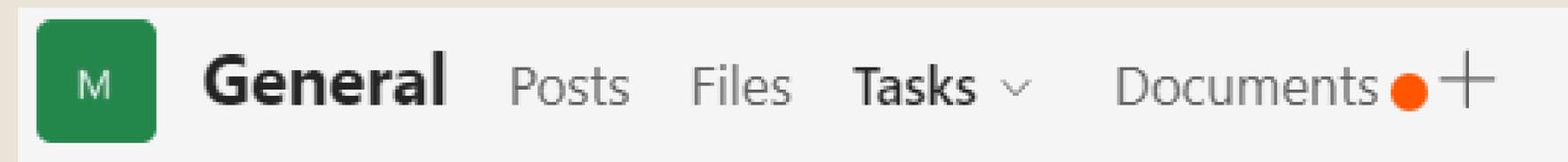
TASKS

ORGANIZING: BUCKETS

ORGANIZING YOUR TASKS USING BUCKET:S

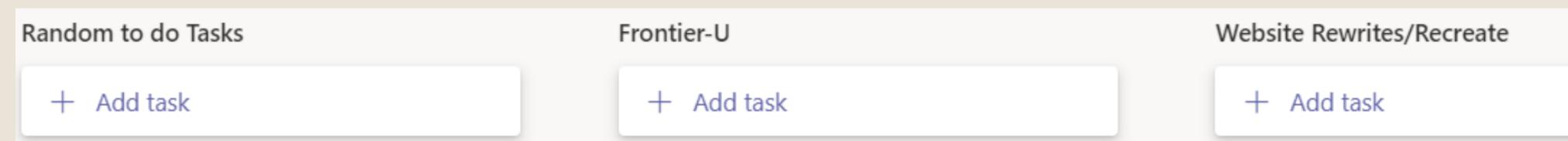
STEP 1:

Add the "Tasks" application to the Team and/or Channel you want to organize. Assign the Tasks app to the main menu along the top for easy access.



STEP 2: BUCKETS

Buckets are the different areas that help you organize your tasks into categories. In the example below you can see that there are three buckets: "Random to do", "Frontier-U" and "Website Rewrites/Recreate"



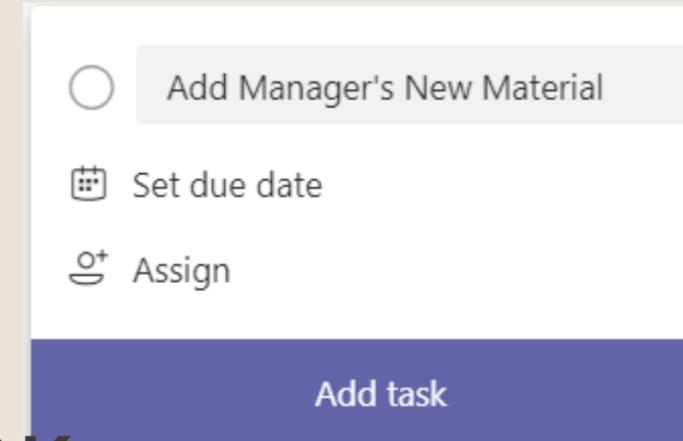
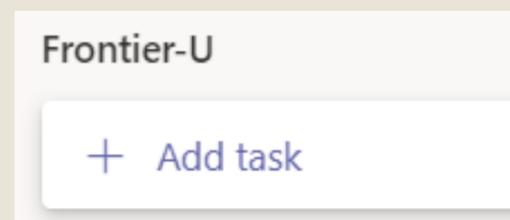
Every *task* that falls under a specific category should be added under its respective bucket. For example, when a manager sends new material to be added to Frontier-U, this person will add a task to the Frontier-U Bucket naming it "Add Manager's New Material".

