

# Microsoft Lists

Track information | Organize work | Get things done



Solutions for **Success**



POINT ALLIANCE

# Agenda

- Introduction
- Microsoft Lists
- Microsoft Lists vs. SharePoint Lists
- Live Demo
- What's new for Microsoft Lists



# Point Alliance

We help you **maximize** your **Microsoft Cloud** investments.

- Teams
- SharePoint
- Dynamics 365
- Endpoint Manager
- Power BI

Microsoft  
Partner



Gold Application Integration  
Gold Application Development  
Gold Cloud Productivity  
Silver Communications  
Silver Enterprise Mobility Management



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# What's Microsoft List

- Microsoft Lists is a Microsoft 365 app that helps you track information and organize work.
- Lists are simple, smart, and flexible, so you can stay on top of what matters most to your team.
- Microsoft completed rolling out Microsoft Lists in Microsoft 365 and Microsoft Teams last year (2020)

# Create, share, and track lists with anyone

- Start quickly with ready-made templates.
- See recent and favorite lists.
- Track and manage lists wherever you're working.
- Easily share lists with others.

# Keep everyone in sync with lists in Teams

- Work together in real time with conversation and lists side by side.
- Track what matters most to your team using rules, reminders, and comments.

# Customize lists for whatever your team needs

- See your lists any way you want using calendar, grid, gallery, or a custom view.
- Configure basic form elements and highlight important details with conditional formatting.

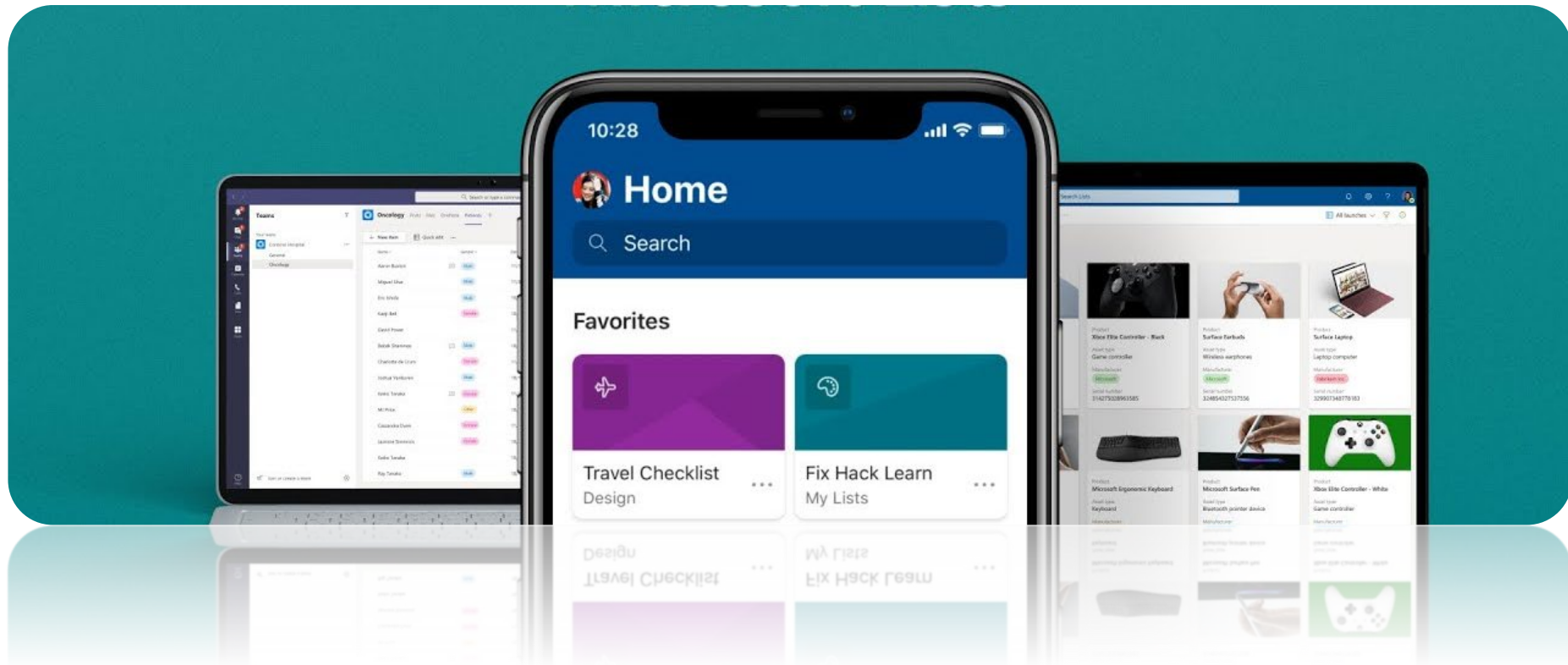
# Add automation with Power Platform

- Build custom productivity apps using lists as the data source. Extend forms with Power Apps and customize workflows with Power Automate.

# Microsoft Lists vs. SharePoint Lists

- While lists in SharePoint are always associated with a Web, Microsoft lists are more flexible or more cross-organizational.
- While SharePoint lists are more for data, Microsoft lists also include a certain social interaction aspect.

# Microsoft Lists Tour



# What's new for Microsoft Lists

- Create and use your own custom list templates
- Updated Lists capabilities in Microsoft Teams
  - Microsoft Lists app in Teams: Rules
  - Microsoft Lists app in Teams: Comments and @mentions
  - Microsoft Lists app in Teams: Calendar view (already available)
- Improved people picker and rich-text editing (RTE)
  - Rich-text editor (RTE) for text fields
  - Microsoft Lists: Smart people picker
  - SharePoint: Calendar view in Lists web part
- New updates for Microsoft Lists mobile apps
  - Microsoft Lists for iOS: Comments
  - Microsoft Lists for iOS: iPad support
  - Working on Microsoft Lists for Android
- New admin controls and information recovery settings
  - Versioning lists on by default
  - Enable/disable commenting



# Upcoming Solutions for Success Webinars



## Shifts in Microsoft Teams

- April 20, 2021
- 11:30 am EST

**Q&A**

