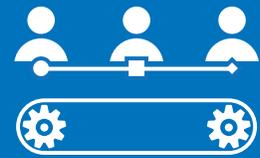
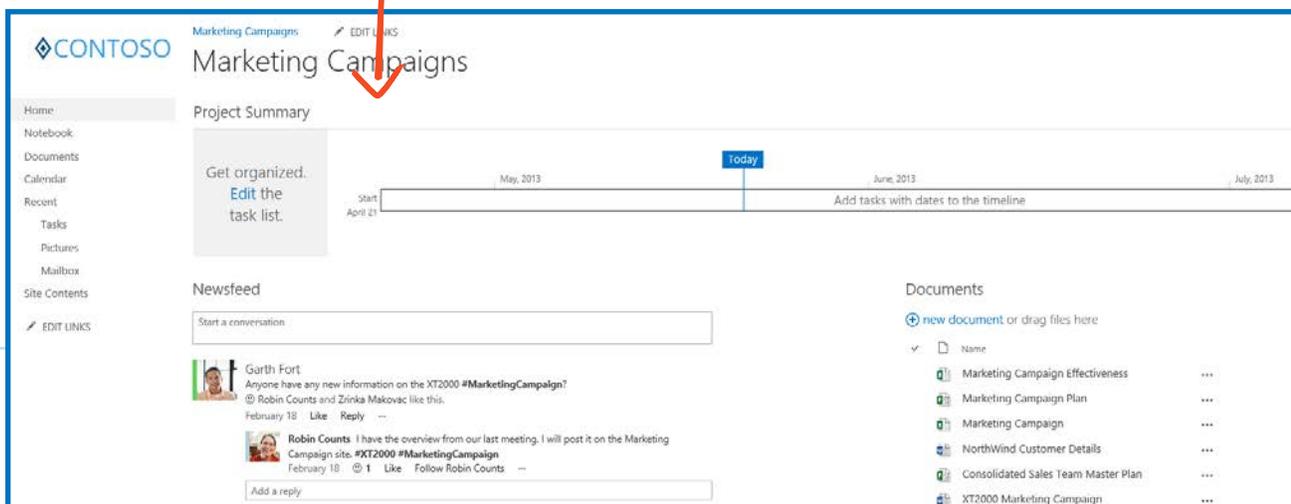
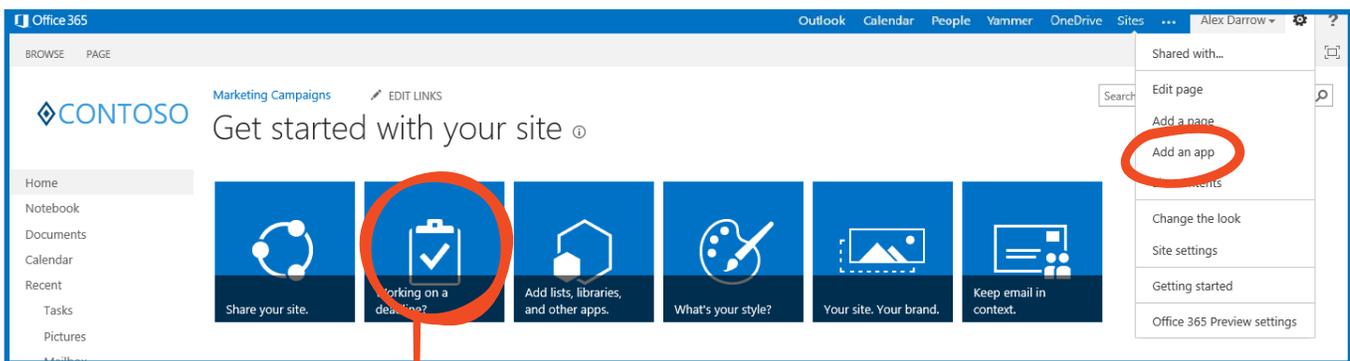


Stay on track and  
deliver on time

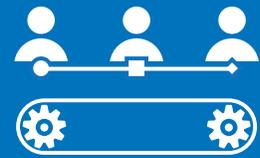
# Add the timeline to your site



Add a timeline and tasks list to your site using the getting started tiles or the settings menu.



# Organize and assign tasks



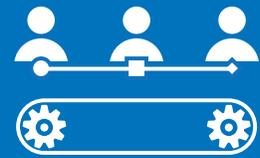
Break your project down into actionable steps and get things done by assigning the right tasks to the right people.

Get organized.  
Edit the task list.

