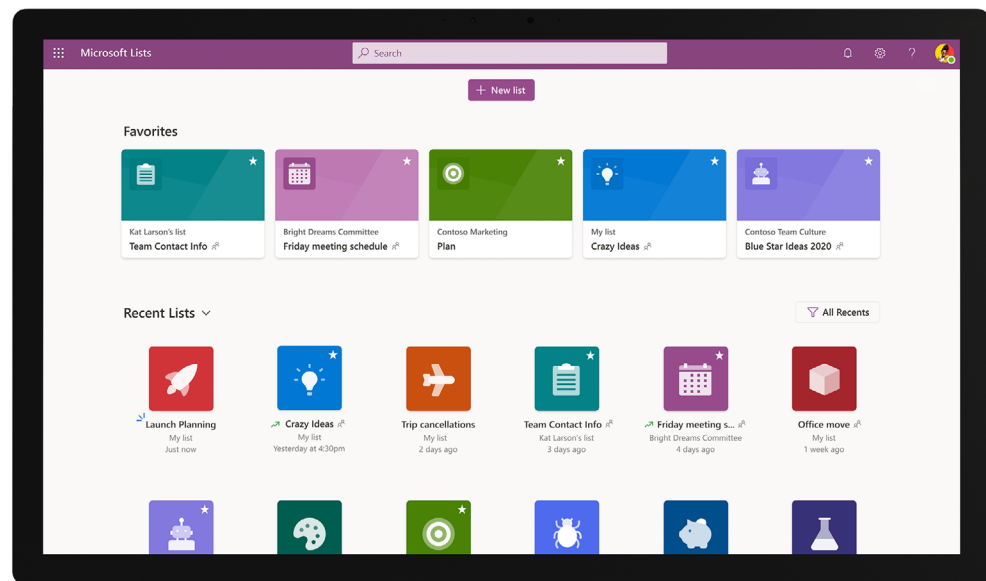


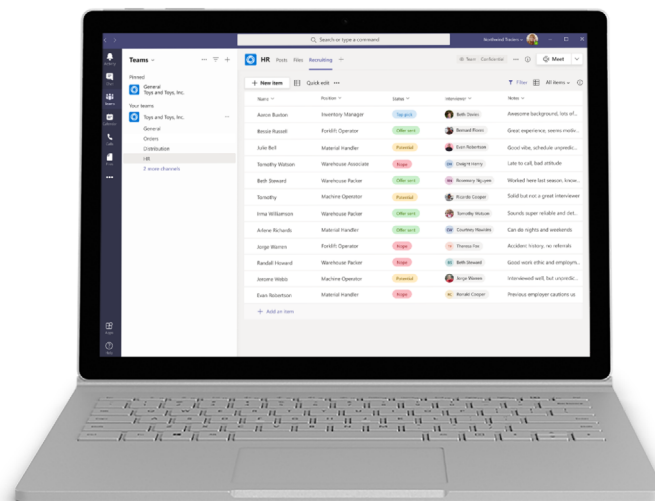
Microsoft Lists

Track information.
Organize work.
Get things done.

Find everything
in Lists home



Start in Teams



Your smart information tracking app across Microsoft 365

Lists, a new Microsoft 365 app, provides a simple, smart, and flexible way to organize work and track the information that matters most to your business.

You can create and share lists that help you track issues, assets, routines, contacts, inventory, and more. Start from Lists home, Microsoft Teams, or SharePoint using ready-made templates. Customize your list through click-to-edit templates or by using the Power Platform. Lists let you add rules and notifications to keep everyone in sync.

