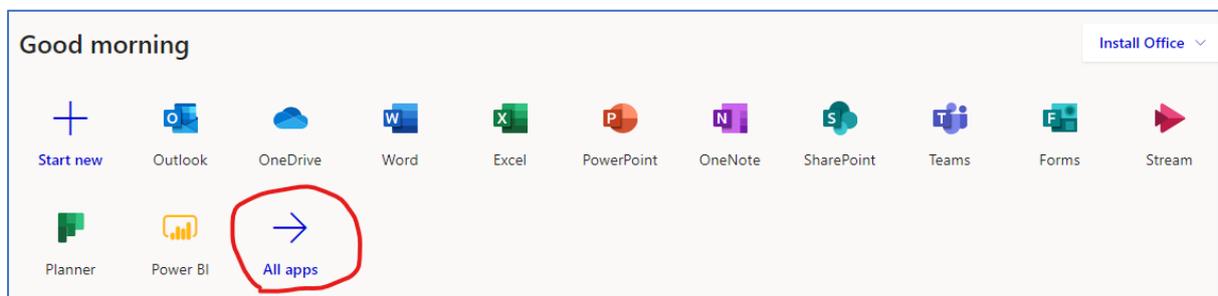


Make your own copy/copies of the ABC Storyboard on Microsoft Planner

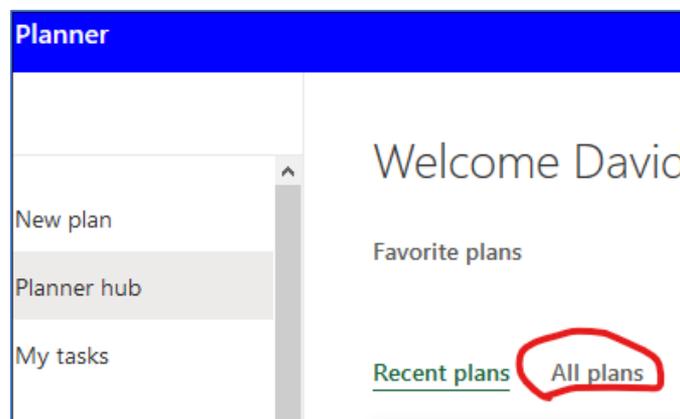
A clean copy of the ABC module storyboard has been made available within the Microsoft Planner app so that you all can make a copy/copies of it if you wish to. To get your own copy please follow the steps below.

1. Log into your UL Office 365 account (if you aren't already logged into it, navigate to <https://portal.office.com> on your web browser and sign in using your UL login credentials)
2. Unless Microsoft Planner is an application you regularly use you will likely need to navigate to 'All apps'