Office 365  
BROWSE TASKS LIST  
CONTOSO Marketing Campaigns EDIT LINKS  
Tasks  
Home Notebook Documents Calendar Recent Tasks Pictures Mailbox Site Contents EDIT LINKS  
Start April 21 Today May, 2013 June, 2013 Add tasks with dates to the timeline  
Stop editing this list  
All Tasks Calendar Completed Find an item  
Task Name Due Date Assigned To +

Office 365 Outlook Calendar  
BROWSE TASKS LIST  
CONTOSO Marketing Campaigns EDIT LINKS  
Tasks  
Home Notebook Documents Calendar Recent Tasks Pictures Mailbox Site Contents EDIT LINKS  
Start April 21 Today May, 2013 June, 2013 Add tasks with dates to the timeline  
Stop editing this list  
All Tasks Calendar Completed Find an item  
Task Name Due Date Assigned To +  
Gather team for FY13 Campaigns ... March 24 Garth Fort  
Create campaign name ... 4 days from now Garth Fort  
Create Proposal document ... April 14 Alex Darrow  
Incorporate FY13 Product Strategy tenets ... April 18 Garth Fort  
Launch Campaign  
Shortcuts

# Organize and assign tasks



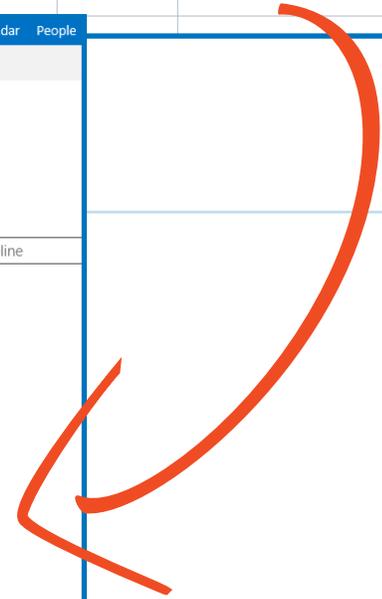
Alternatively, you can copy over an entire tasks list from a spreadsheet onto your site.

Task Name	Finish	Resource Names
<b>Marketing Campaign Planning</b>	<b>7/1/2013</b>	
<b>Review Business Strategy Landscape</b>	<b>5/15/2013</b>	
Identify service/product gaps and opportunities	5/1/2013	Robin Counts
Complete SWOT analysis	5/8/2013	Robin Counts
Review business model	5/15/2013	Katie Jordan
<b>Develop Campaign Concepts</b>	<b>6/15/2013</b>	
Create process for qualifying ideas	5/22/2013	Molly Dempsey
Establish process for idea sharing	5/30/2013	Robin Counts
Gather ideas	6/7/2013	Garth Fort
Final shaping and development of ideas	6/15/2013	Molly Dempsey
<b>Create Localization Strategy</b>	<b>6/23/2013</b>	Alex Darrow
<b>Communicate and Train Internal Organization</b>	<b>7/1/2013</b>	Sara Davis

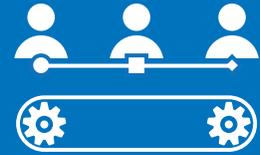
Office 365 | Marketing Campaigns | Tasks

Stop editing this list

<input type="checkbox"/>	Task Name	Due Date	Assigned To
<input type="checkbox"/>	Marketing Campaign Planning	July 01	
<input type="checkbox"/>	Review Business Strategy Landscape	6 days ago	
<input type="checkbox"/>	Identify service/product gaps and opportunities	May 01	Robin Counts
<input type="checkbox"/>	Complete SWOT analysis	May 08	Robin Counts
<input type="checkbox"/>	Review business model	6 days ago	Katie Jordan
<input type="checkbox"/>	Develop Campaign Concepts	June 15	
<input type="checkbox"/>	Create process for qualifying ideas	Tomorrow	Molly Dempsey
<input type="checkbox"/>	Establish process for idea sharing	5/30/2013	Robin Counts
<input type="checkbox"/>	Gather ideas	6/7/2013	Garth Fort
<input type="checkbox"/>	Final shaping and development of ideas	6/15/2013	Molly Dempsey



# Get organized in a few clicks



Organize your tasks by categories in a couple of clicks.