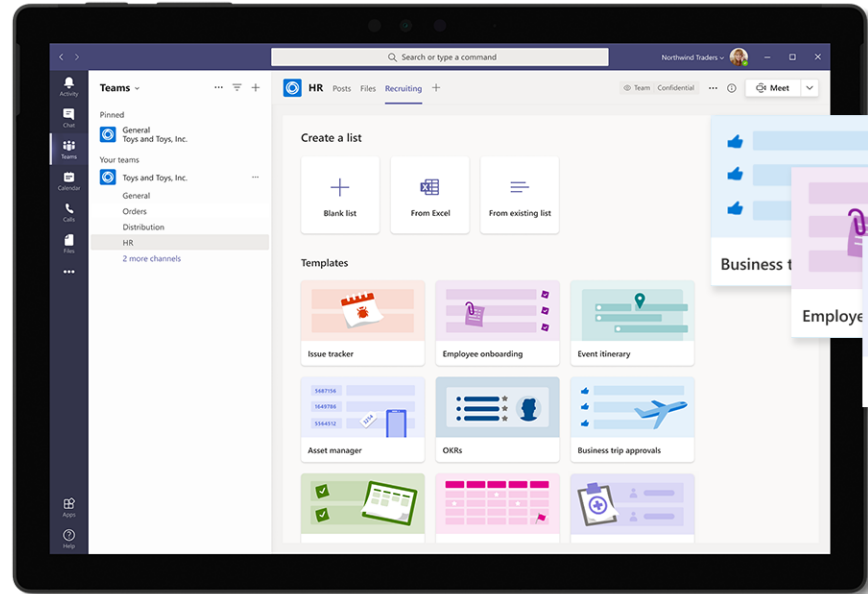
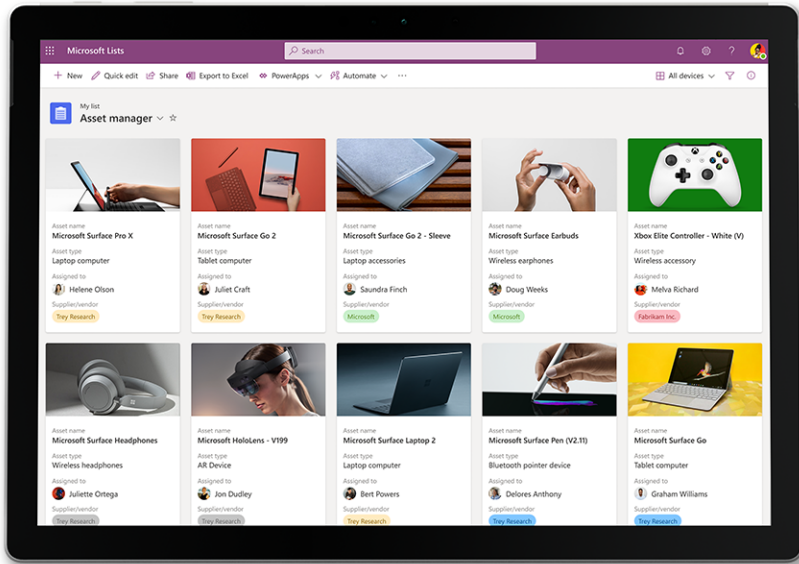
As part of Microsoft 365, Lists is backed by the same enterprise-ready security and compliance you trust today.

Set flexible rules and formatting



Tailor your list

Display in gallery view



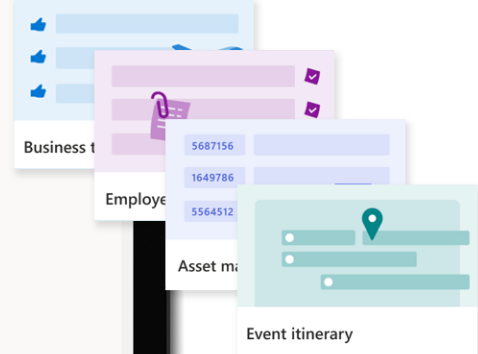
Access ready-made templates

Manage assets— a simple approach

Ready-made templates help jumpstart list creation. They include preconfigured layouts with columns, color formatting, and data structure.

The **asset manager** template helps you keep track of physical assets that your team is using so you know who has which asset, which assets are in repair, and what the check-in and check-out dates are for each.

You can customize the list to fit your situation by changing formatting to highlight important data, configuring forms to see more at a glance, and setting reminders to keep you and your team up to date on what's happening.

