



Microsoft To Do

What is To Do?

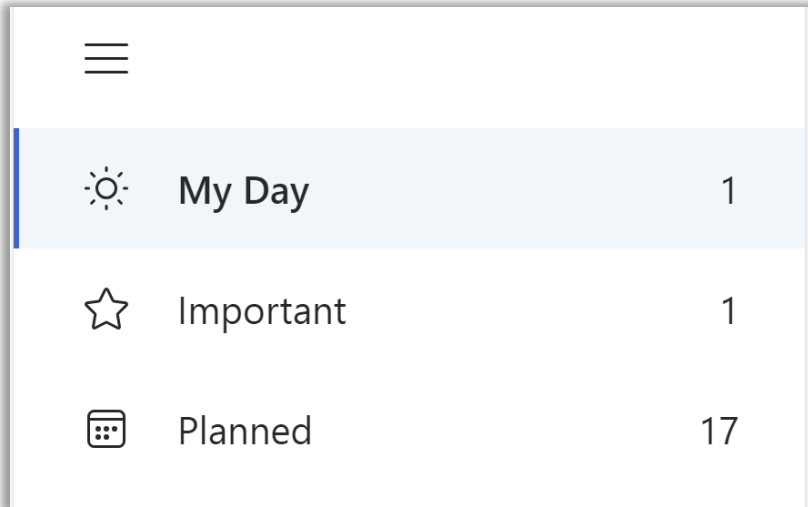
A task management app designed to help you stay organized and manage your day-to-day activities.

Why To Do?

- Dynamic task prioritization and scheduler
- Easy-to-use interface
- Collaboration features
- Integration with calendar and email

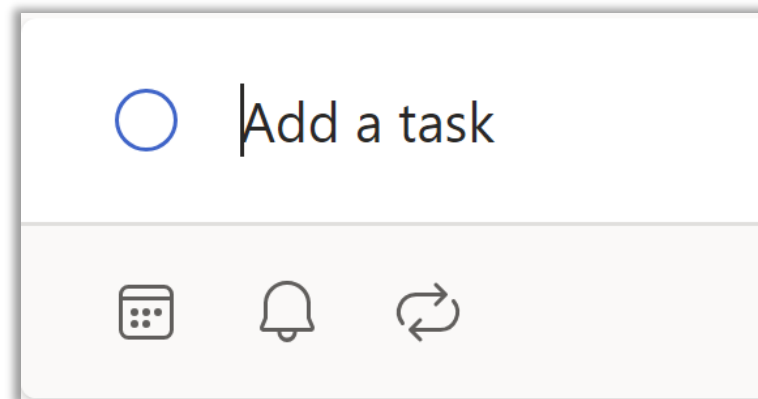
Tips and Tricks

Menu and Tasks



Use the Menu to divide your tasks into categories for easier organization and management. Categories include My Day, Important, Planned, and more!

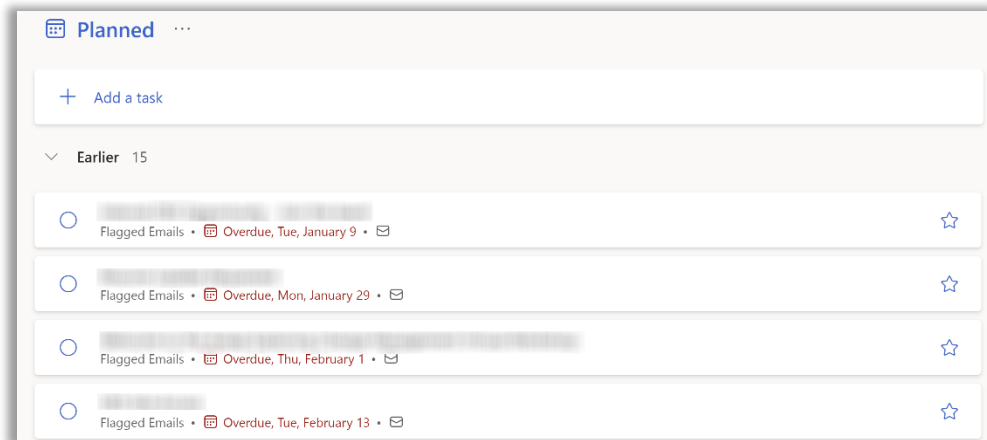
Adding tasks that you need to complete is easy in To Do! Plus, you can set due dates and reminders and make the task a repeating one!



**Lists
and
Groups**

Tips and Tricks

See your tasks in list format and mark when they are completed! Use the due date to keep you on track and select the Star to add to the Important category!



1st Semester

Drag here to add lists

Have too many lists and want to organize them? Create a group and add different lists to it!

Tips and Tricks

**New List
and
Assigned &
Flagged**

+ New list

☰ Chemistry ...



○ Add a task



Want to create a new category? Use the New List feature to organize your tasks based on classes, clubs, or however you would like!

☰ Chemistry

Easily see any tasks that have been assigned to you by others and any emails that you have flagged! Plus, you can access your email, calendar, and contacts directly from To Do!

	Assigned to me	2
	Flagged email	15



Settings

Tips and Tricks

Turn on night mode



Turn on night mode



☀️ My Day ...

Friday, April 5

☀️ My Day ...

Friday, April 5

Want to toggle between day and night mode? Use the Settings tab to seamlessly do that!

Don't forget about the rest of the options within Settings. Use these to set up To Do the way you like!

