

How Microsoft Applications Sync with Microsoft To Do

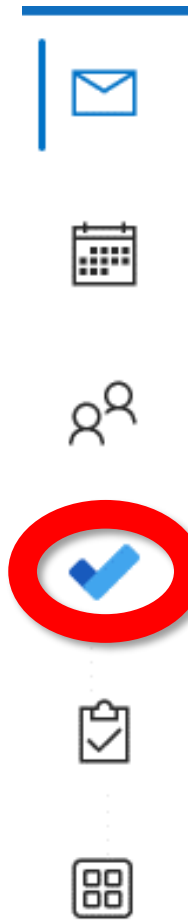
Aleia Fletcher

What is To Do?



- Personal to-do list
- Ability to make multiple lists
- Allows grouping of similar lists together
 - Project(s) w/ multiple steps/phases

How to Access To Do



- When you open Outlook:
 - Click blue check mark on left-hand panel
- Can also
 - Visit <https://to-do.office.com/>
 - Download iPhone app
 - Demo

To Do

vs

Planner



- Daily 'To-do' list
- Personal
- Break up Tasks

- Project Management
- Share with Team
- Current & future plans

Planner

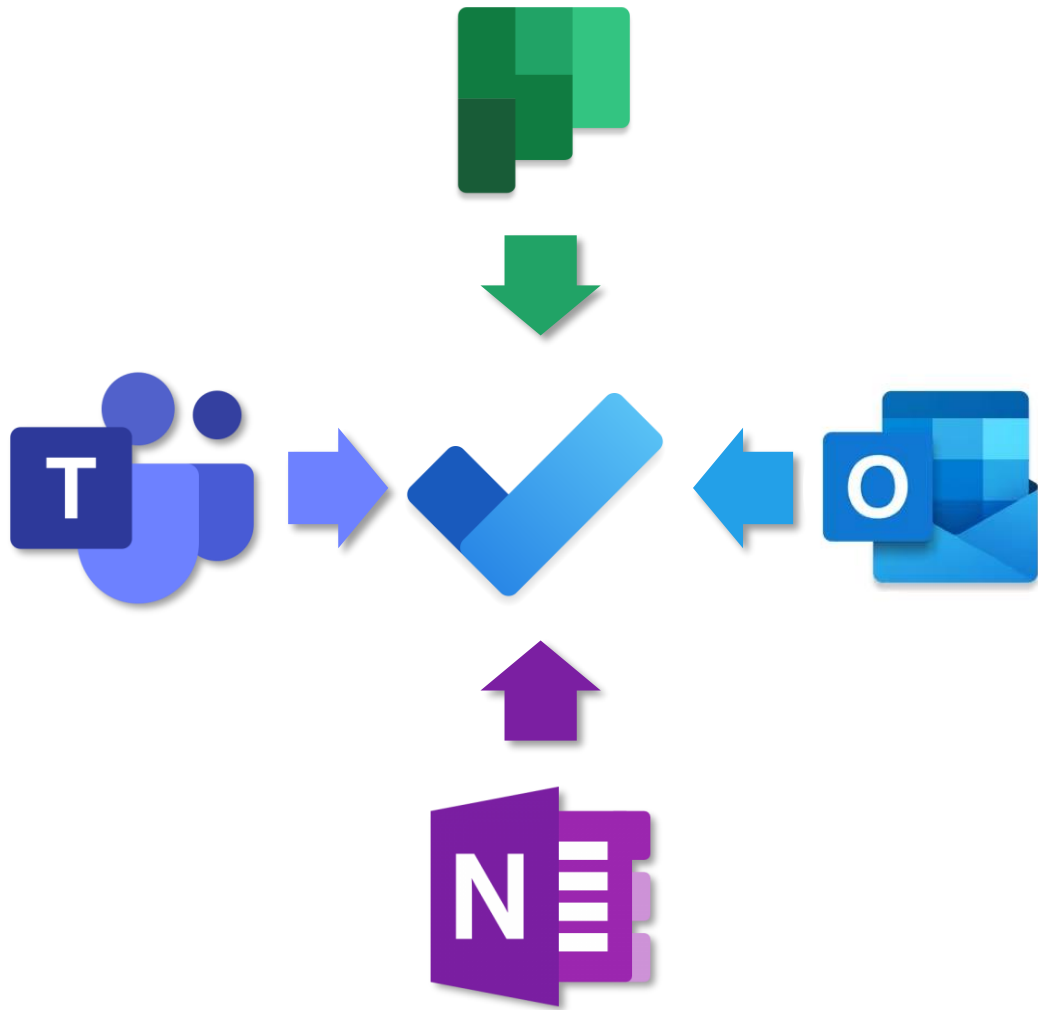


- Project Management
- Share with Team
- Current & future plans

How to Access

- To open Planner
 - Visit <https://tasks.office.com/>
- Download app on iPhone
 - *No desktop app currently available from Microsoft*
 - Demo

