



Supercharge Microsoft Teams with the Newest Apps: Tasks and Lists

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Unleash the Power of You

Agenda

- The Hub for Teamwork
- Organize Work with Lists
- Unify Task Management with Tasks
- Work and Project Management Guidance



The Hub for Teamwork



One Stop Shop For Your Team



Communicate: Chat, calls & meetings for today's teams



Collaborate: Deeply integrated Office 365 apps



Customize & Extend: 3rd party apps & existing systems



Work w/ Confidence: Enterprise security, compliance & manageability



Collaborative work management with Microsoft 365

Content easily and safely shared

Access & work on files from anywhere
Track with activity & notifications

Information helps your workflow

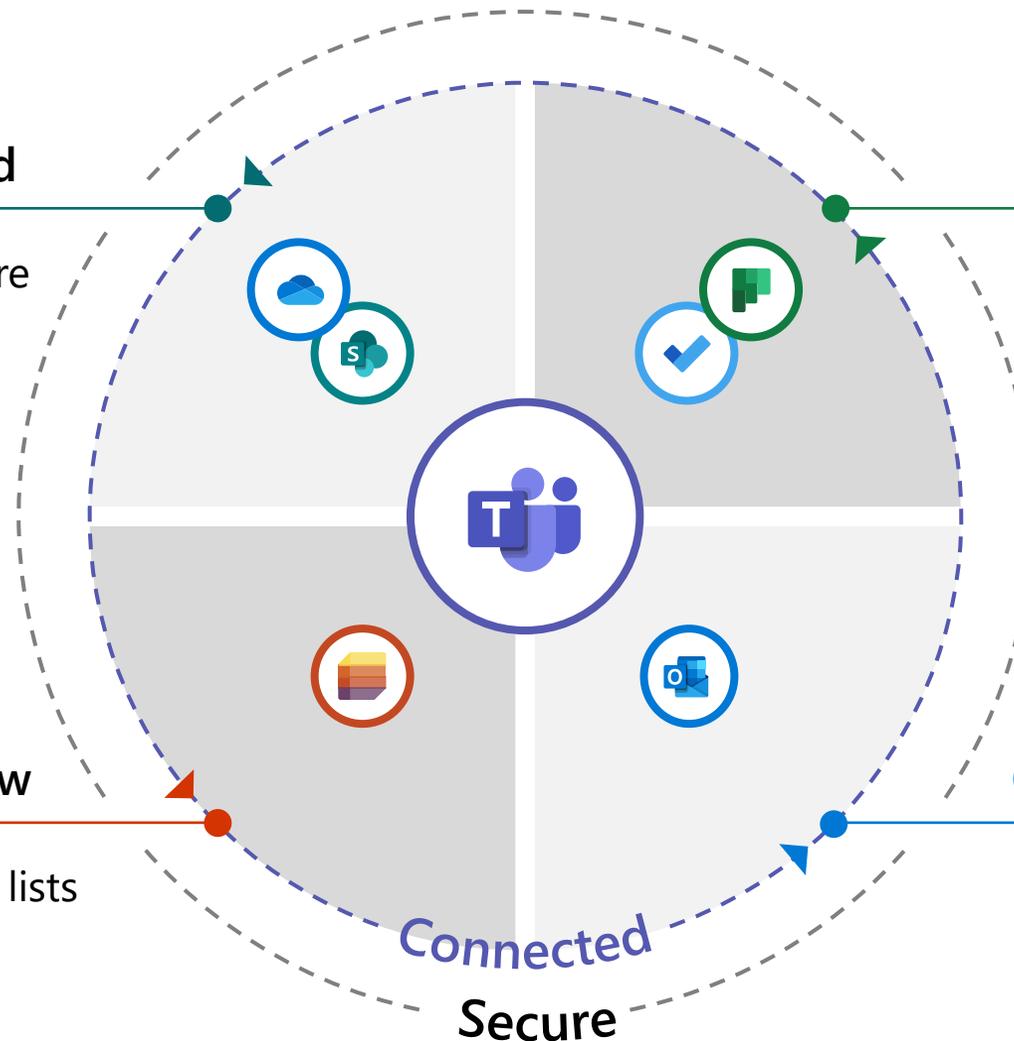
Organize work into simple, powerful lists
Track with rules, views & conditional formatting

Tasks are managed across apps

Drive team and personal accountability together
Create and assign tasks using @mentions

