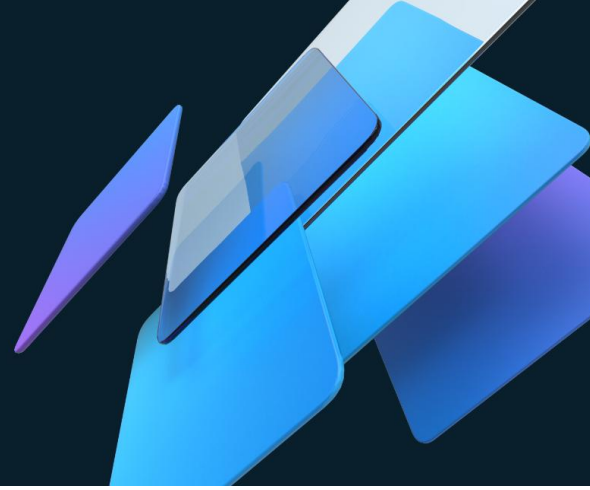


Empower and upskill your teams with Plans on Microsoft Learn



Plans on Microsoft Learn are curated collections of content designed with specific learning outcomes, practical milestones, and optional email reminders, to help learners efficiently skill up on the latest technologies.

Anyone can copy or create a plan, publish it, and invite individual learners or groups of learners to it. Before you get started, if you're unfamiliar with plans, review [Plans on Microsoft Learn](#) and [Best practices for creating and managing plans](#).

There are three steps to putting together a plan for your learners:

[Step 1. Create a plan](#)

- [Option 1. Copy an Official Plan](#)
- [Option 2. Create a new plan with AI](#)

[Step 2. Publish your plan](#)

[Step 3. Share your plan](#)

Prerequisites

To create a plan, you must be signed in to your Microsoft Learn profile.

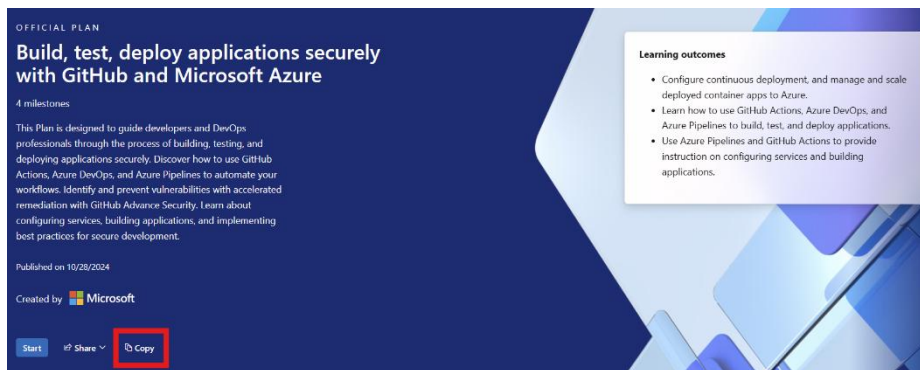
Step 1. Create a plan

There are a couple of options for creating a plan.

Option 1. Copy an Official Plan

To use an existing plan, choose one of the [Official Plans on Microsoft Learn](#) and select **Copy**. To work with it as is, select **Create** and then **Publish**.

To customize an existing plan, select **Copy** and then revise the title, description, learning outcomes, and other details. When you've finished updating the plan, select **Publish**.



Copy an Official Plan.

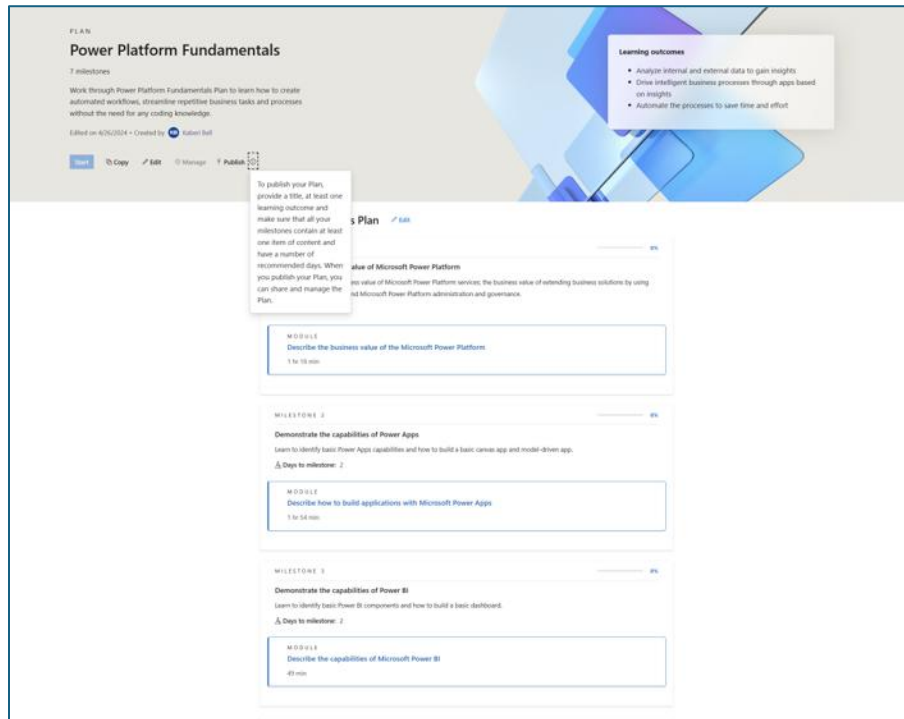
Option 2. Create a new plan with AI

To create a new plan with AI:

