Session 16
Tool Time Tuesday
Office 365 Planner

Hello!

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EndNote Basics Online Class

July 16; 10:00am

Register here:

https://mdanderson.libcal.com/calendar/education/endnotex9

Discount Software

- MD Anderson does not provide software for personal computers.

- **Staff and students can purchase discounted software for personal computers here: https://hied.com/utmd/**
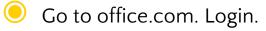
Office 365 Planner
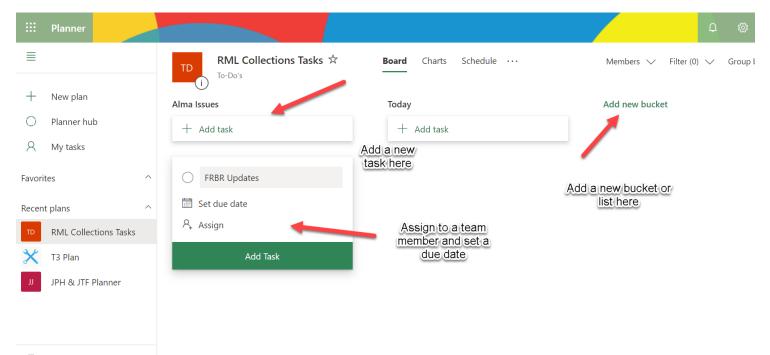
What is Office 365 Planner?

- Planner is a task management tool
- Planner allows you to create a plan for yourself or a team. Arrange tasks visually and assign tasks to team members.
- Kanban: visual process management system
- Use Planner to:
    - Plan an event
    - Plan a publications
    - Support your customers
    - Manage projects

Create a Plan

- Go to office.com. Login.
- Select **New plan** in the left pane.
- In the **New plan** window:
  - Type a name for the plan.
  - Add group members
- Arrange tasks into buckets
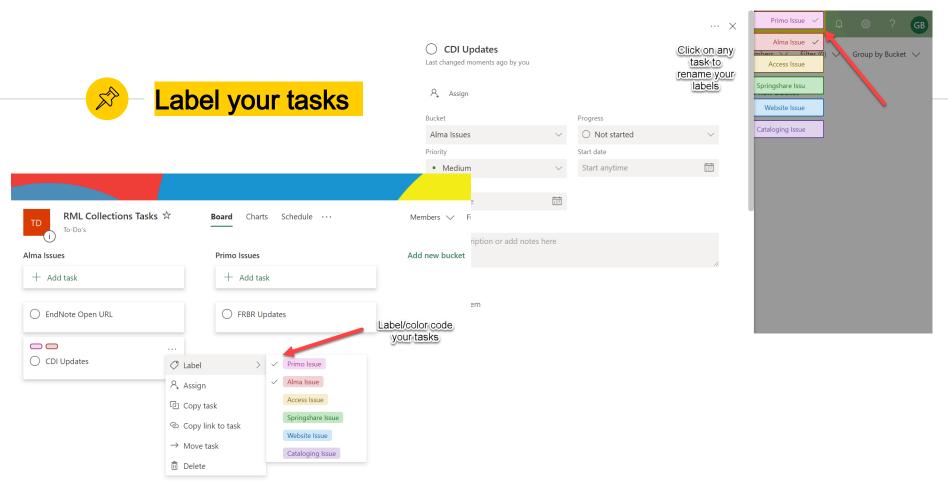- Drag and drop tasks to move them up and down the lists, or to another bucket.

Build Your Plan

Add more detail to your task

Label your tasks

Click on any task to rename your labels

Label/color code your tasks

Share Documents

RML Collections Tasks ☆
To-Do's

Board   Charts   Schedule   ...

Members ⌄   Fil

Alma Issues

＋ Add task

○ EndNote Open URL

○ CDI Updates

Conversation

Members

Files

Notebook

Sites

Add to favorites

Copy plan

Export plan to Excel

Copy link to plan

Plan settings

Add plan to Outlook calendar

Share documents through SharePoint. This includes files and notebooks.

There's also a place to share a team site.

for O365

Charts: View your progress

Add Planner to a Team

⦿ Go to your Team, click on the "+" and choose Planner.

Search, Find, Cite

Search the Library

- "Search the Library" is at www.mdanderson.org/library
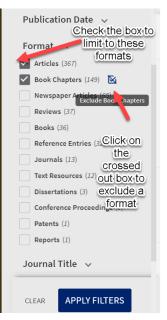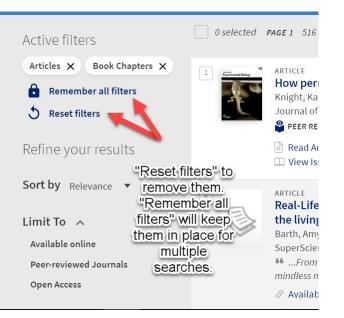- Searches all of our eBook and journal subscriptions.

Search the Library

Search for articles, books, & more ...

Search the Library

- Limit your search results by date, format, language, etc.
- Include or exclude formats by hovering over checklists

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Access the book or article

- "Available online" should take you to the resource.
- "Download PDF" should link you directly to a full-text article.

Order through Document Delivery

○ "Request Item via Document Delivery" allows you to login and order the article for free.

Cite from "Search the Library"
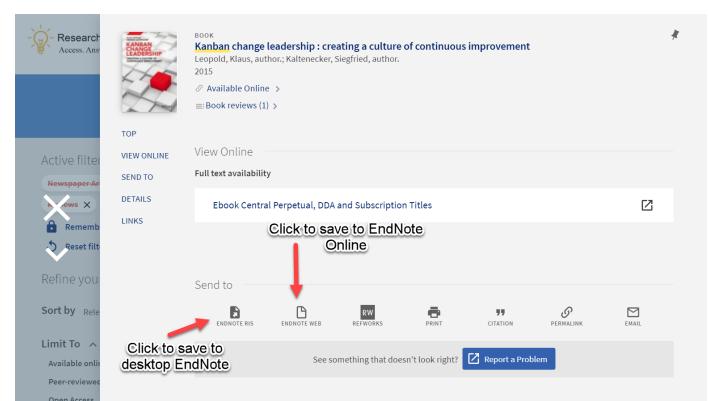
Save to EndNote

Thanks!

Any **questions** *?*

Ask the Research Medical Library

- ◉ RML-Help@mdanderson.org
- ◉ www.mdanderson.org/library/
- ◉ Register for future Tool Time Tuesdays: https://mdanderson.libcal.com/event/6632 717