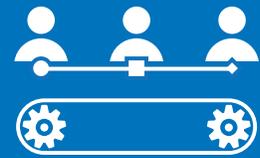
Office 365 interface showing the 'Tasks' ribbon. The 'Indent' button is circled in red. Below the ribbon, a task list is displayed with columns for Task Name, Due Date, and Assigned To. The task list includes:

Task Name	Due Date	Assigned To
Marketing Campaign Planning	July 01	
Review Business Strategy Landscape	6 days ago	
Identify service/product gaps and opportunities	May 01	Robin Counts
Complete SWOT analysis	May 08	Robin Counts
Review business model	6 days ago	Katie Jordan
Develop Campaign Concepts	June 15	
Create process for qualifying ideas	Tomorrow	Molly Dempsey

Office 365 interface showing the 'Tasks' ribbon. The 'Review Business Strategy Landscape' task is highlighted with a red arrow. Below the ribbon, a task list is displayed with columns for Task Name, Due Date, and Assigned To. The task list includes:

Task Name	Due Date	Assigned To
Marketing Campaign Planning	July 01	
Review Business Strategy Landscape	6 days ago	
Identify service/product gaps and opportunities	May 01	Robin Counts
Complete SWOT analysis	May 08	Robin Counts
Review business model	6 days ago	Katie Jordan
Develop Campaign Concepts	June 15	
Create process for qualifying ideas	Tomorrow	Molly Dempsey
Establish process for idea sharing	May 30	Robin Counts
Gather ideas	June 07	Garth Fort
Final shaping and development of ideas	June 15	Molly Dempsey
Create Localization Strategy	June 23	Alex Darrow

# Follow progress to stay on track



Keep tweaking your tasks with the Hover Panel to fill in details, like the start date or percent completion of a task.

CONTOSO Marketing Campaigns EDIT LINKS Search this site

Home  
Notebook  
Documents  
Calendar  
Recent  
Tasks  
Pictures  
Mailbox  
Site Contents  
EDIT LINKS

Start 11 PM 12 AM  
May 14

Review busi  
May 15

Marketing Campaign Planning  
In Marketing Campaigns > Tasks

41 DAYS  
Due July 01

https://pusecase.sharepoint.com/sites/contoso/Departments

OPEN ADD TO TIMELINE CREATE SUBTASK ...

Office 365 Outlook Calendar People

BROWSE EDIT

Save Cancel Paste Cut Copy Delete Item Attach File Spelling

Commit Clipboard Actions Spelling

Home  
Notebook  
Documents  
Calendar  
Recent  
Tasks  
Pictures  
Mailbox  
Site Contents  
EDIT LINKS

Task Name \* Marketing Campaign Planning

Start Date 5/1/2013

Due Date 7/1/2013

Assigned To Garth Fort x

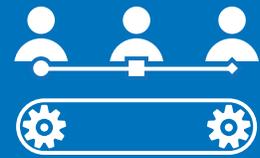
% Complete 0 %

SHOW MORE

Created at 5/21/2013 2:48 PM by Garth Fort  
Last modified at 5/21/2013 2:53 PM by Garth Fort

Save Cancel

# Add important milestones to the timeline



Customize your project summary and stay on top of what needs to get done by adding tasks to your timeline.

The screenshot shows the Office 365 Tasks interface for a project named 'Marketing Campaigns'. The task list includes:

- Marketing Campaign Planning
- Review Business Strategy Landscape
  - Identify service/product gaps and opportunities
  - Complete SWOT analysis
- Review business model (selected)
- Develop Campaign Concepts
  - Create process for qualifying ideas

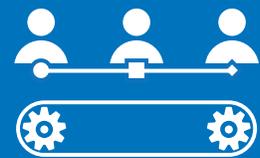
A context menu is open for the 'Review business model' task, showing options: OPEN, ADD TO TIMELINE (highlighted with a red circle), and CREATE SUBTASK. The menu also displays 'Assigned To: Katie Jordan' and '6 DAYS AGO Due 6 days ago'.

The screenshot shows the Office 365 Tasks interface with a project timeline. The timeline is titled 'Marketing Campaign Planning' and spans from May 01 to July 01. Key milestones are marked on the timeline:

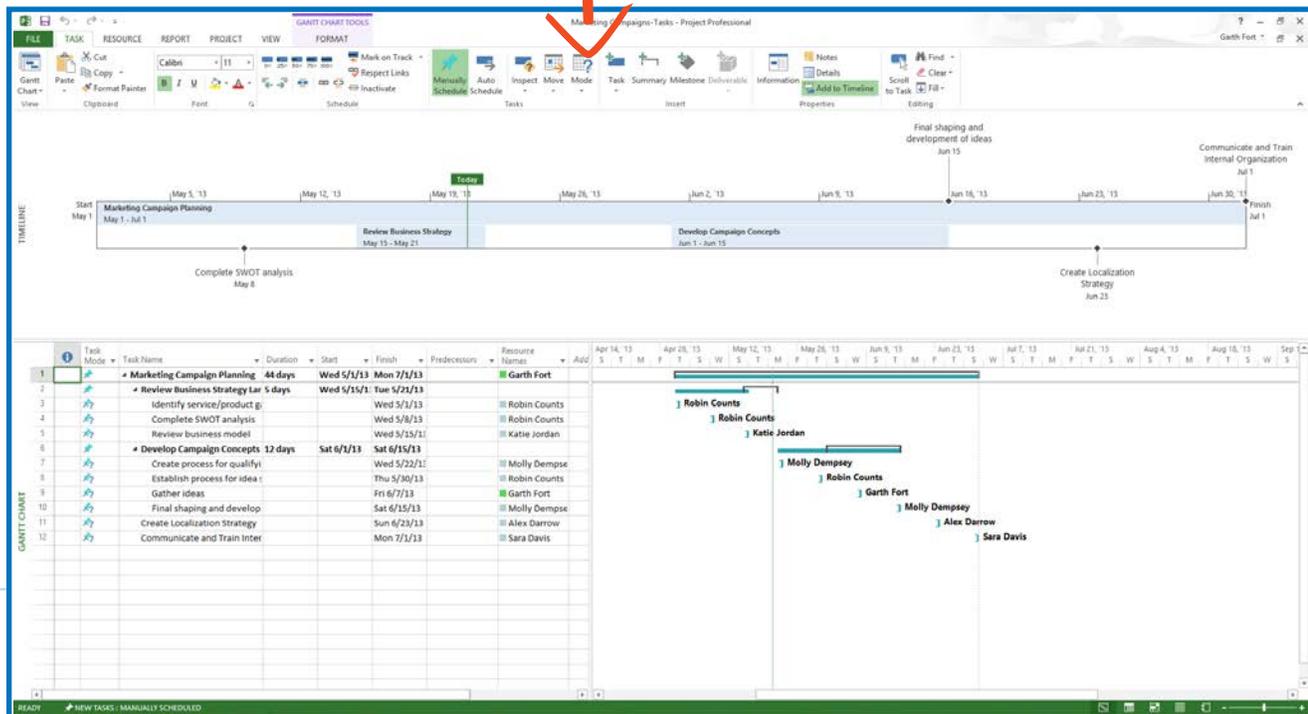
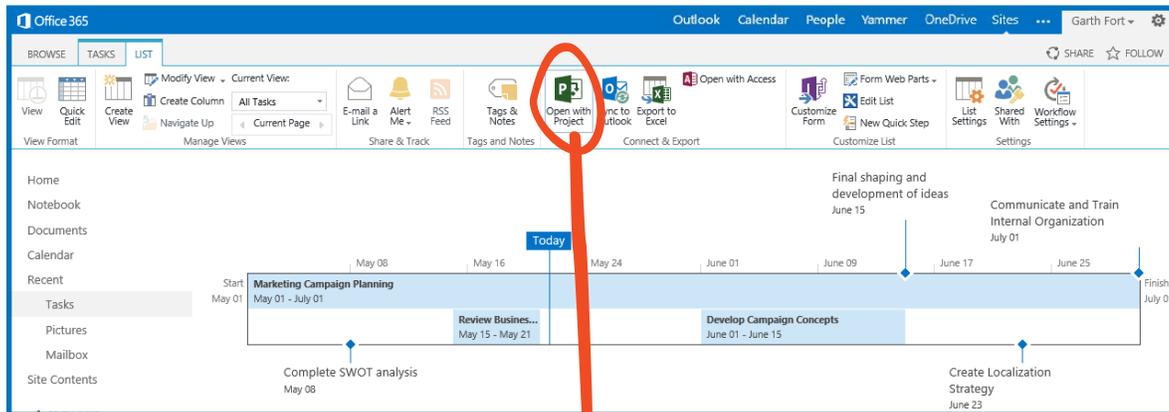
- Complete SWOT analysis (May 08)
- Review Business... (May 15 - May 21)
- Develop Campaign Concepts (June 01 - June 15)
- Final shaping and development of ideas (June 15)
- Communicate and Train Internal Organization (July 01)

An orange arrow points from the 'ADD TO TIMELINE' button in the previous screenshot to the 'Review Business...' task on the timeline.