1. Go to [Build your plan with AI](#), choose your goal, and follow the prompts. To enhance the accuracy of the results, provide as much information as possible.
2. Review the details of the newly created plan. If the results aren't as expected, you can go back and edit the form or start over. You can also manually edit the details of the plan in the next steps. (Tip: To help improve the AI model's future results, give the plan a thumbs-up or thumbs-down.)
3. To save the plan to your profile, select **Get started**.
4. Edit your plan as needed, adding or removing content and updating milestones, descriptions, titles, and more.
5. Select **Publish**.

Step 2. Publish your plan

After you finalize your plan, it's ready to publish. On the plan's intro page, select **Publish** and then select **Yes, publish plan**. When a plan is published, you're no longer able to alter it, although you can delete it.

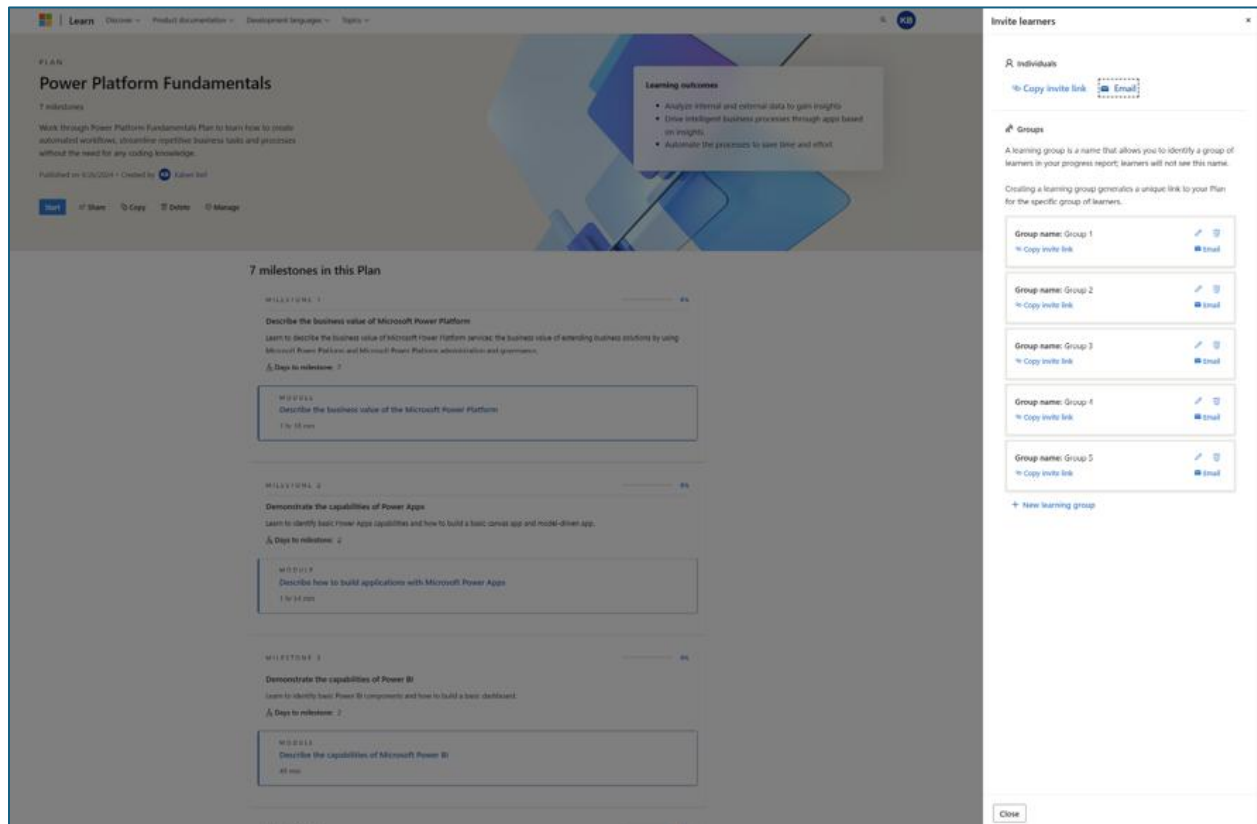


Publish your plan.

Step 3. Share your plan

After you publish your plan, you can invite learners to it.

1. On the plan's intro page, select **Manage** and then select **Invite learners**.
2. In the side panel, you can either copy the link to the plan or select **Email**.
Selecting **Email** opens the mail application on your device to use for sending the link to the plan.



Options for inviting learners to a plan.

With these three easy steps—create, publish, and share—you can use plans to help upskill your teams. For more details and useful guidance, go to [How to create and manage plans on Microsoft Learn](#).