

Manage your personal tasks with Microsoft To Do ^[1]

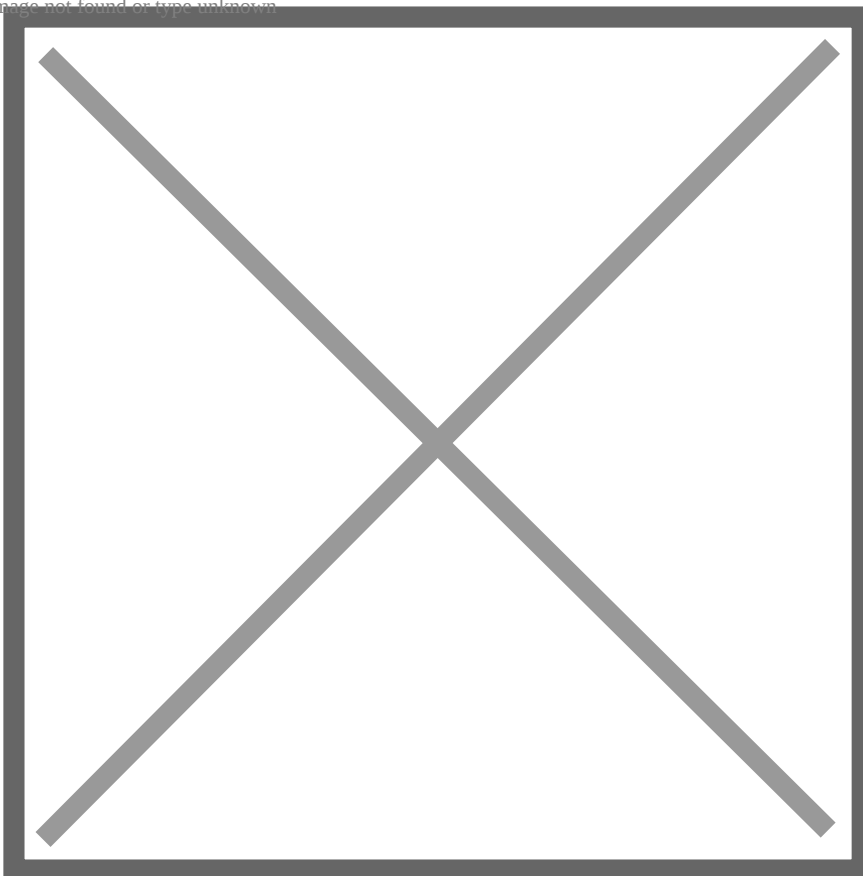
July 13, 2026 by [ES and UIS Communications](#) ^[2]

Microsoft To Do is a simple, free task management app included with your Microsoft 365 account. Because it syncs with Outlook, tasks you flag or create in either app show up in both.

Get started with Microsoft To Do

1. Open **Microsoft To Do** from todo.microsoft.com, the desktop app, or the mobile app (available for iOS and Android). Sign in with your CU credentials — no separate account or setup required.
2. Start with **My Day**, a running list that resets each morning. Add the tasks you want to focus on today, and To Do will even suggest a few based on your existing lists and emails.

Image not found or type unknown

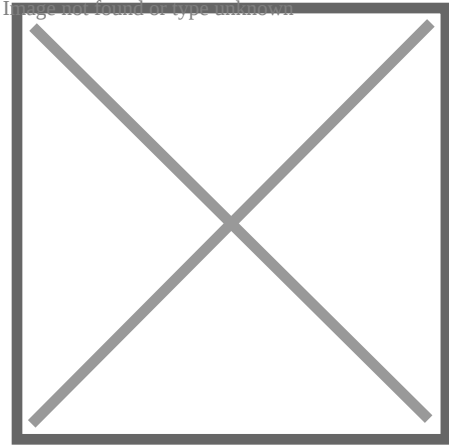


3. Add a task by typing it into the **Add a task** field at the bottom of any list. Tap into a task to set a due date, reminder or repeat schedule, or to break it into smaller steps.



Image not found or type unknown

Sync with Outlook: Flag an email in Outlook, and it will automatically appear in your Flagged Email list in To Do. Likewise, any task you add to Outlook's Tasks pane or to your To Do Tasks list will show up in both places, so you only have to check one spot to stay on top of everything.



Microsoft ^[3], Outlook email ^[4], computer help ^[5]

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/tech-tips/manage-your-personal-tasks-microsoft-do>

Links

[1] <https://www.cu.edu/blog/tech-tips/manage-your-personal-tasks-microsoft-do>

[2] <https://www.cu.edu/blog/tech-tips/author/249473> [3] <https://www.cu.edu/blog/tech-tips/tag/microsoft>

[4] <https://www.cu.edu/blog/tech-tips/tag/outlook-email> [5] <https://www.cu.edu/blog/tech-tips/tag/computer-help>