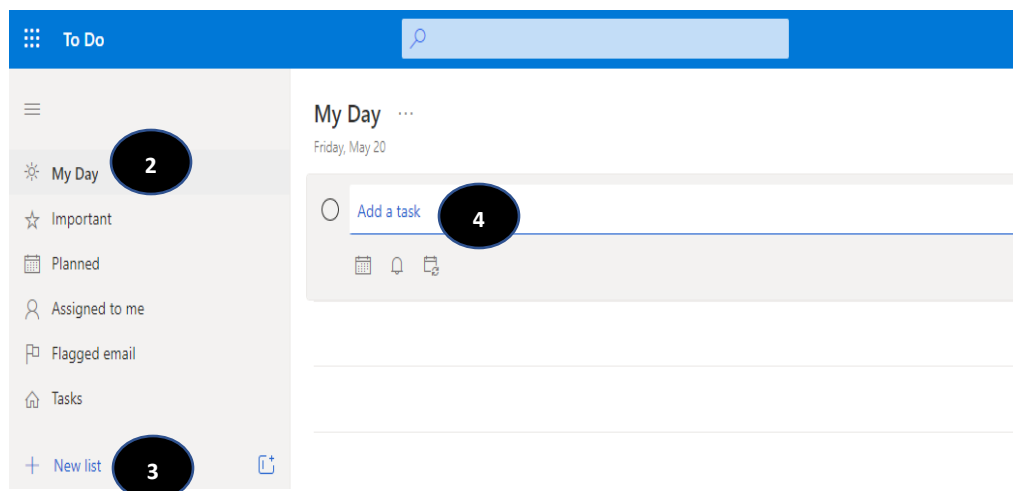


Microsoft To Do Tip Sheet

BASICS – 5 Steps to Get Started



3) Add Lists

- [Assign tasks in shared lists](#)
- [Get notifications for shared lists](#)
- [Organize lists](#)
- [Sort and search in lists](#)
- [Customize lists](#)
- [Delete and restore lists](#)

4) Add Tasks

- [Create, edit, delete, and restore tasks](#)
- [Add due dates and reminders to tasks](#)
- [Smart Due Date, Reminder Recognition in Microsoft To Do](#)
- [Add steps, importance, notes, tags, and categories to your tasks](#)
- [Add files to tasks](#)

5) Need More Help? Visit the following link to explore troubleshooting and other resources: [To Do help & learning](#)

1) What is Microsoft To Do?

It is a simple and intelligent to-do list that helps manage all your tasks in one place. You can work through your tasks for the day in My Day and create any number of additional lists. In each list you can: add unlimited tasks, set due dates and reminders, star the most important tasks, use steps to break down larger tasks into more manageable pieces, and add notes to record extra details. Since all your tasks are stored on Exchange Online servers, they'll also appear automatically in Outlook tasks.

2) Use 'My Day'

Use My Day to help focus on daily tasks. You can add new tasks directly to My Day, or add tasks from other lists, by selecting a task to view its details and then selecting **Add to My Day**. You can also use suggestions to pick tasks to add to My Day. To see suggested tasks, select the suggestions icon  at the top of the My Day list.

The My Day smart list resets every night, so you have a blank slate to add the tasks you want to accomplish each day. Any tasks in My Day that aren't completed before the list resets will be saved to your Tasks list and included in your suggestions the following day.

ADVANCED – Tips & Tricks

Windows Tips and Tricks

- [Adding an email as a task in Outlook on Windows](#)
- [Duplicating lists on Windows and web](#)
- [Using Live Tile with Microsoft To Do](#)
- [Using Ink with Microsoft To Do](#)
- [Using keyboard shortcuts in Microsoft To Do](#)

Using To-Do with Other Microsoft Products

- [Using Microsoft To Do with Outlook Tasks](#)
- [Using Microsoft To Do with Outlook.com](#)
- [Using Microsoft To Do with flagged email](#)
- [Using Microsoft To Do with Cortana](#)
- [Using Microsoft To Do with Microsoft Launcher](#)
- [Using Microsoft To Do with Microsoft Power Automate](#)
- [See Planner tasks in Microsoft To Do](#)