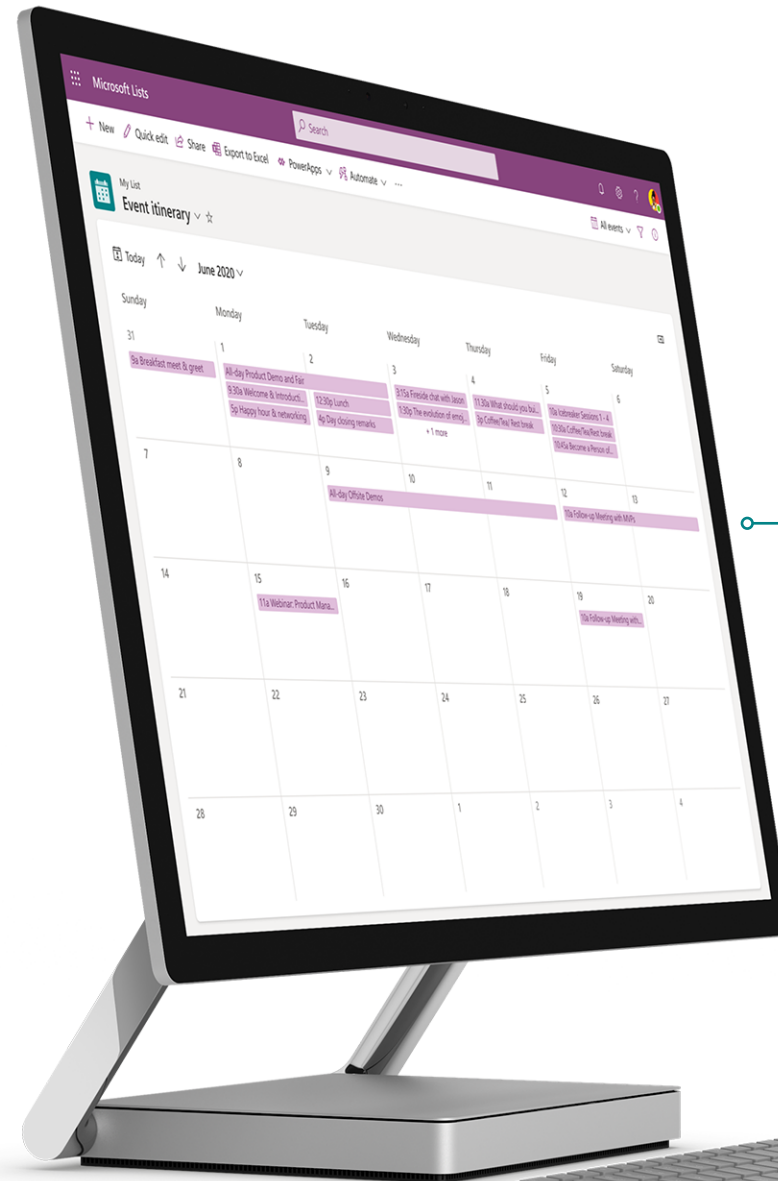


Create your event itinerary —the smart way

Lists provide smart, built-in capabilities you can use to focus your team's attention and drive action. Use conditional formatting and if/then rules to notify contributors when something changes through visual cues, like color, or automated notifications, such as email or comments. If you need more powerful flows, Lists integrates with Power Automate, a no-to-low-code workflow design interface for people of all technical levels.

With the **event itinerary** template, you can organize all your important event details in one place, so everything runs smoothly. By toggling to the calendar view, you get a clear picture of event activities over time (day, week, month).

For enhanced collaboration and broader transparency, you can import existing lists or build a new list in Microsoft Teams by embedding the full-featured list as a tab in Teams.

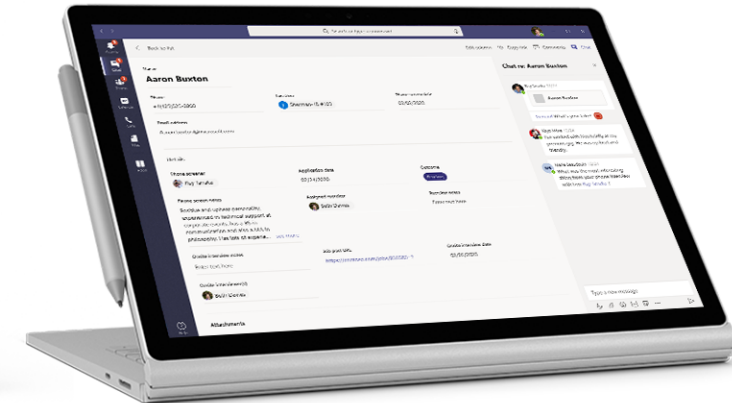


Visualize your
schedule

Meet and
collaborate
in Teams



Link content with
conversations



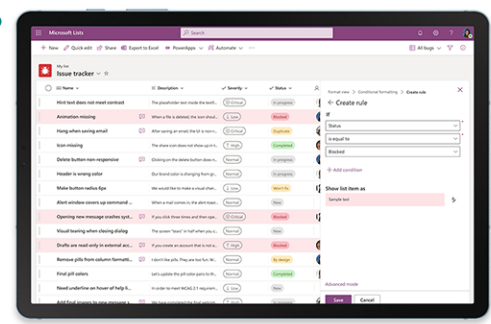
Track issues— a flexible view

Create lists for anything—from issues, inventory, and contacts, to processes, and more. You can personalize the ready-made template through intuitive clicks or by using Power Apps to extend your forms. Lists allows you to continuously add and modify the template and structure to meet your needs.