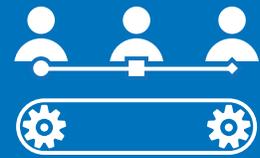
# Dig deeper into your timeline



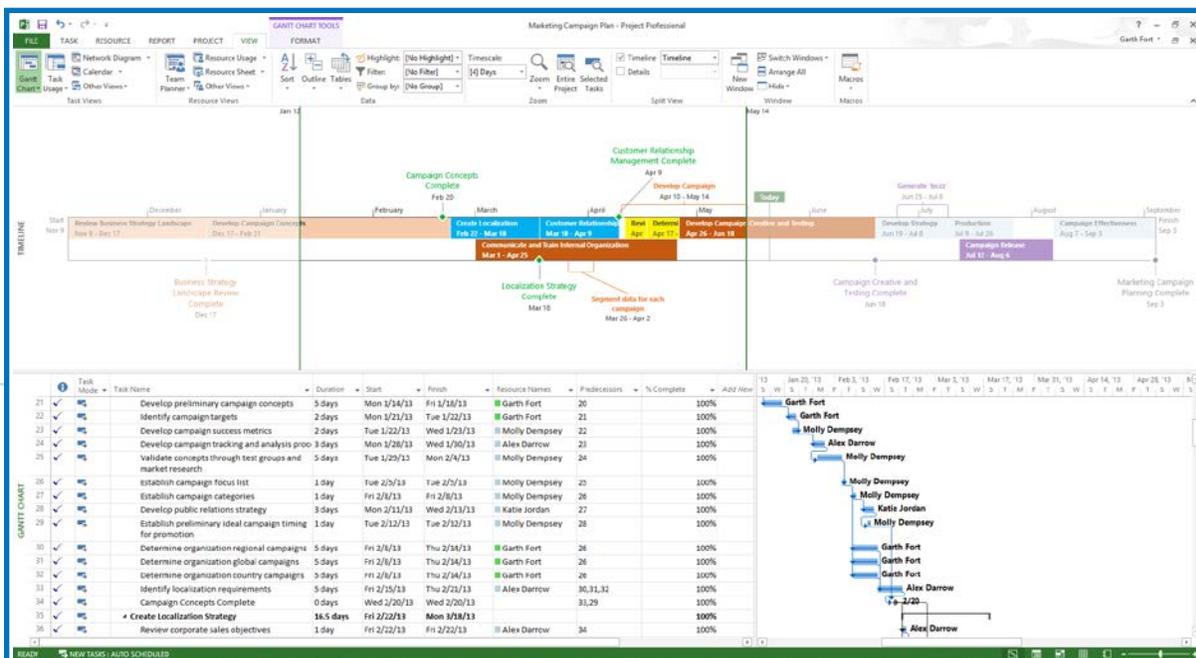
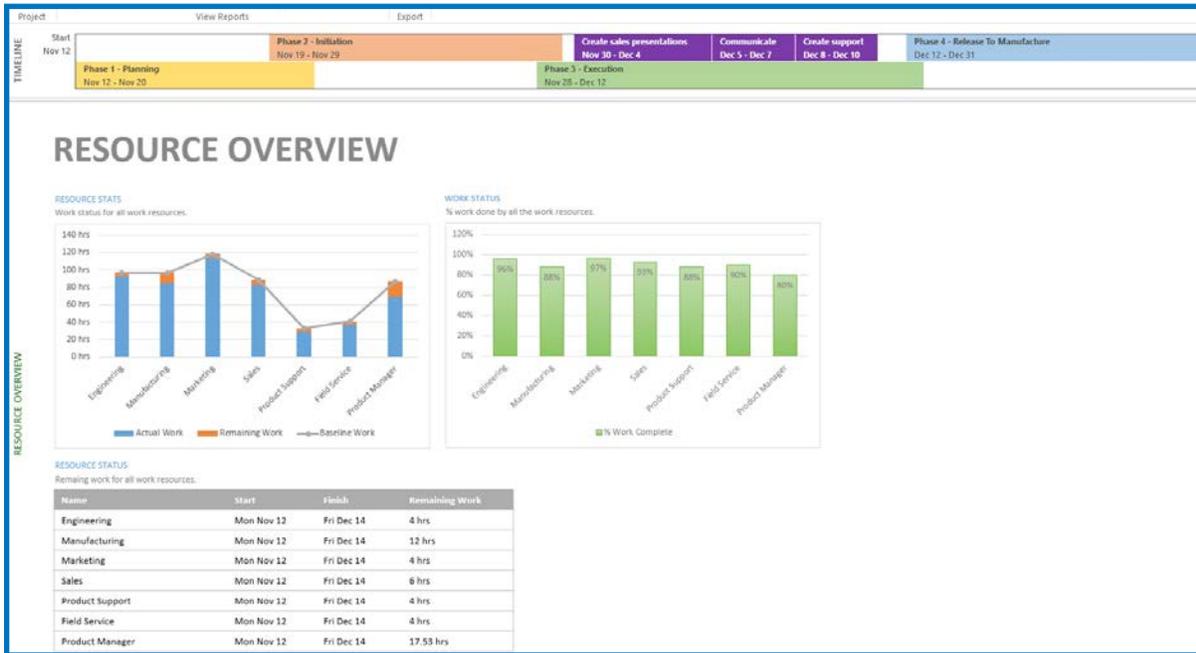
Connect your tasks list with Project Professional to take your project to the next level.



