

## Sign in and open

1. Use any browser to open the WPI portal at <https://portal.wpi.edu>.
2. Sign in using your WPI email address and WPI password.
3. Select the Office 365 app launcher  at the top left of the portal.
4. Select the **Planner** tile in the app launcher.  
Note: If you don't see the Planner option, you may need to select **All Apps** or **Explore all your apps** to find it.
5. Click **Recent Plans** or **All Plans** to choose a plan.



## Using Planner

The screenshot shows the Microsoft Planner interface for a plan named 'Simple Soiree'. The interface includes a left-hand navigation pane with options like 'New plan', 'Planner hub', 'My tasks', and 'Recent plans'. The main area displays a 'Board' view with buckets: 'To Buy' (containing 'Decorations'), 'To Bake' (containing 'Stuffed Sausage & Cheese Bread' and 'Strawberry Cheesecake'), and 'Add new bucket'. A task card for 'Stuffed Sausage & Cheese Bread' is expanded, showing a due date of '08/30' and assigned members 'Raisin, Randy' and 'Sunflower, Sally'.

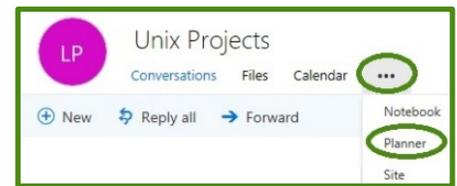
Callout boxes provide the following information:

- Name of Group this Plan belongs to:** Simple Soiree
- How to view this Plan:** Board
- More Plan options &:** (represented by the three-dot menu icon)
- Members of Group; all can access this Plan:** RR (Raisin, Randy)
- How to view:** Group by Bucket
- Name of Bucket in this Plan:** To Buy
- Add new Task to this Bucket:** (represented by the plus icon)
- Name of Task in this Bucket:** Stuffed Sausage & Cheese Bread
- Task Due Date & Member assigned:** Due 08/30, RR (Raisin, Randy)
- Add new Bucket to this Plan:** Add new bucket

## Use Planner in Groups

Group members and owners can add and view plans.

1. Open **O365 Outlook for the Web**
2. Open a Group
3. Near the Group name click the **Ellipsis** to see more, then click **Planner**



## Use Planner in Teams

Team members and owners can add and view plans.

1. Open **O365** , click on **Teams**
2. Near the Team name click the **Ellipsis** to see more, then click **Manage Team**
3. Click **Apps**, click **Planner**, click **Available**
4. Select options to create a new plan or use an existing plan, click **Save**.