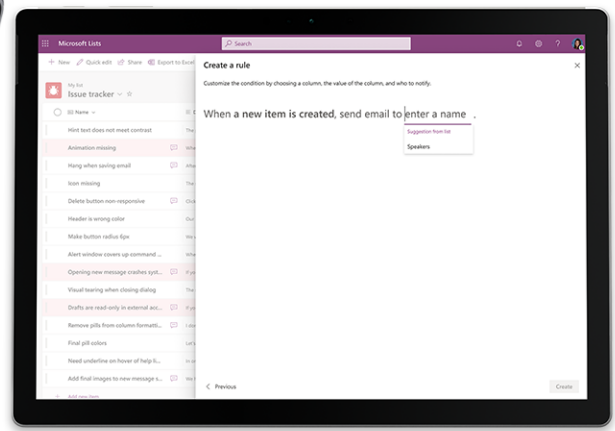
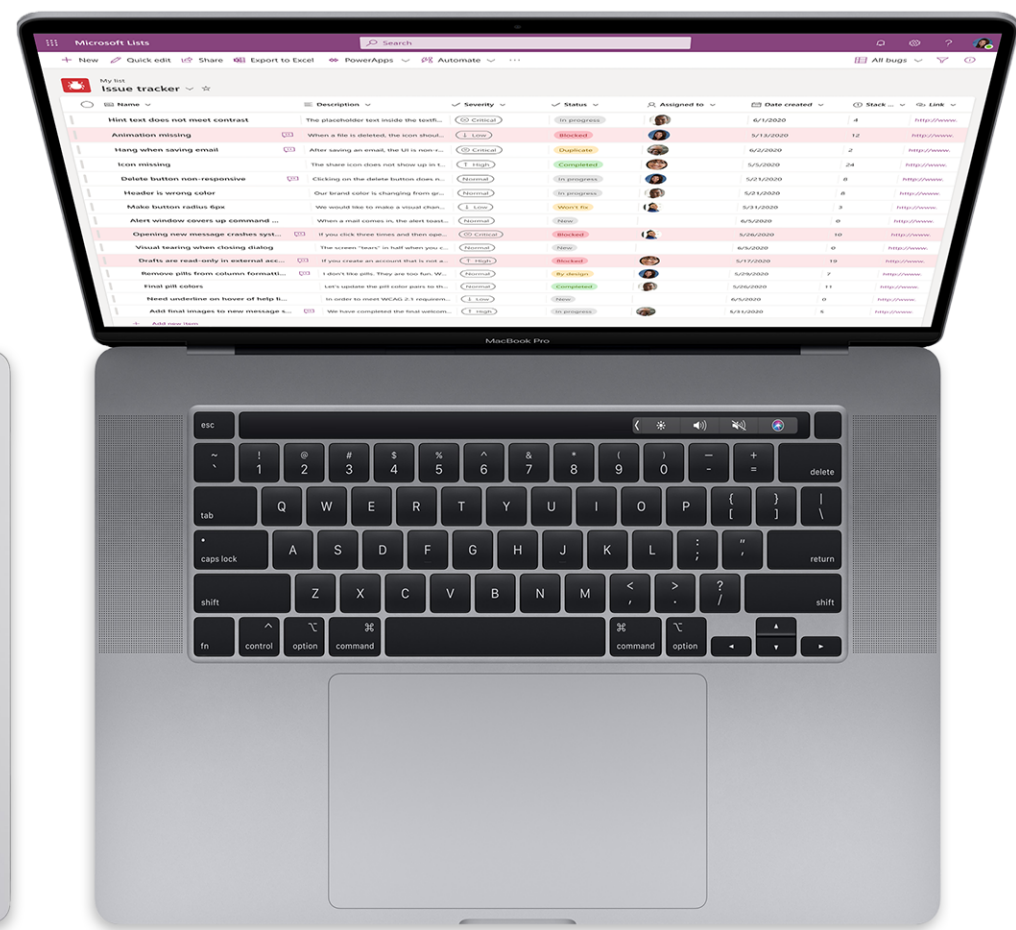
The different view options available in Lists make it easy to visualize information the way that works best for you and your intended audience(s), as a calendar, grid, or gallery layout. You can also configure forms using header, footer, and show/hide fields.

Try the **issue tracker** template to help you track, manage, and bring issues to a close by making it easy to set priorities in the status column and send notifications to team members when issues arise.