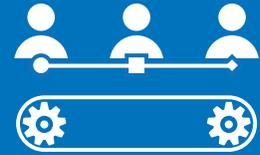
# Take your project to the next level



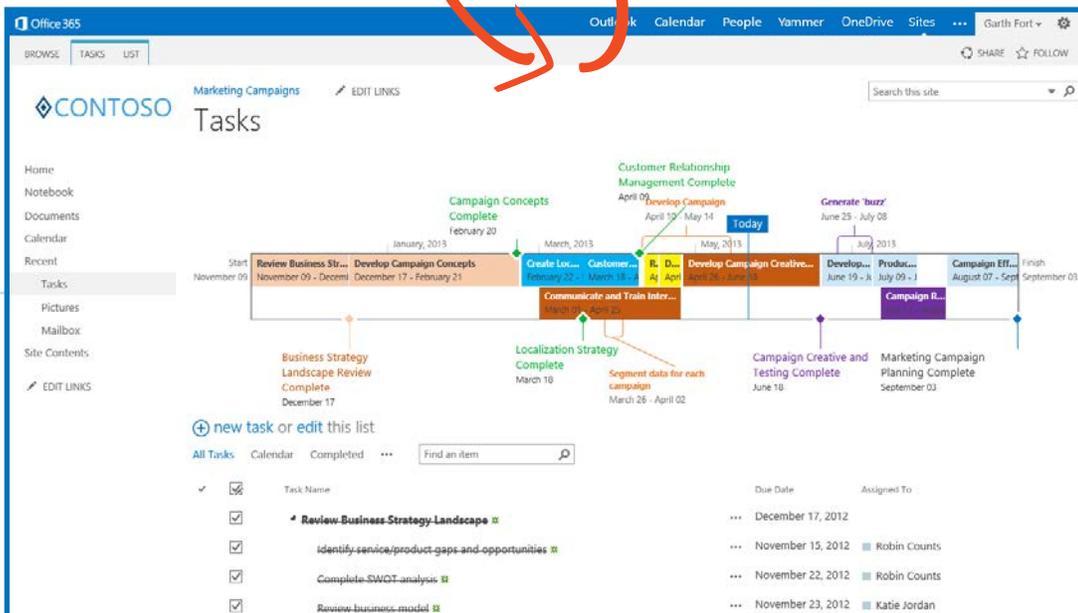
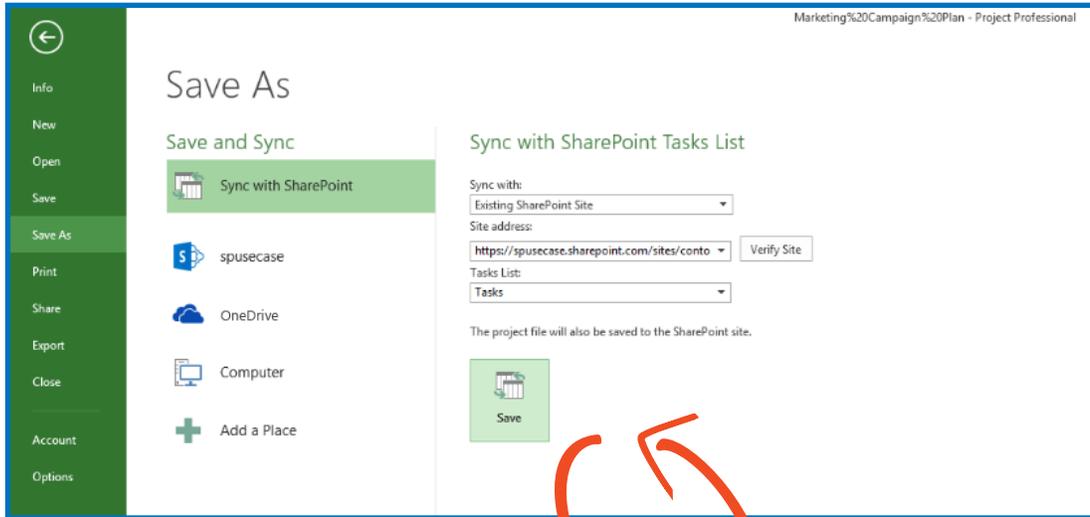
Now you can manage task dependencies, balance resource allocations, and generate status reports with ease.



