Microsoft Lists

Quick Start Guide

Easily create a list to start tracking information across your organization.
Sign into your Office 365 subscription and select the Lists app from the Microsoft 365 app launcher.

Start a new list from scratch, Microsoft Excel, or use the structure of an existing list.

Find all your recent lists in one place
- Sort and filter by recent lists or lists that you created
- Customizable icons and color tags make lists easy to differentiate

Search existing lists by name

Pin lists to your Favorites section by clicking the star next to each list's icon

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New list

Create a list from scratch

Import list items from an existing Excel spreadsheet

Duplicate an existing list as a starting point

Create a list from one of the ready-made templates, based on your scenario:

- **Issue tracker**: track, manage, and bring issues to a close
- **Employee onboarding**: manage your new employee’s onboarding process
- **Event itinerary**: organize important event details
- **Asset manager**: keep track of assets your team is using
- **Recruitment tracker**: manage your recruitment pipeline
- **Travel requests**: manage your travel requests/budget
- **Work progress tracker**: track priorities and progress
- **Content scheduler**: schedule and manage your content strategy
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Start from ready-made templates
Name your new list, add an icon, color tag, and description. Columns are pre-formatted and can be further customized later.

Create new items
Add your first item in your list. Fill in details such as name, description, priority, status, and due date, and assign the item to a stakeholder.

Edit in grid view
Edit column details in Grid view. Add, show, or hide columns to fit your organization needs.

Create rules
Add smart rules to organize data and generate notifications.
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Use Lists within Microsoft Teams
Natively integrated in Teams so you can collaborate on items and lists alongside team member discussions

Add and edit items just like in Lists home

Get the same Lists capabilities, plus three additional industry templates

Add a Lists tab inside a Teams channel. Create a new list or add an existing one

Open a chat window alongside an item. @mention individuals to draw attention

Open list item to view details
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Mobile
Access Lists on the go with the mobile app for iOS and Android

Enjoy the familiar Lists experience on mobile

Add, edit, and format list items just like on desktop

View, sort, and filter through list items in a mobile-friendly interface

Note: Screenshots show the Microsoft Lists app for iOS (preview)
Next Steps with Lists

Learn More
Go to aka.ms/MSLists for more learning resources

Try the Lists app for iOS (preview):
https://aka.ms/MSLists/iOS/preview

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