



Product information

WBT TO DO 365

Microsoft To Do allows you to create, manage and process your personal tasks. You can also access tasks that were created in other applications. This includes Planner tasks assigned to you and emails flagged for follow up via Outlook.

To Do offers several predefined static and smart lists. You can also create custom lists to sort and categorise your tasks. Smart lists automatically only show tasks that match a certain criterion.

PARAMETERS

Version	21-01
Release	15 December 2021
Duration	approx.. 0:42 h

TABLE OF CONTENTS

Getting started with Microsoft To Do

Finding your way around Microsoft To Do

Creating and editing tasks

Structuring Microsoft To Do

Keeping track of things

Using and sharing custom lists