Communications are in one place

Coordinate over chat, audio, video
Quickly schedule and attend meetings



Organize Work with Microsoft Lists



Track what matters most with Microsoft Lists



Simple

Easily create, share, and track lists with anyone, on any device



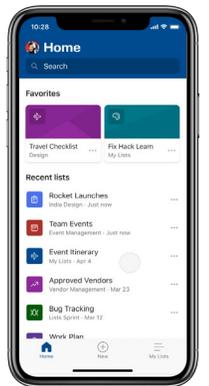
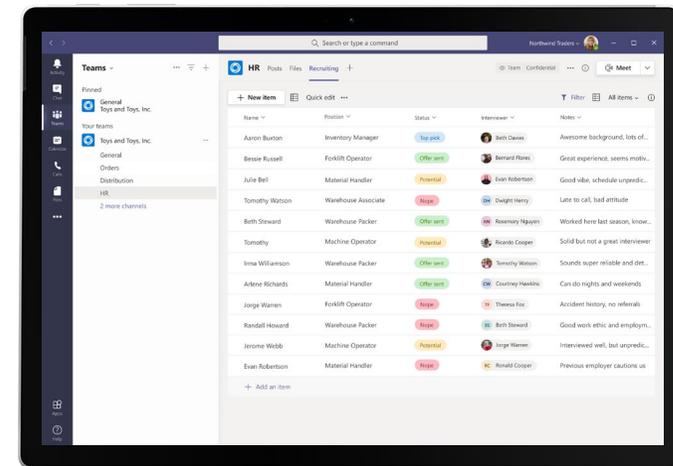
Smart