Microsoft Software Integrates with To Do

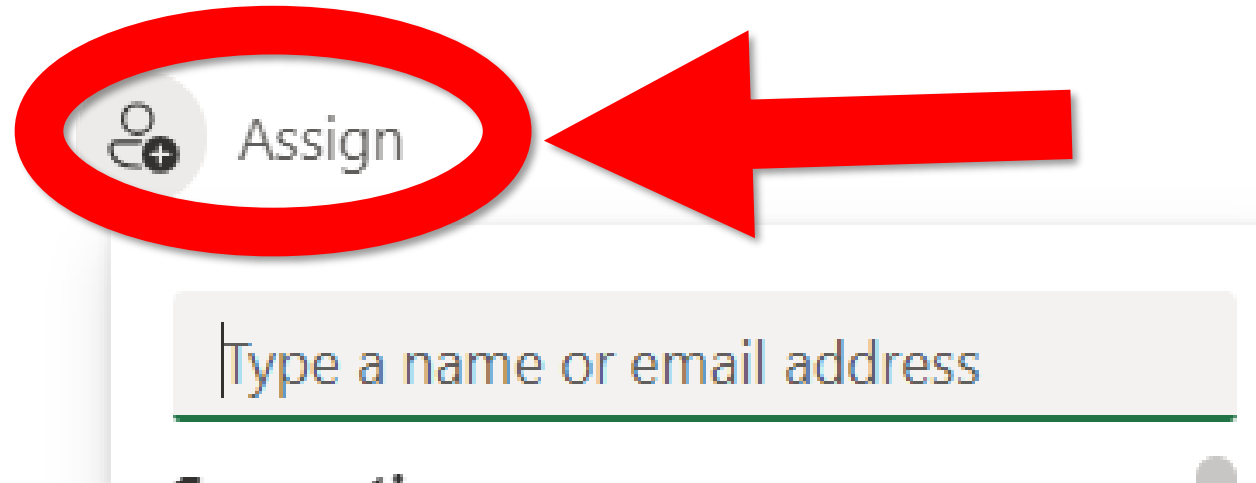
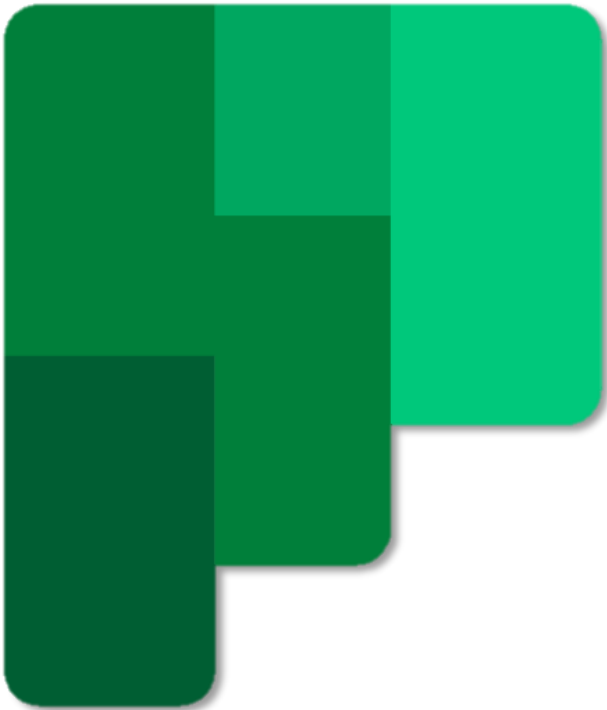


Microsoft software that feeds into To Do include:

- Planner
- Outlook
- Teams
- OneNote

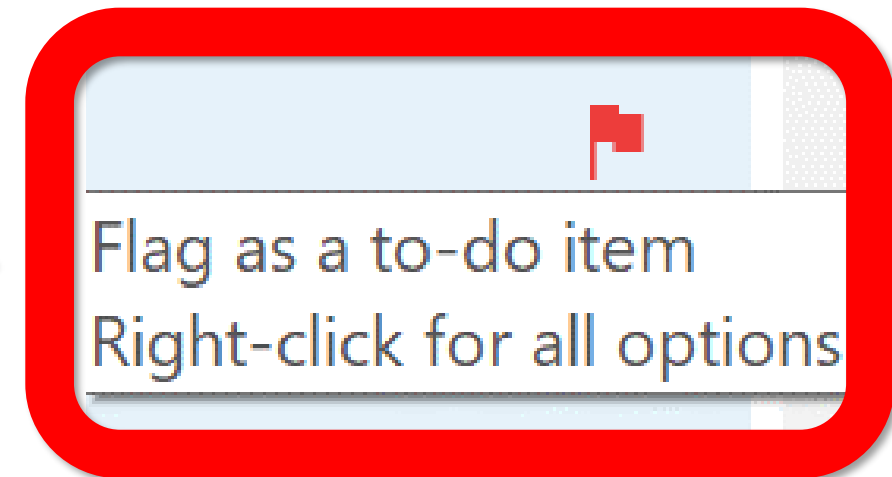
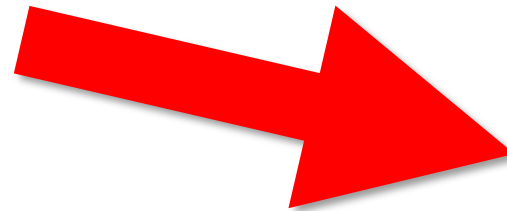
Connecting Planner with To Do

- Click on task in Planner > **Assign** > search for self > click on name
 - Shows up under **Assigned to Me** in To Do



Connecting Outlook with To Do (via Tasks)

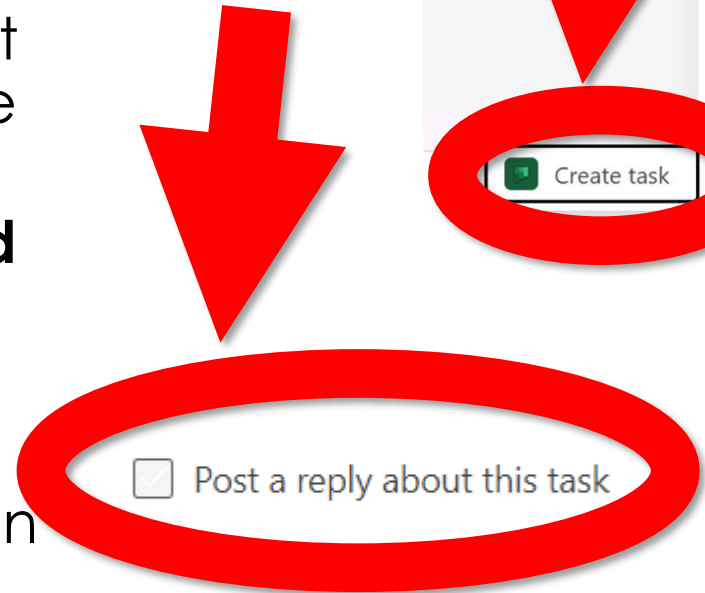
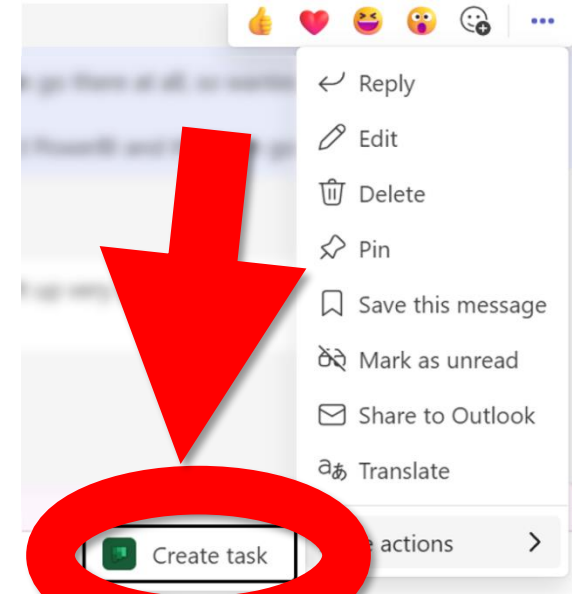
- To communicate with To Do, use **Outlook Tags**
 - To right of email, click on the **red flag**
 - To update due date, **right-click flag** > Choose due date
 - Shows up under **Flagged Email** in To Do



