

Microsoft To Do – Intelligent day planning with to-do lists

Duration: 8 Hours

Target Audience:

- Who are already work with Microsoft To Do and want to get more out of the app
- Who are about to start working with Microsoft To Do and are looking for some basic training

Table of Contents:

- **Module 1 Introduction – to do**
With Microsoft To Do, you can plan and manage your tasks in the best possible way and check them off as soon as they are completed. The app is closely integrated with other programs such as Outlook, Planner and Teams. In this introductory video, you will meet your trainer and get an overview of the contents covered in this course.
- **Module 2 To Do – My Day**
Learn the basics of the To Do app and discover how to create tasks and organize them clearly with the help of lists and groups.
- **Module 3 To Do and Outlook**
If you flag e-mails in Outlook, these e-mails are then available in Microsoft To Do for follow-up and completion, which is very useful!
- **Module 4 To Do and Planner**
If project planning tasks come up that were "assigned" to you or you "took over" within the Microsoft Planner app, then these can also be accessed with Microsoft To Do. Watch this video to find out how to do it and where to find them.
- **Module 5 To Do and Teams**
Microsoft Teams is often used as "the central app" for teamwork. The app "Tasks in Planner and To Do" is provided so that you always have an overview of your tasks from the Teams app. This app also accesses tasks from the To Do app and makes them available within the Teams environment. However, there are certain limitations that you need to be aware of!
- **Module 6 To Do – More Helpful Options**
Discover some helpful features that can make your daily work with the To Do app even easier. Learn how to share lists with other people, delegate tasks, customize additional settings, optimize searches with hashtags and much more
- **Module 7 To Do – Course Completion**
At the end of this course, we will have a reminder of the most important features and benefits of the To Do app. We wish you every success in putting what you have learned into practice.