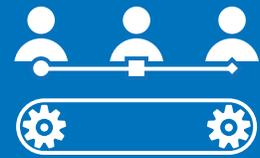
# Take your project to the next level



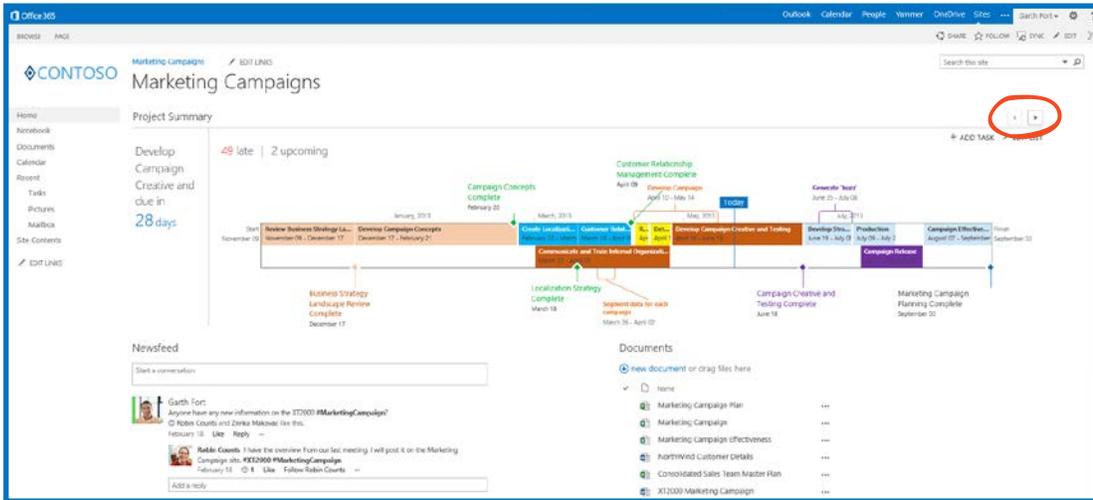
Once you're finished, save your changes back in SharePoint to update your timeline and tasks list.



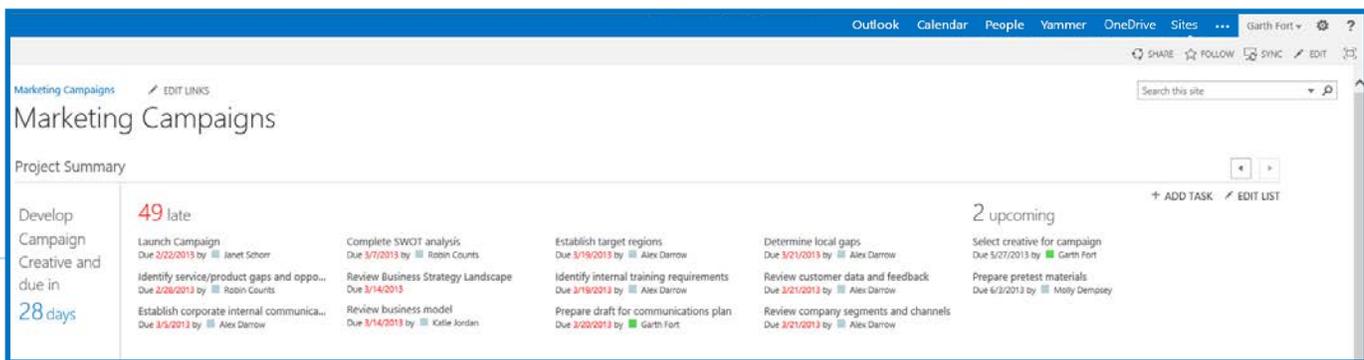
# Keep an eye on important details



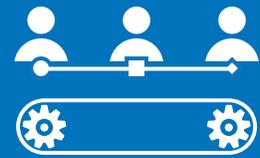
Now your personalized timeline and all the resources that you need to complete your project on time are conveniently available from one place.



Keep an eye on important details with the project summary—it warns about delays and keeps next steps and milestones on your radar.



# Get organized



Your personal tasks from Outlook, and your assignments from various projects managed in SharePoint or Project Professional, are all conveniently available in one single to-do list so that you don't miss a thing.