Keep everyone in sync with rules and quick edits

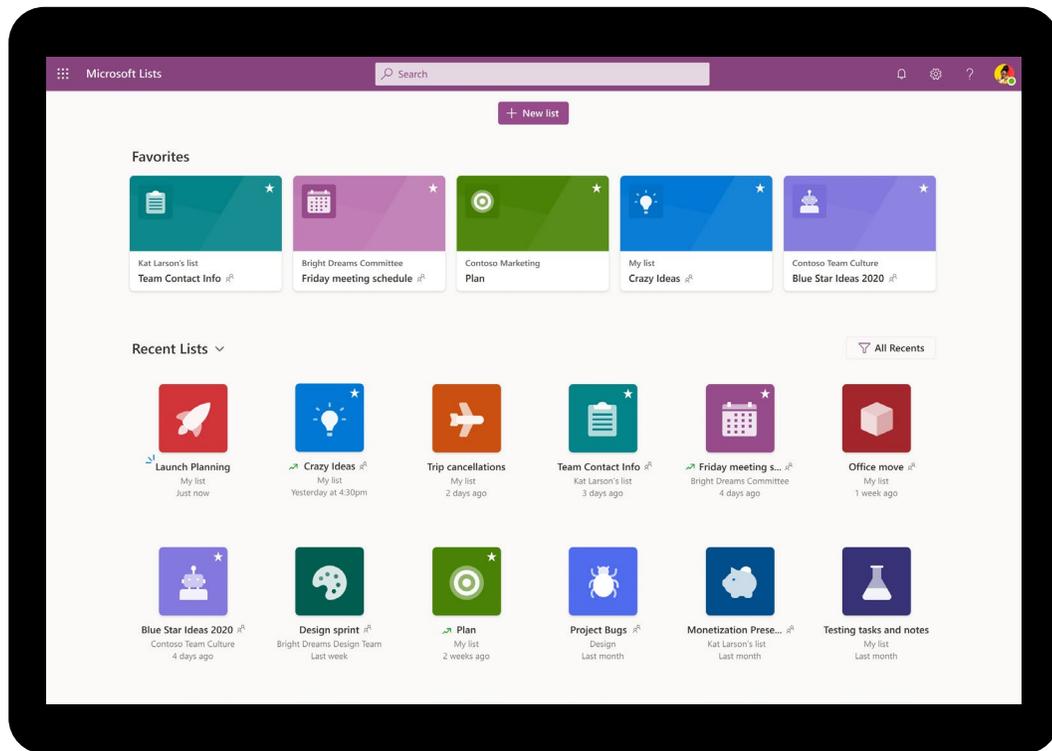


Flexible

Customize your lists for whatever your business needs

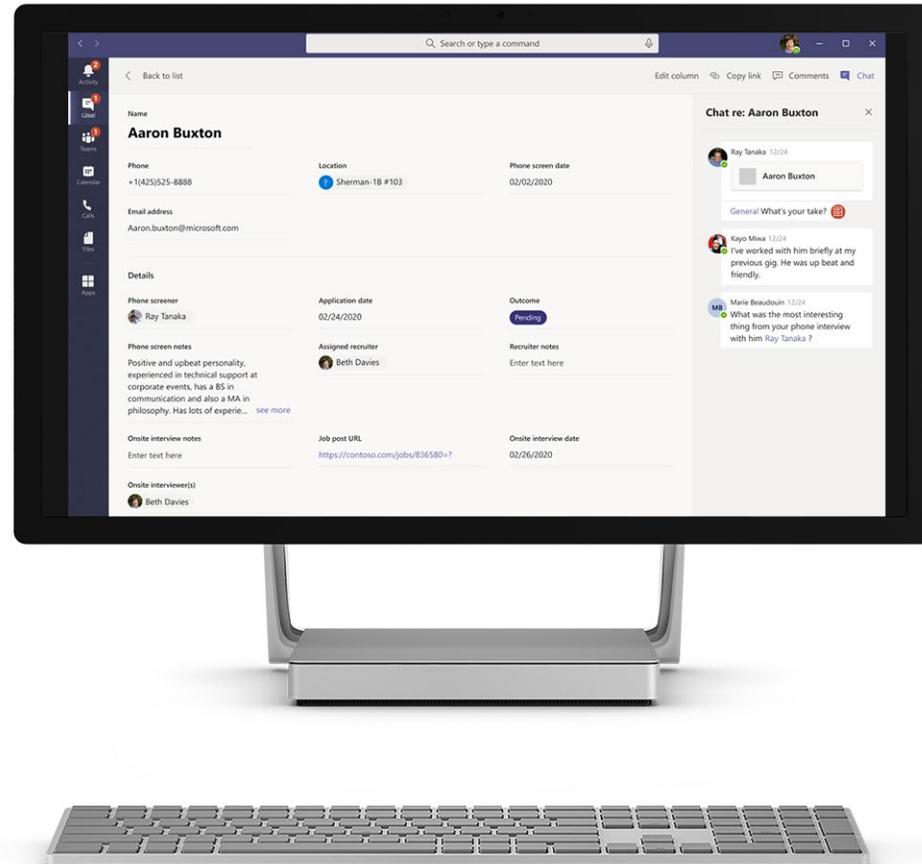
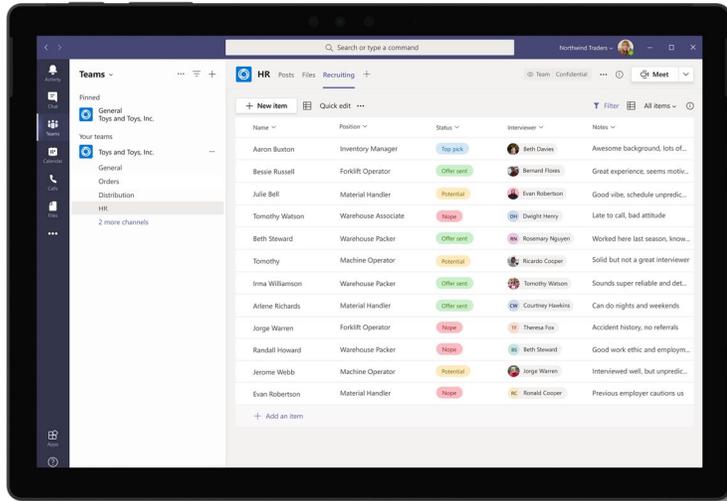


Create a new list and share it with colleagues



- Start from anywhere:
 - Lists app
 - Import a data table from Excel
 - Lists app in Teams
 - SharePoint
- Track issues, assets, activities and more
- Configure and refine with:
 - Filters and views
 - Color formatting
 - Ready-made templates

Start and use a list from within in Microsoft Teams



- Create new or bring in existing
- Start from a ready-made template
- Chat, @mention, and collaborate
- Share individual list items