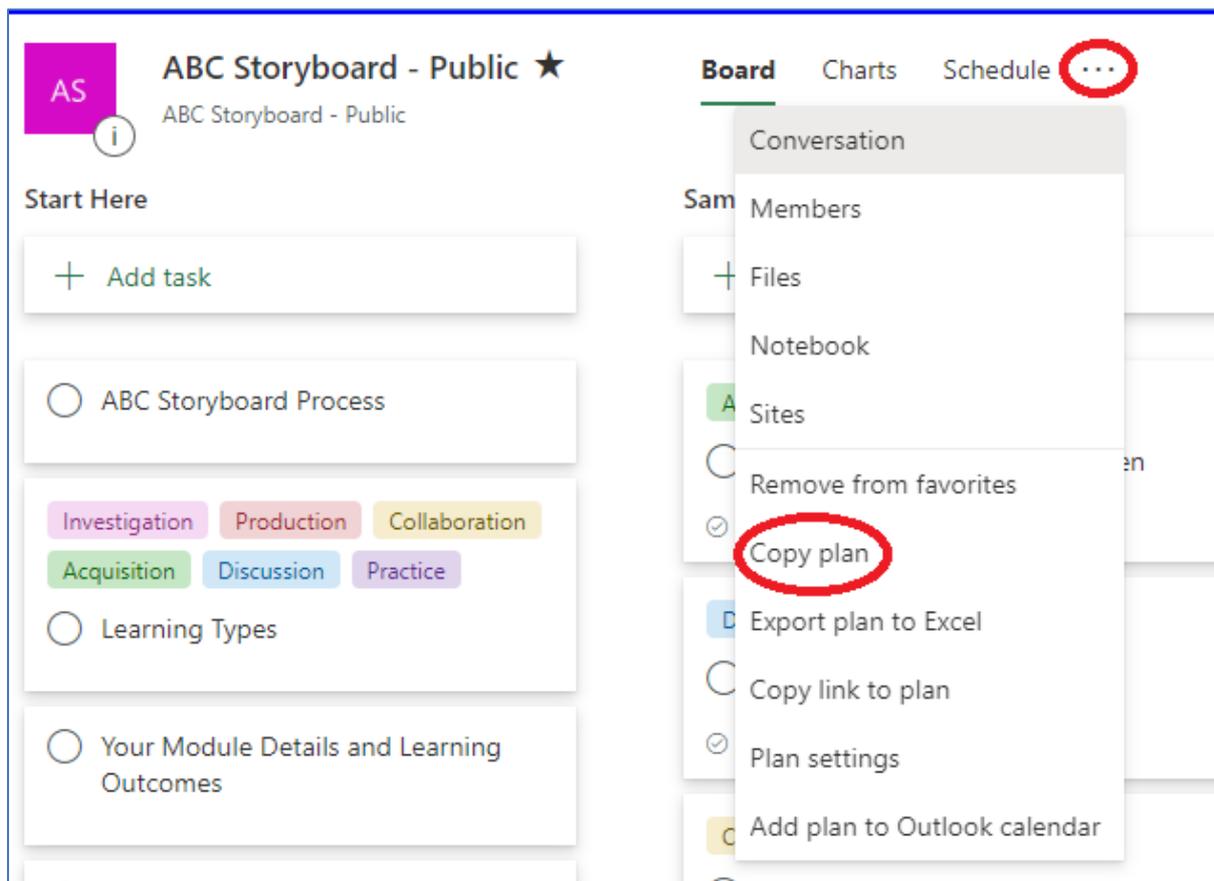


3. Locate the Planner app and select it
4. In the *Planner hub* area of Planner, select 'All plans'. You should see a public plan called '[ABC Storyboard - Public](#)'. Click on it.

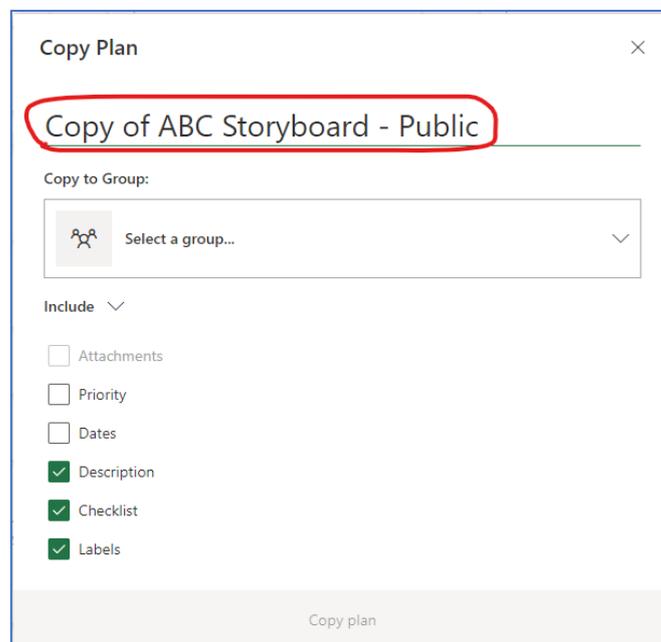
Please do not edit the public storyboard.



5. To make your own copy of this, select the 3 horizontal dots on the main menu at the top and then 'Copy plan'



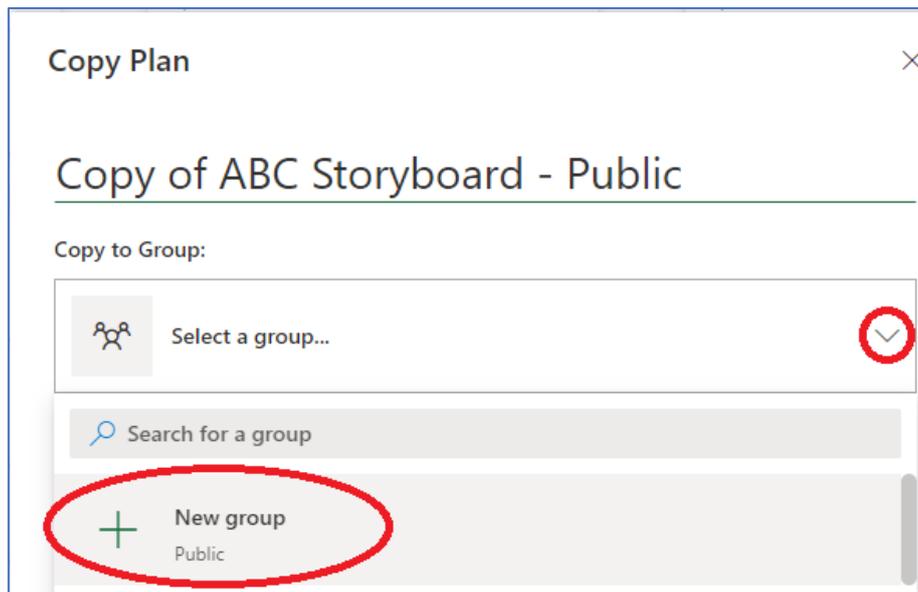
6. In the new dialog window that appears, you can go ahead and give your copy a new title