Office 365 Outlook Calendar People Yammer OneDrive Sites

BROWSE PAGE TASKS

## My Tasks

Important and Upcoming Active Completed ... Find a task

Garth Fort

- Personal
  - new task
    - Recruit Project Manager ... February 23
    - Set personal goals for next quarter ... February 23
    - Buy secretary appreciation gift ... February 23
    - Schedule SWOT analysis meeting in new Central American market with team ... February 23
    - Prepare new key selling document templates ... February 23
    - Research new customers in northeast region ... February 23
    - Setup sales call with new partner ... February 23
    - Prepare new blog post on overseas opportunities ... February 23
    - Step Through Pricing Waterfall ... February 23
    - Q3 Marketing Analysis ... February 22
    - Set Pricing Guidelines ... March 05
    - Draft Ad Template ... February 24
    - Review Draft XT2000 Pitchbook ... February 20
  - Investor Relations Handbooks: Tasks
    - new task
      - Write section on HCI.
  - Marketing Campaigns: Tasks
    - new task
      - Develop competitive advantage

## My Tasks

Important and Upcoming Active Completed ... Find a task

Today

May 16 May 20 May 24 May 28 June 01

Select creative for campaign 5/14 - 5/27

Important

- new task
  - Recruit Project Manager ... February 23
  - Set personal goals for next quarter ... February 23
  - Buy secretary appreciation gift ... February 23

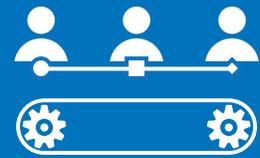
Upcoming

- Marketing Campaigns: Tasks
  - Select creative for campaign ... 6 days from now

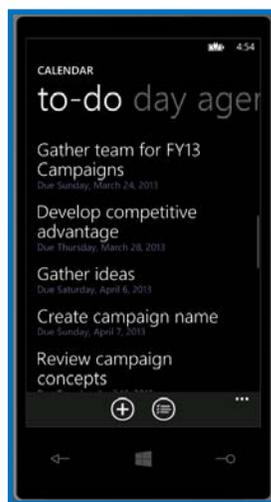
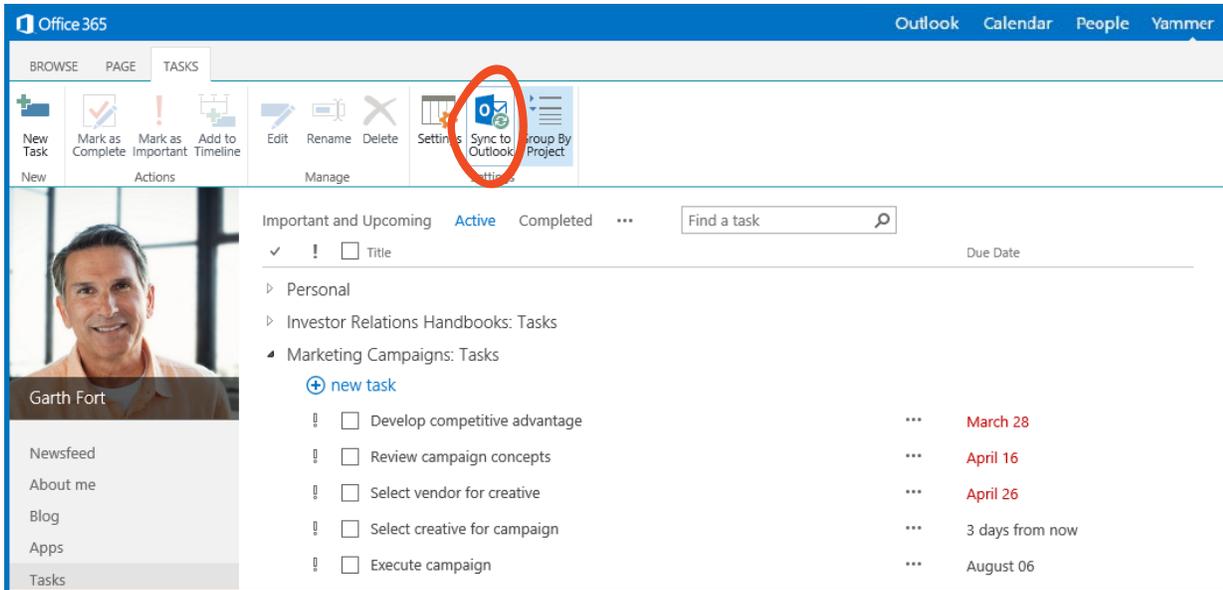
Last updated at 5/21/2013 3:12 PM

Quickly switch between different views and see the most important and active tasks.

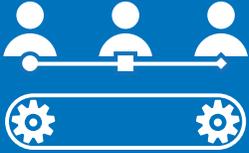
# Take your notes with you



Sync your to-do list in Outlook so you can get organized both from your desktop and mobile devices—changes are automatically updated in SharePoint.



Learn more



Office 365 for Business Learning Center  
<http://aka.ms/o365learning>