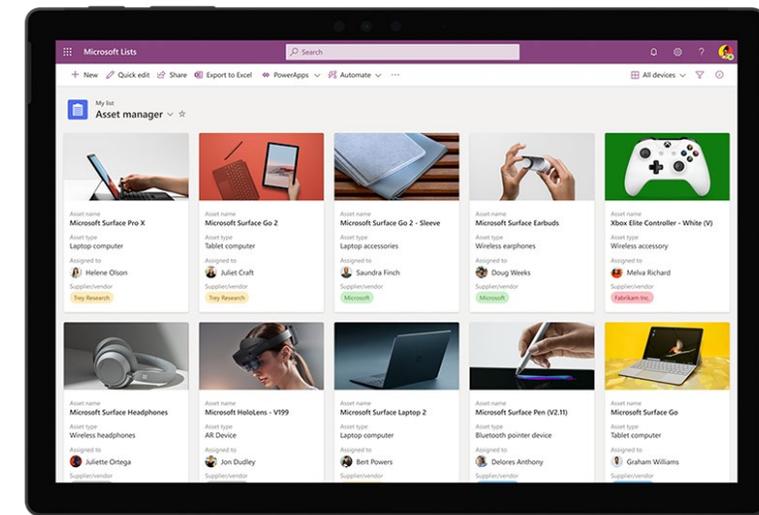
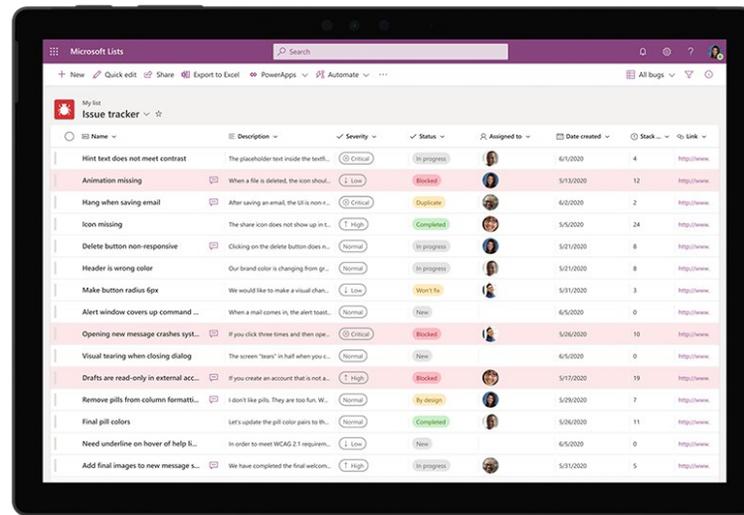
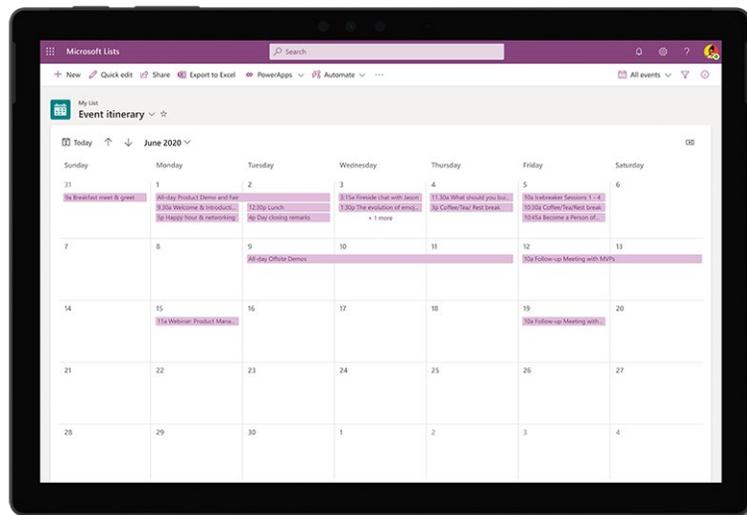
Personalize your list with a few clicks

Default views help visualize your information:

- Calendar
- Grid
- Gallery

Configurable formatting, views and forms promote your data with personality:

- Conditional formatting
- Show/hide filters
- Header and footer customization



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Microsoft Lists

Microsoft Lists – Frequently Asked Questions (FAQs)



Microsoft Lists is an evolution of SharePoint lists (using the same infrastructure)



Microsoft Lists is not a task app



My lists data are kept in individual's personal storage in Microsoft 365 (like OneDrive to files)



Microsoft Lists is available for commercial and government clouds



Microsoft Lists has begun rollout, targeted completion October 2020; Lists mobile app later in the year



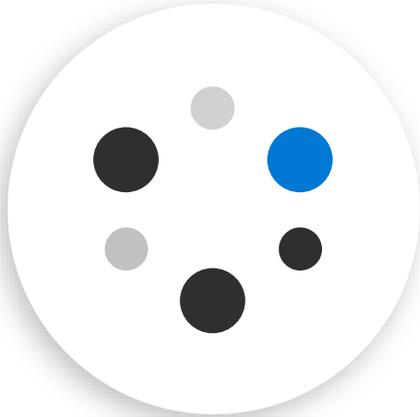
List rules are not based on Power Automate and integration continues



List comments are stored in a list's schema

Unified Task Management in Microsoft 365

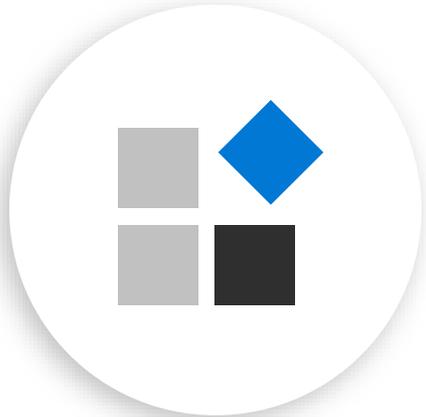
Core principles of task management in Microsoft 365