TASKS

ORGANIZING: BUCKETS

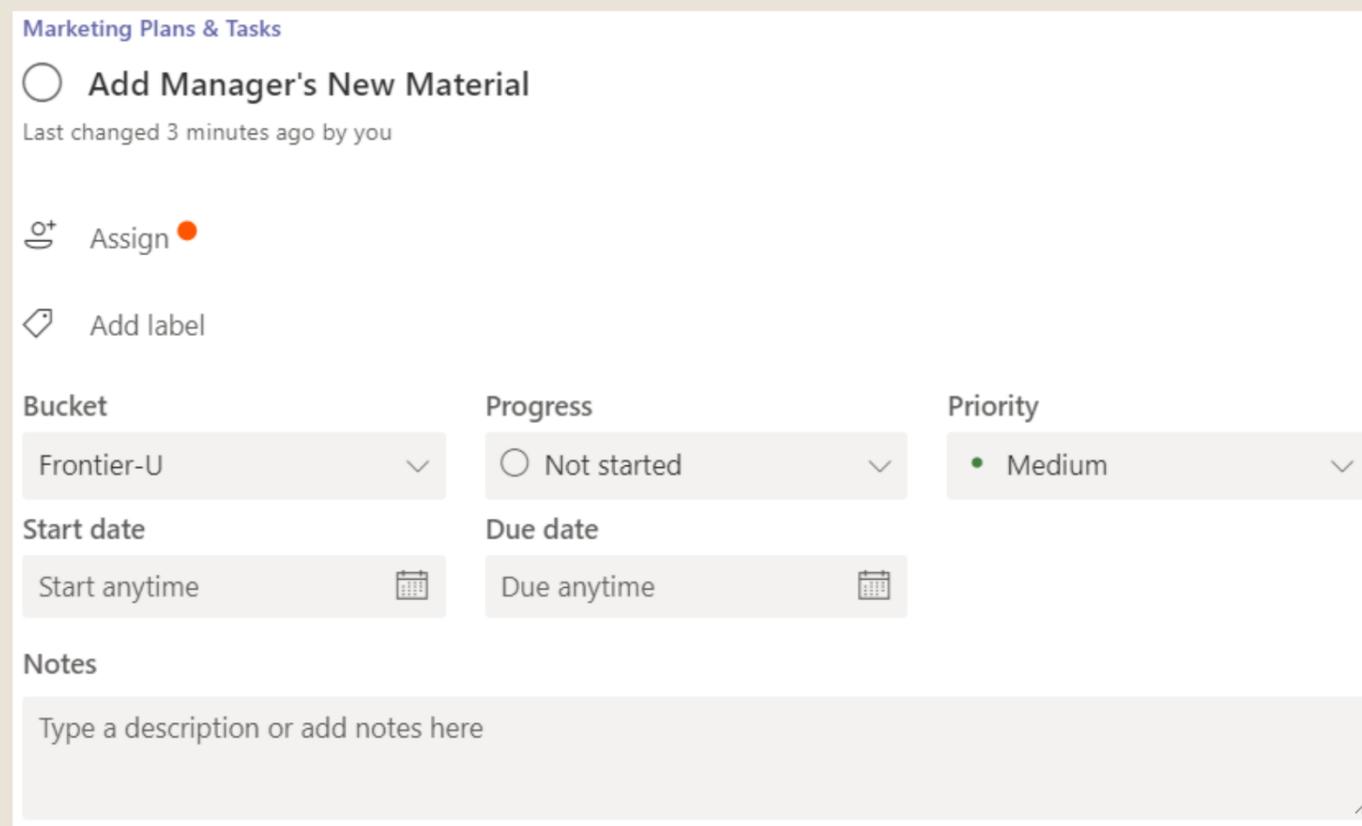
STEP 3: ADD A NEW TASK

Click the + symbol under the chosen bucket.



STEP 4: ORGANIZING THE TASK

If you are working on a team with other people and this task is relevant one or more, this is a great way to keep everyone on the same page. Click the +assign, and add any members you wish to include in this task.



TASKS

ORGANIZING: BUCKETS

STEP 5: ORGANIZING THE TASK

Here you can create a timeline for when the task should begin and be completed by in addition to how important it is in respect to other tasks. Under notes you should give a description of what the task is and the goals you and your team wish to achieve for completion.

Bucket	Progress	Priority
Frontier-U 	<input type="radio"/> Not started 	<input checked="" type="radio"/> Medium 
Start date	Due date	
Start anytime 	Due anytime 	
Notes		
Type a description or add notes here 		

TASKS

ORGANIZING: BUCKETS

CHECKLIST

Here you can add smaller tasks to the checklist that will help keep track of the teams' or individuals progress.

ATTACHMENTS

You can add attachments that everyone can view and work on together.

COMMENTS

When you add something new or have a question/comment for the other members of the team you can type it here. Everyone who has been assigned to this task will receive the message in their Outlook.

Checklist

Add an item

Attachments

Add attachment

Comments

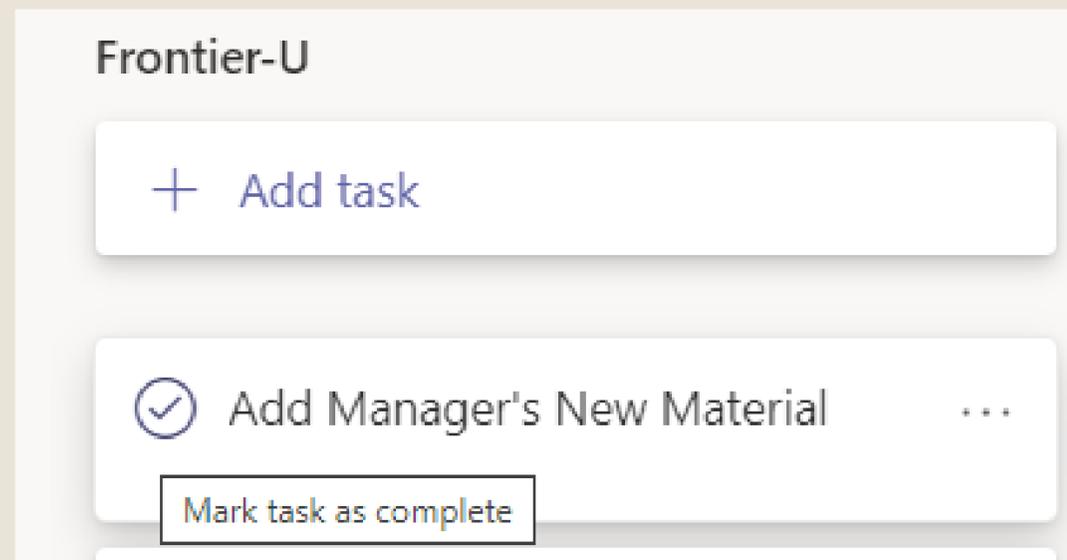
Type your message here

TASKS

ORGANIZING: BUCKETS

STEP 6: COMPETE THE TASK

When you complete the task, check it as complete. It will disappear.



STEP 7: RECALLING AN OLD TASK

You can view all of your completed tasks at the bottom of the bucket. Click the down arrow to reveal and revisit all past projects.

