Solution

# Create a Plan

## Download the Exercise File

1. Download the file ‘*Employee Onboarding.xlsx*’ from the exercise files folder.

## Create a New Plan

* From the **Hub**, click **New plan**.
* Type a name for the plan, i.e. *Kitchen Renovation.*
* Choose **Private**.
* Expand **Options**.
* Add a **Group description** (optional).
* Click **Create plan**.



* Go to **Outlook**.
* Scroll down the folder list and expand **Groups**.
* Check the Microsoft 365 group for the plan is listed.



## Exercise notes

* It can take a few minutes for Outlook groups to refresh so if the group isn’t there immediately, wait a few seconds and then refresh your browser.