



Smart Tools – Better Results

Time Management - Microsoft To Do

Microsoft To Do is a task management tool that helps stay organised by creating and managing tasks with deadlines and subtasks for all users, including university students. It integrates with Microsoft 365 for syncing across devices. With customisable lists, reminders, and the ability to prioritize tasks, the tool is ideal for managing personal, professional, and academic responsibilities, errands, and group projects. The tool also offers a simple and efficient way to stay on top of important deadlines and commitments.

Introduction Video

[The official Microsoft video](#) introduces Microsoft To Do in 1 minute.

Quick Video Tutorial

Watch a [quick video tutorial](#) by *Tool Finder* to learn the basics of Microsoft To Do.

Support Page

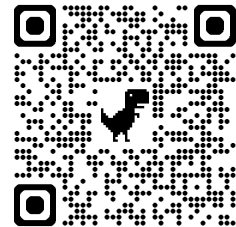
[The Official Microsoft To Do Support](#) provides detailed guidance on using the Microsoft To Do features.

Download Microsoft To Do

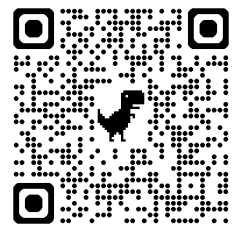
Microsoft To Do is available on a variety of devices and platforms:

Smartphones and Tablets:

- Android devices (Samsung, Google, OnePlus, Xiaomi, Oppo, Motorola, Sony, Asus, Nokia, Honour, Huawei): Google Calendar is often pre-installed. If not, it can be downloaded from the [Google Play Store](#)



- iOS devices (iPhone, iPad): Available for download from the [Apple App Store](#)



Web Browsers:

Accessible at to-do.office.com/tasks/ on desktop and mobile web browsers, including Chrome, Edge, Safari, and Firefox.

External Resources

Below are the links referenced in this guide.

<https://play.google.com/store/apps/details?id=com.microsoft.todos&hl=en>

<https://apps.apple.com/us/app/microsoft-to-do/id1212616790>

<https://to-do.office.com/tasks/>

<https://support.microsoft.com/en-us/office/welcome-to-microsoft-to-do-762cbbf9-7fc1-48e5-b619-005622da89d0>

https://www.youtube.com/watch?v=6k3_T84z5Ds

<https://www.youtube.com/watch?v=kByeAb3Lbmg>