

# TRANSIT UNIVERSITY

New York City Transit

HR Training, Development and Educational Resources

*presents*

## Learning MS Teams, OneNote & Planner



A communication  
and collaboration  
platform

Our Microsoft  
Representatives will go live  
to demonstrate how  
to keep you organized both  
in meetings and on projects!

WHEN: WEDNESDAY, JUNE 17, 2020

TIME: 1:00PM

RSVP: LEARNING MS TEAM, ONENOTE & PLANNER



**Microsoft Teams** allows you to create collaborative hubs including messaging, calling, video meetings and file sharing.

**Microsoft OneNote** enables real-time, collaborative workbooks that allows you to create, customize and share your notebooks with others.

**Microsoft Planner** is a task management and organizational system with a focus on providing a visual way for teams to organize complex projects into simple and achievable steps.