■ Microsoft

WHEN TO USE

Microsoft TO DO
Microsoft PLANNER
TASKS APP IN MICROSOFT TEAMS

for managing tasks

HOW DO I GET THEM?

TO DO is available:
- in the Tasks app
- on the web
- on mobile

PLANNER is available:
- in the Tasks app
- as a tab in Teams (Tasks app)
- on the web
- on mobile

TASKS APP is available:
- in Teams (desktop/web)
- In Teams (mobile)

WHERE CAN I LEARN MORE?

Websites
- aka.ms/MICROSOFTTODO
- aka.ms/PLANNER
- aka.ms/TASKS

Support sites
- aka.ms/TODOHELP
- aka.ms/PLANNERHELP
- aka.ms/TASKSAPP

Demos
- aka.ms/PLANNERDEMO

TO DO — individual tasks only

Prioritize your individual tasks in a just-the-basics app. Check your My Day list for what to focus on today and get smart suggestions for tasks from other lists and apps.

HOW SHOULD I USE IT?

To prioritize your individual tasks. To Do automatically recommends what you should focus on and sorts those tasks into the dedicated My Day list each night.

WHAT'S IT BEST FOR?

- Getting automated suggestions to focus on what matters most
- Coordinating tasks in the context of your emails and calendar
- Focusing on your individual tasks without the distraction of larger team efforts

HOW'S IT DIFFERENT?

What distinguishes TO DO from

...PLANNER and TASKS APP:
- Curated My Day list of tasks that are due soon, plus smart suggestions of tasks to add
- Seamless integration with Outlook for the web email and calendar, plus a My Day pane
- Separate list of tasks generated from flagged Outlook emails
- Scheduled task reminders and repeatable tasks

...TASKS APP:
- Custom lists to organize your tasks by specific categories
- More task filtering options

PLANNER — team tasks only

Manage task-based team efforts on a modern, highly aesthetic Kanban board. Enable your entire team to see their tasks in the context of the full plan and monitor progress to stay on track.

HOW SHOULD I USE IT?

To organize your team around a set of tasks for delivering a larger initiative. Planner keeps everyone up-to-date and encourages the team to help one another.

WHAT'S IT BEST FOR?

- Adding structure to task-based teamwork
- Monitoring your team's progress with colorful visual cues and built-in status reporting
- Helping others on your team understand the full effort

HOW'S IT DIFFERENT?

What distinguishes PLANNER from

...TO DO:
- Your tasks alongside the rest of your team's tasks
- Automated, built-in charts for basic status information
- More task customization options (e.g., labels, comments)

...TASKS APP:
- Plans sorted under Favorites, Recent, and Recommended
- Ability to add new plan members directly
- Copy and export plan

If you're torn between Planner and the Tasks app, use the Tasks app.

TASKS APP — all your tasks

Manage all your individual tasks from To Do and team tasks from Planner in Teams. Experience the same basic functionality of both apps without constantly toggling between solutions.

HOW SHOULD I USE IT?

To bring all your To Do and Planner tasks alongside your Teams chats, meetings and files; also, to push tasks from HQ to frontline locations.

WHAT'S IT BEST FOR?

- Seeing all your To Do and Planner tasks together in one place
- Quickly communicating about tasks with your colleagues in the same app
- Managing frontline tasks from corporate

HOW'S IT DIFFERENT?

What distinguishes TASKS APP from

...TO DO and PLANNER:
- Access to all your Teams chats, files, etc., in the same app
- Task publishing to push tasks from HQ to frontline locations

...TO DO:
- Task priorities
- Filtering for completed tasks

...PLANNER:
- List view in addition to Board, Charts, and Schedule views
- Bulk editing in the List view

Besides small feature and aesthetic differences, the apps are similar.