

Quick Start Guide

Easily create a list to start tracking information across your organization. Sign into your Office 365 subscription and select the Lists app from the Microsoft 365 app launcher.





New list



Create a list from one of the ready-made templates, based on your scenario:

- Issue tracker: track, manage, and bring issues to a close
- Employee onboarding: manage your new employee's onboarding process
- Event itinerary: organize important event details
- Asset manager: keep track of assets your team is using
- Recruitment tracker: manage your recruitment pipeline
- Travel requests: manage your travel requests/budget
- Work progress tracker: track priorities and progress
- **Content scheduler**: schedule and manage your content strategy



Start from ready-made templates

Name your new list, add an icon, color tag, and description. Columns are pre-formatted and can be further customized later.

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Myins Example \pm	ann a choracter às anna - C and				
$lame \sim$	Issue description \lor — Priority \lor	Status \sim	Assigned to \sim	Date reported \sim	Days old \sim
				Welcome to your	r new list opt started.

Create new items

Add your first item in your list. Fill in details such as name, description, priority, status, and due date, and assign the item to a stakeholder.



Edit in grid view

Edit column details in Grid view. Add, show, or hide columns to fit your organization needs.

Exampl	e 🕁								
) Issue ~	Issue de	scription \vee	Priority \sim	Status \sim	Assigned to $ \smallsetminus $	Date reported \vee	Days old \sim	Issue source \lor	Images \lor
Fix porta	Fix broken back to po	link on homepage to go ortal	High	Jype to filter o					
Add new	item			Blocked					
				In progress					
				Completed					
				Duplicate					
				By design					
				Wprit fix					
				New					

Create rules

Add smart rules to organize data and generate notifications.

5 HOL	Create a rule					
	Create rules to take action when data changes i more	in this list. Choose a condition that triggers the n	le and the action that the rule will take. Learn			
	Notify someone when					
te reported \lor D		-				
	A column changes	A column value changes	A new item is created			
	An item is deleted					



Use Lists within Microsoft Teams

Natively integrated in Teams so you can collaborate on items and lists alongside team member discussions



Get the same Lists capabilities, plus three additional industry templates

Open list item to view details



Mobile

Access Lists on the go with the mobile app for iOS and Android



Note: Screenshots show the Microsoft Lists app for iOS (preview)



Next Steps with Lists

Learn More

Go to aka.ms/MSLists for more learning resources

Try the Lists app for iOS (preview): https://aka.ms/MSLists/iOS/preview







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