Coherence

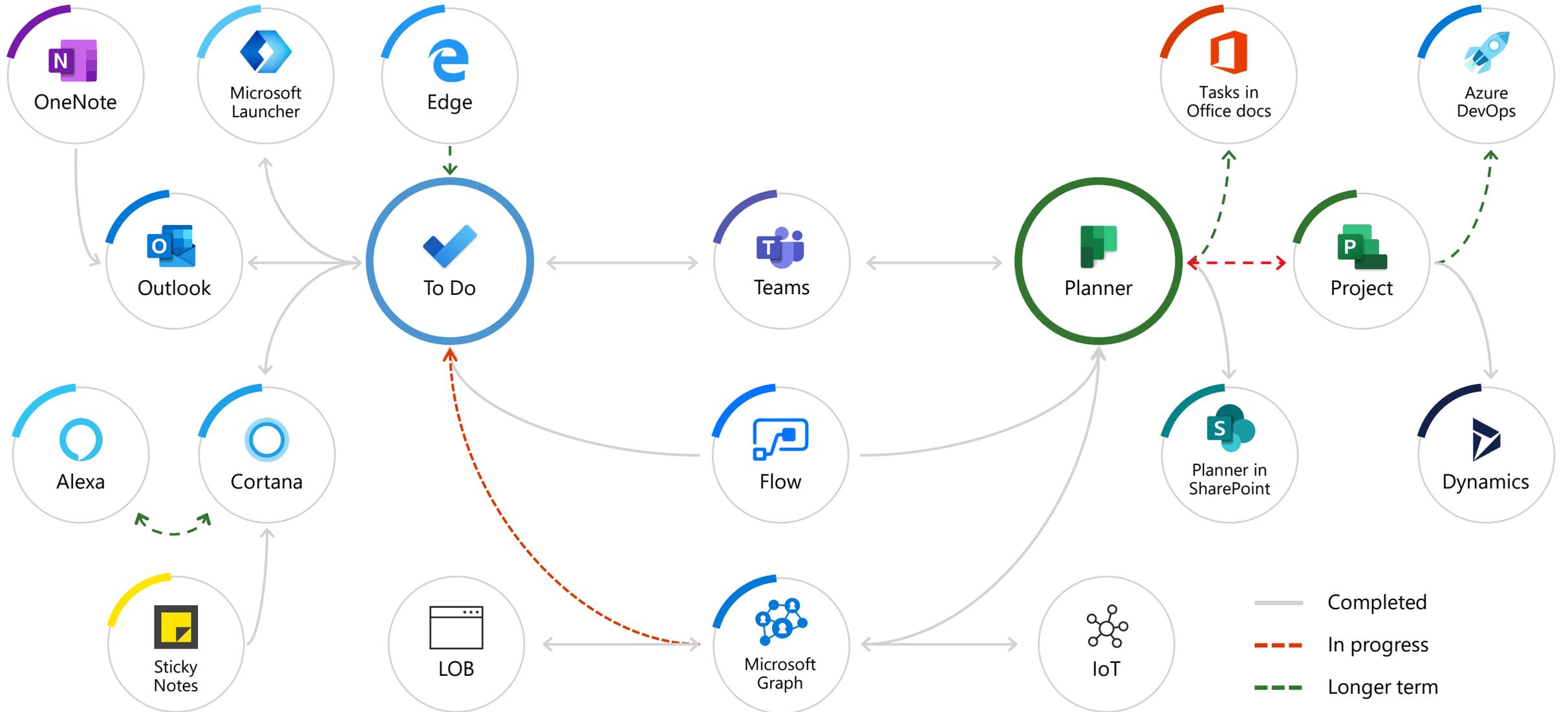


Intelligence



Integration

Tasks across Microsoft apps and services





Teams: Tasks in Teams

Manage all your tasks in one place

Automatically bring all your individual tasks from To Do and team tasks from Planner into Teams

The **app** shows all individual and team tasks; the **tab** shows all team tasks

Both experiences are nearly identical to those in To Do in Planner—so there's nothing new to learn