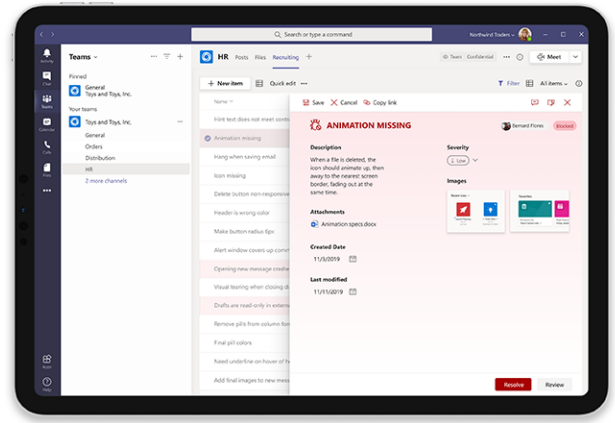
Apply conditional formatting



Triage and fix issues



Extend using Power Apps in Teams



Get more done with Microsoft Lists —endless options

Content scheduling helps you schedule and manage your content strategy. Filter down to the items that are due soon or get notifications when authors check-in their drafts.

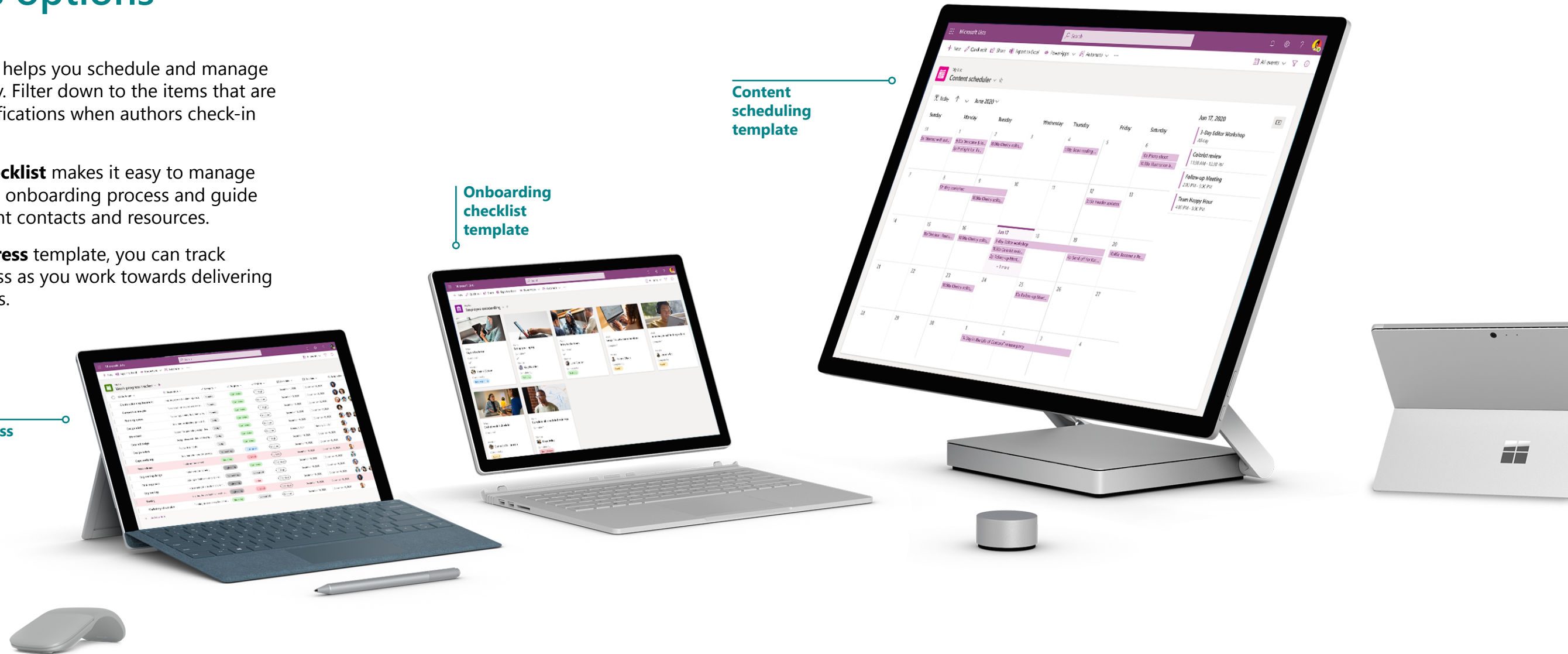
The **onboarding checklist** makes it easy to manage your new employee's onboarding process and guide them through relevant contacts and resources.

With the **work progress** template, you can track priorities and progress as you work towards delivering products and services.

Content scheduling template

Onboarding checklist template

Work progress template





Make a list and let it flow.

Learn more aka.ms/MSLists