

Coffee Chat May 4, 2022

LRN Training—Microsoft TEAMS Essential Training

Pre-recorded trainings available for you to use at your convenience

Tasks

Add “Tasks By Planner App” if you would like to start using this feature to either schedule tasks for yourself or for someone else.

Add New Bucket for your topic that you want

Notification sent, via email, when task is completed or assigned is sent

For using Zoom within your Scheduling Assistant, be sure to click SSO (key symbol, located at the bottom of the screen) and enter PSU when you are scheduling your meeting using Zoom