7. Next, Planner requires you to 'Copy to Group:'. Click on the 'Select a group' drop down menu and select the top option, **New Group**.

Note: If you experience issues at this stage or are unable to create a new group, you may need to request ITD to create a new Microsoft Team for you on Topdesk, [here is the link](#). There is an option

on the right-hand side of that screen to **Request Microsoft Team Creation**. Once you have a Team for yourself, you can select that Team from this dropdown menu.



8. Next, open 'Group options' and choose *Private*, if your intention is to take a private copy of this storyboard for your own use. Beneath the 'Include' options ensure there are checkmarks next to Description, Checklists, and Labels.

Copy Plan ✕

Copy of ABC Storyboard - Public

Copy to Group:

+ New group
Public ▾

Group options ▾

Privacy

Public - Anyone in my organization can see plan contents

Private - Only members I add can see plan contents

Group description

Optional group description for new members

Include ▾

Attachments

Priority

Dates

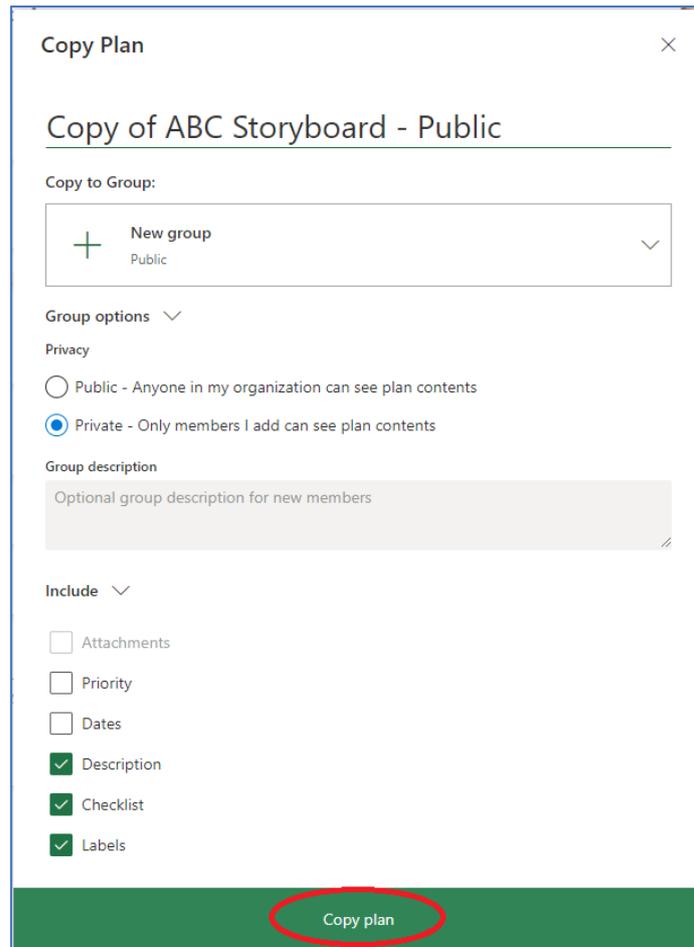
Description

Checklist

Labels

Copy plan

9. Finally, select 'Copy Plan'. Planner may take a few moments to make a copy. Once it has completed, you should be able to access your own copy of the ABC storyboard in your 'Recent plans' area.



Note: As a final step, you may wish to remove all members of the public storyboard who may also have been copied over, so that they don't have access to your storyboard. In your copied storyboard, go to the **Members** drop down menu on the right hand-side. Next to each person's name you want to remove select the three horizontal dots and then 'Remove'.