Tasks sync between To Do and Planner automatically

Choose the best view for you

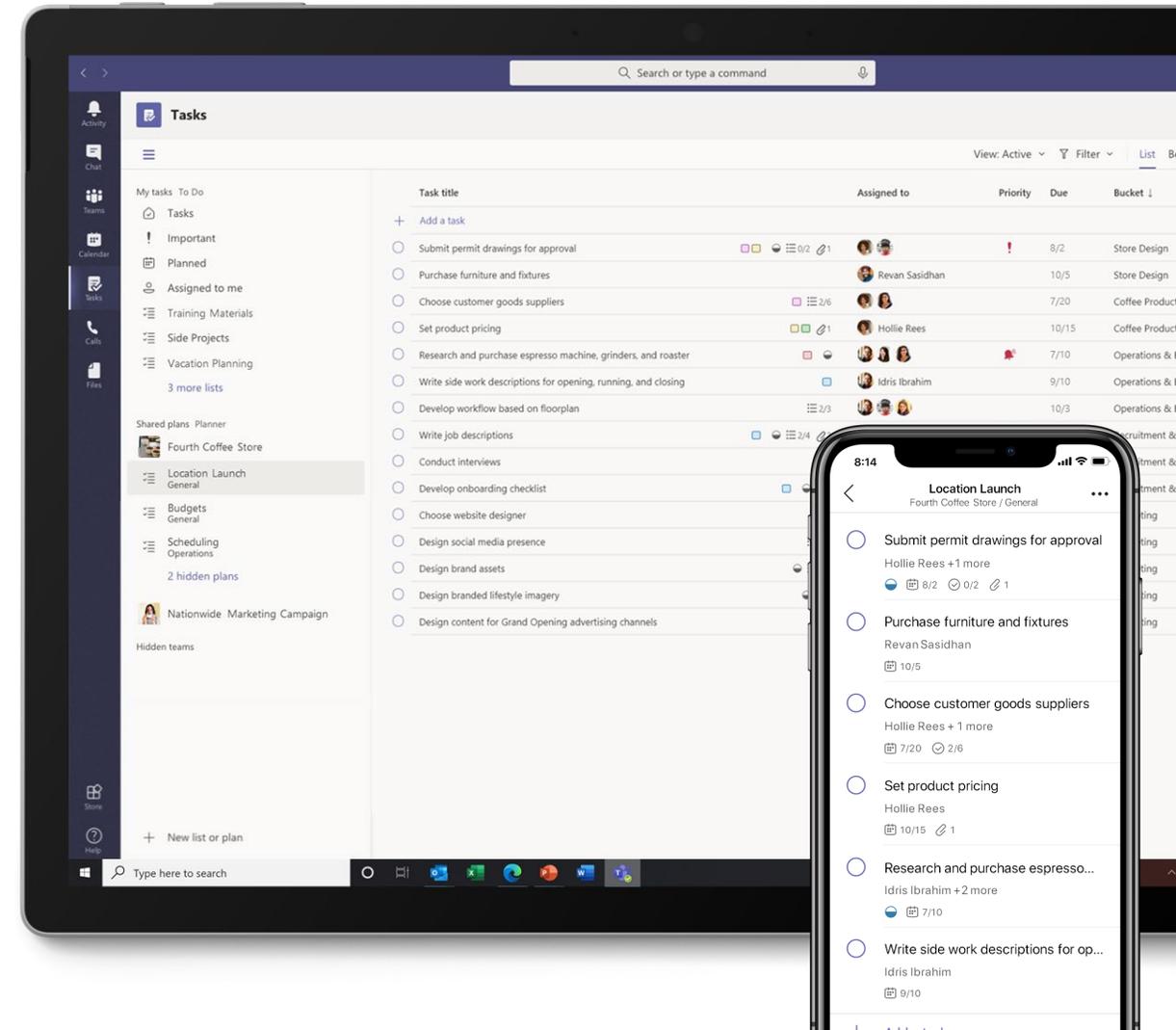
Organize tasks in Board, Charts, Schedule, or List views*

Meet your deadlines

Receive notifications through your Teams Activity feed and Chat pane anytime you're assigned new tasks

Assign tasks across locations

Create a master task list at the corporate level, then push specific tasks to targeted Firstline Worker locations