Connecting Teams with To Do (via Planner)



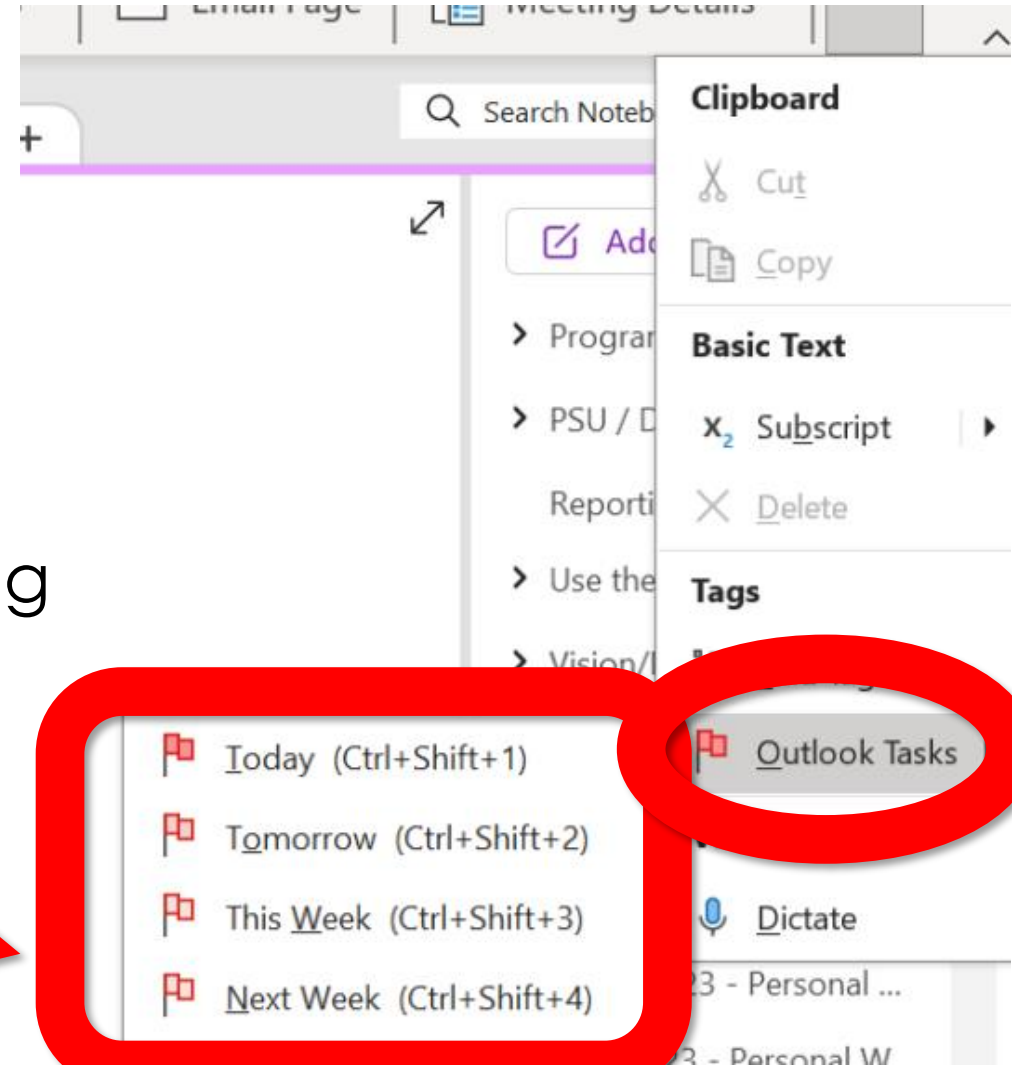
1. Scroll over message in Teams
> click on ... > **More actions**
> **Create Task**
2. Under **Create In**, choose Teams channel where your Planner app is located
3. If want to show in To Do right away, click **Assign** > Choose Name
 - Shows up under **Assigned to Me** in To Do
4. Uncheck **Post a reply about this task** or will notify entire group in Teams that posted in Planner



Connecting OneNote with To Do



- To communicate with To Do, use **Outlook Tags**
 - **Home** > ... > **Outlook Tags** > Choose due date
 - Shows up under **Tasks** in To Do
- ❖ May experience syncing lag with To Do



Feedback/
Questions?

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