# What is Planner?

Planner allows you to create plans, assign tasks, chat about tasks, and see charts of your team's progress. Planner is a teamwork-oriented tool that can be used in a variety of ways. Some of Planner's uses include team management, file sharing, and organization.

# How do I Access Planner?

You can access Planner and Microsoft 365 (M365) via the official Microsoft 365 website

Visit office.com, select the "App launcher" waffle in the top left-hand corner, and select the Planner icon.

You may be required to sign in using your ESDC credentials if this is your first-time accessing Microsoft 365.

# What are Restrictions for Planner?

You can only access Planner and M365 in the following ways:

On a managed government furnished laptop or tablet

On a managed government furnished mobile phone that can access work email

On a personal laptop connected to AppGate

On a personal laptop connected to the Secure Access Virtual Environment-Desktop (SAVE-D)

Restricted Devices page for more information.

# What are New Features in Planner?

Guidance and training will be added at a later date.

# Is there Planner Training?

Guidance and training will be added at a later date.

# What are Information Management Best Practices for Planner?

For advice and guidance on managing information, please reference the Information Management page.

# What Information Classification does Planner fall under?

Planner may only be used for unclassified information at this time. It has not yet received ESDC certification for Protected A or Protected B use.

Before using an M365 application for Unclassified, Protected A or Protected B information, refer to the interim guidance.

# Where can I access Technical Support for Planner?

All requests for Microsoft 365 technical support should be submitted to the National Service Desk (NSD).

This includes, but is not limited to issues related to:

Login or access

Applications not working properly

File syncing

Audio and video

# Where can I access Non-Technical Support for Planner?

The Microsoft 365 Community of Practice is a group of more than 500 employees at ESDC. It includes a sub-community of volunteer Super Users that can help you and your colleagues learn to use Planner and other applications.

This includes, but is not limited to:

Training and learning

Demonstrations

Non-technical assistance with M365 features

Connect with them by asking a question about Planner in the Microsoft 365 Help team.