

# Tech Tip

## Add a New Task in Microsoft Planner

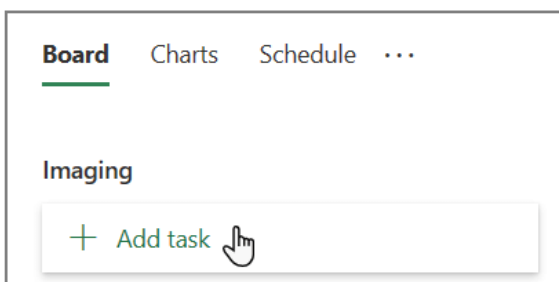
MODERN OFFICE

Microsoft Planner enables you to create content-rich tasks containing details such as due dates, priorities, attachments, checklists, and extra elements such as colour-coded labels.

Adding granular detail to your tasks in Planner facilitates greater task visibility and management. For example, adding a priority and due date to a task card allows members to easily see which tasks should be completed first. This Tech Tip outlines how to add a new task to a plan as well as add various task details.

### Add a new task to a plan

1. To add a new task to a plan, select **+ Add task** in the bucket that you want to add a task to.

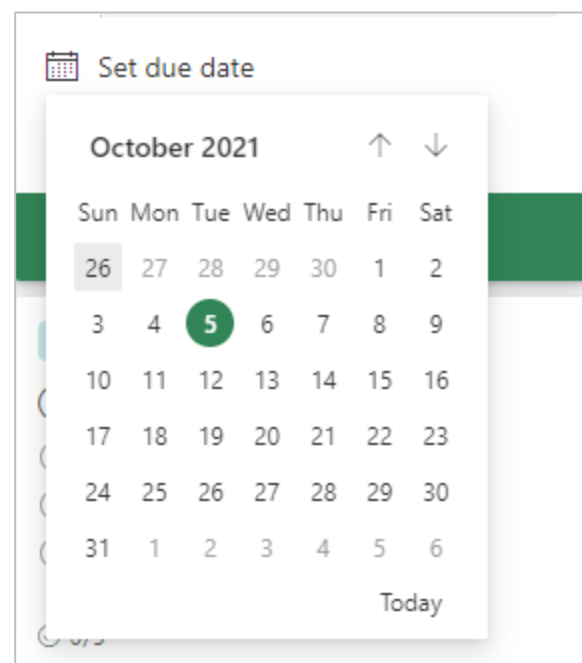


2. Type the name of your task in the **Enter a task name** field.

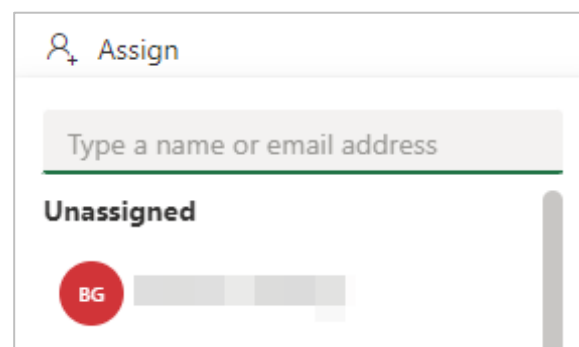
**Tip:** You can create multiple tasks in the same bucket quickly by typing each task name then pressing **Enter**. A new task box will appear each time, ready for the next task name to be entered.

You can also choose to set a **Due Date** and **Assign** plan members to the task.

To add a task deadline, select **Set Due date** then select the date you want to add.



To assign a task to a plan member, select **Assign** then type the name of the person you want to add.



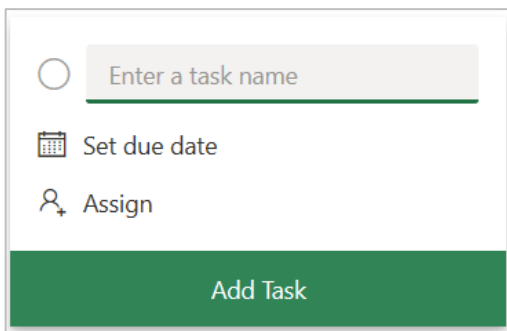
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### 3. Select **Add Task**.



Please note that you will have the chance to edit these settings and add more details to your task once it has been created.