*List view is the only available view for Tasks in Teams on mobile

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Tasks in Teams

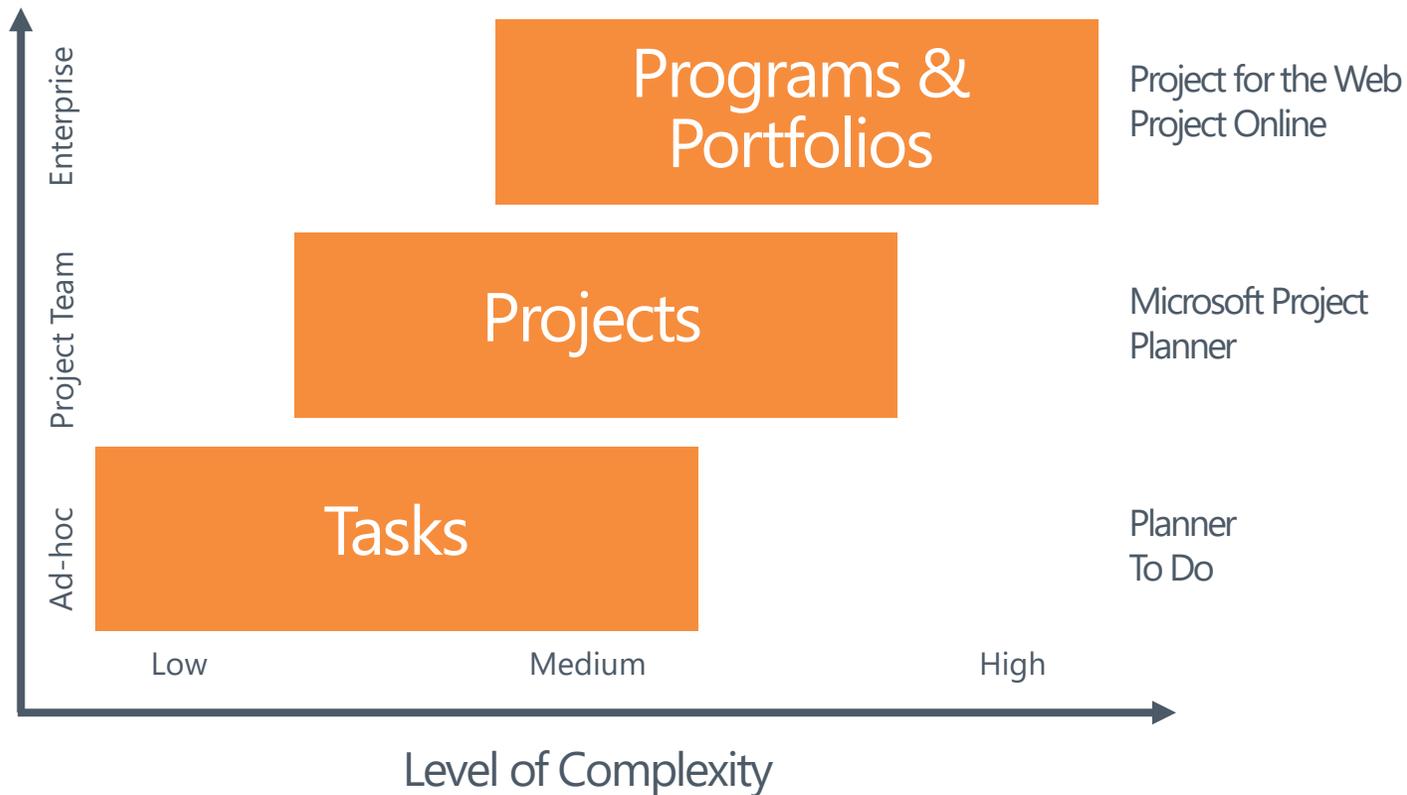
Work and Project Management Guidance



When to Use Microsoft Lists, Planner, Tasks and To Do

	Microsoft Planner	Microsoft Lists	Microsoft To Do	Tasks in Microsoft Teams
Store team-based tasks				
Store personal tasks	Only from perspective that <i>you</i> have a task in a <i>team</i> task list	Only from perspective that <i>you</i> have a task in a <i>team</i> task list		
Displays Planner tasks				
Displays List tasks				No, but you can add the List to your Team as a tab
Displays To Do tasks				
Central listing of most of your tasks in Microsoft 365				

