Exercise

# Create a Plan

1. Download the file ‘*Employee Onboarding.xlsx*’ from the exercise files folder.
2. Create a new plan using the information in the spreadsheet.
3. Don’t select a Microsoft 365 group.
4. Set the privacy to *‘Private’*.
5. Add a plan description.
6. Check that the plan has been created in Planner and a corresponding Microsoft 365 group has been created in Outlook.