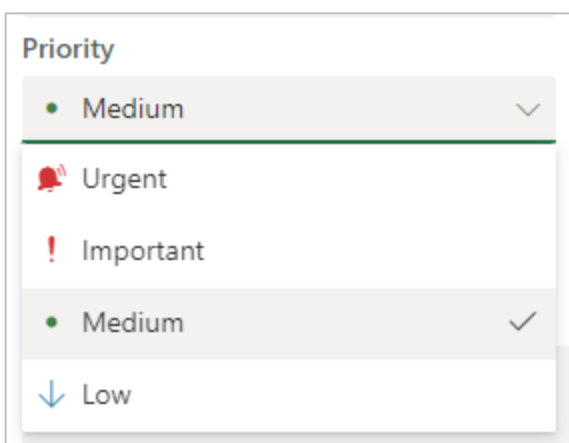
### Add more task details

You can add more details to your tasks such as **Priority, Progress, Start date, Due date,** and **Comments**.

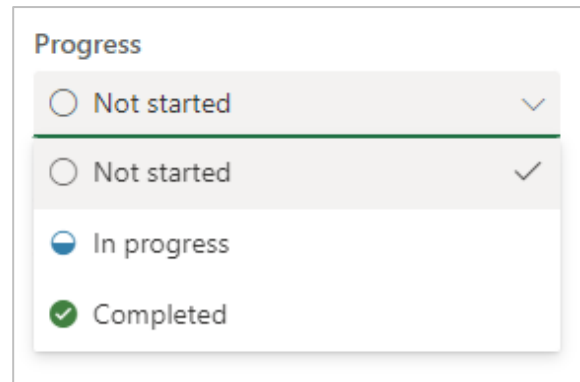
1. Select the task to open the task card.
2. Select the field/s you want to modify and add details.

The **Priority** options consists of **Low, Medium, Important** and **Urgent**.

Note that by default, all tasks will be categorised as **Medium** unless modified.

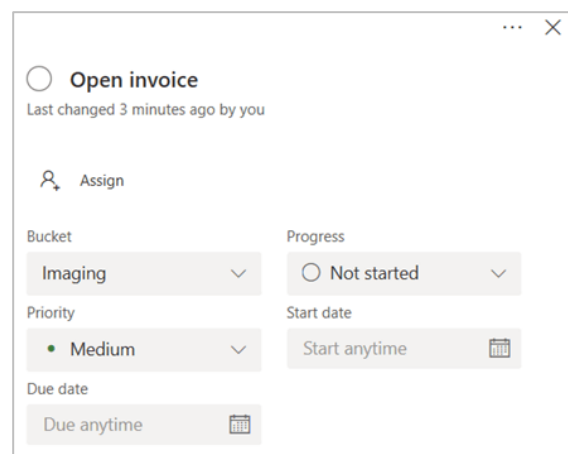


The **Progress** options consists of **Not started, In progress** and **Completed**.



To add a **Start and/or Due** date to your task, select each field and then select the dates.

3. When you are finished modifying the task details, select dismiss **X** in the top-right corner of the task card to save and close the task.



### Comment on a task

As you work through your plan, you might have questions or notes for the person working on a specific task. You can add a comment to the task to start a discussion.

It is important to note that once you comment on a task, you cannot edit or remove it.

1. Open the task card.
2. Select the **Comments** field box and type your comment.
3. Select **Send**.

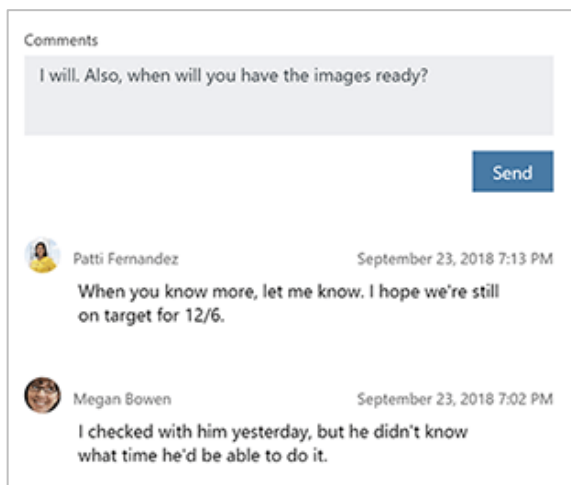
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4. A new comment will now be attached to the task.



## What is Microsoft Planner?

Microsoft Planner is an app available in the Microsoft 365 suite designed to track tasks and activities. Planner is accessible on desktop, mobile and web devices.

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