Project Management w/ Microsoft 365



Bring together

All tasks, projects, portfolios

Goals of individual, team, org

Provide

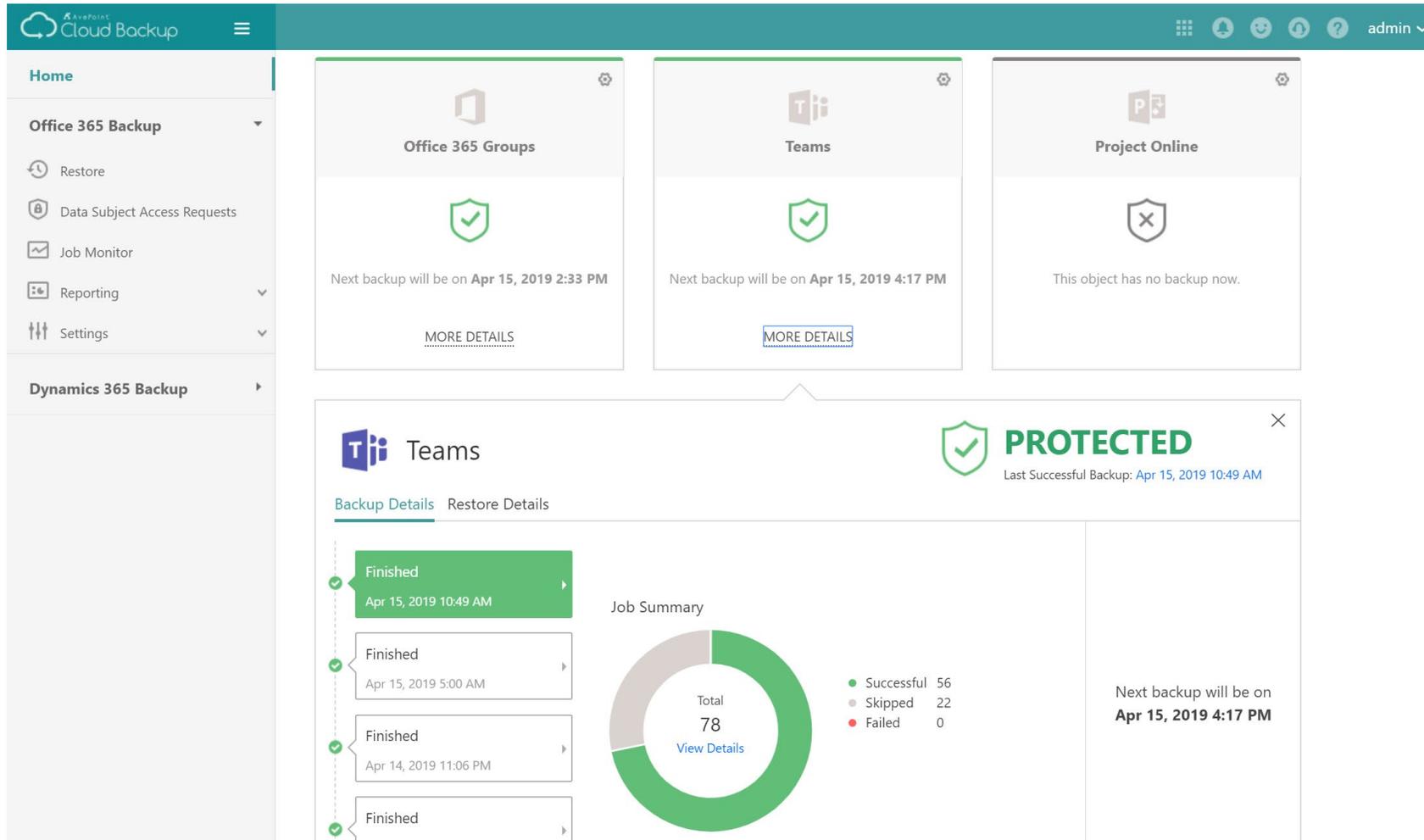
Right tool for each job

Familiar, intuitive, always on

Extensible platform

Visibility across all work

Extended Retention with



The screenshot displays the AvePoint Cloud Backup interface. The top navigation bar includes the logo, a menu icon, and user information (admin). The left sidebar lists navigation options: Home, Office 365 Backup (with sub-items: Restore, Data Subject Access Requests, Job Monitor, Reporting, Settings), and Dynamics 365 Backup.

The main content area features three overview cards:

- Office 365 Groups:** Status is Protected (green shield with checkmark). Next backup: Apr 15, 2019 2:33 PM.
- Teams:** Status is Protected (green shield with checkmark). Next backup: Apr 15, 2019 4:17 PM.
- Project Online:** Status is Not Protected (grey shield with X). Message: "This object has no backup now."

The Teams card is expanded to show a detailed view:

- Teams Overview:** Status is **PROTECTED** (green shield with checkmark). Last Successful Backup: Apr 15, 2019 10:49 AM.
- Backup Details:** A vertical timeline shows four completed backup jobs, all marked "Finished" with green checkmarks and timestamps: Apr 15, 2019 10:49 AM, Apr 15, 2019 5:00 AM, Apr 14, 2019 11:06 PM, and Apr 15, 2019 5:00 AM.
- Job Summary:** A donut chart shows the results of the latest backup:
 - Total: 78
 - Successful: 56 (green)
 - Skipped: 22 (grey)
 - Failed: 0 (red)
- Next Backup:** Next backup will be on **Apr 15, 2019 4:17 PM**.

What We Covered

- The Hub for Teamwork
- Organize Work with Lists
- Unify Task Management with Tasks
- Work and Project Management Guidance





The Intrazone

 aka.ms/TheIntrazone



Using and Tailoring Microsoft Teams for Your Organization

How to handle surging activity in Teams and boost security and compliance

[Claim My Free eBook](#)



Let's Connect

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thank you

Gracias

ευχαριστώ

Danke

Grazie

благодаря

Hvala

Obrigado

Kiitos

شكراً

Tak

Ahsante

Teşekkürler

متشكراً

Salamat Po

감사합니다

Cám ơn

شكريه

Terima Kasih

Dank u Wel

Děkuji

நன்றி

Köszönöm

ありがとう
ございます

ໜ້ອຍຄຸນຄຳ

Dziękuję

谢谢

Tack

Mulțumesc

спасибо

Merci

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多謝晒

дядкую

Ďakujem