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KNOWLEDGE BASE ARTICLE

My Tasks Data Sources: Planner, To Do, Outlook, SharePoint, Project Online and Azure DevOps



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Overview

The **My Tasks web part** can combine up to six sources in one **list**. Each source has its own toggle in the **Data Source** group of the property pane. This article describes what each source loads, what it requires and how its data is shown in the columns **Project Name**, **Task Status** and **Priority**.

For all sources the same rules apply:

- Only tasks **assigned to the signed-in user** are shown.
- A source whose request fails is skipped silently and the other sources are still shown.
- The web part reads tasks and never creates or changes them.
- A switched-off source is not queried. If all sources are off, the list is empty.

Sources at a glance

Source (toggle)	What is loaded	Requirements	Limit
Planner	Planner tasks assigned to you that are not 100% complete	**Microsoft Graph** permission *Tasks.ReadWrite*	No limit stated
To Do	Tasks from all your Microsoft To Do lists except *Flagged email*; completed tasks are excluded	*Tasks.ReadWrite*; a mailbox with To Do	No limit stated
Outlook	Flagged e-mails (the To Do list *Flagged email*); completed are excluded	*Tasks.ReadWrite*; your own mailbox (shared mailboxes are not included)	No limit stated
SharePoint	Items of SharePoint task lists (**content type** *Task*) assigned to you	SharePoint Search must index the **site**	Up to 100 tasks
Project	Tasks from Project Online or Project	Project Online site templates;	Up to 100 tasks

Source (toggle)	What is loaded	Requirements	Limit
	Server sites assigned to you	SharePoint Search	
Azure DevOps	Work items assigned to you across the organization	*user_impersonation* for Azure DevOps; the **Organization** name	All assigned items

Planner

Loads the Planner tasks assigned to you through Microsoft Graph, without tasks that are already 100% complete.

- **Project Name**: the title of the plan. If the plan is not accessible, the value is empty.
- **Task Status**: calculated from the task. If the task has a checklist, it is *Not Started* while all checklist items are open, *In Progress* when some are done and *Completed* when all are done. Without a checklist the percentage is used: below 50% is *Not Started*, from 50% to 99% is *In Progress*.
- **Priority**: Planner priority is converted to *Urgent* (urgent), *High* (important), *Normal* (medium) or *Low*.
- **Author**: the name of the task creator. The names are resolved through Microsoft Graph, which requires the *User.ReadBasic.All* permission.
- A click on the task name opens the task in the new Planner.
- Only tasks assigned to you are shown, not every task of the plans you belong to.

To Do and Outlook

Both sources use Microsoft To Do through Microsoft Graph. **To Do** loads the tasks from all your lists except the system list *Flagged email*. **Outlook** loads the flagged e-mails from that list. Completed items are not loaded.

- **Project Name** is *To Do* for the tasks and *Outlook* for the flagged e-mails.
- **Author** is empty for both sources by design.
- **Task Status** for To Do tasks: *Not Started*, or the state reported by Microsoft To Do for other open tasks. **Priority**: *Low*, *Normal* or *High*, from the importance of the task.
- Flagged e-mails require a mailbox with To Do enabled. Shared mailboxes are not included.

SharePoint

Loads the items of SharePoint task lists (the content type *Task*) where you are listed in

the **Assigned To** column. The query goes through SharePoint Search in your context, so permissions are respected and you never see items that you cannot open.

- **Project Name**: the title of the site that contains the list.
- **Task Status** and **Priority**: the values of the **Task Status** and **Priority** columns of the list, as they are shown in SharePoint, including the language of the site.
- Up to 100 tasks are loaded from this source.
- Because the data comes from search, a newly created or changed item appears after the search crawl has processed it.
- Sites or lists that are excluded from search results are not found.

Project

Loads tasks from Project Online or Project Server sites in the same way as the **SharePoint** source: through SharePoint Search, for items assigned to you, up to 100 tasks. The **SharePoint** source does not include tasks from these project sites, so the tasks are not duplicated. The mapping of the fields is the same as for **SharePoint**.

Azure DevOps

Loads the work items that are assigned to you in the whole Azure DevOps organization, the same list as the *My work* page of Azure DevOps. The call is made with your own identity, so you see only what you can already see in Azure DevOps.

- Enter the **Organization**: the name from the address `dev.azure.com/<organization>`.
- **Project Name**: the Azure DevOps team project.
- **Task Status**: the state of the work item, for example *New*, *Active*, *Resolved* or *Closed*.
- **Priority**: the numeric priority of the work item (1 to 4).
- **Due Date**: shown if the process of the project has the due date field.
- **Tags**: the tags of the work item. The type of the work item (*Bug*, *Task* and so on) is shown in the **Details** panel.
- A click on the task name opens the work item in Azure DevOps.

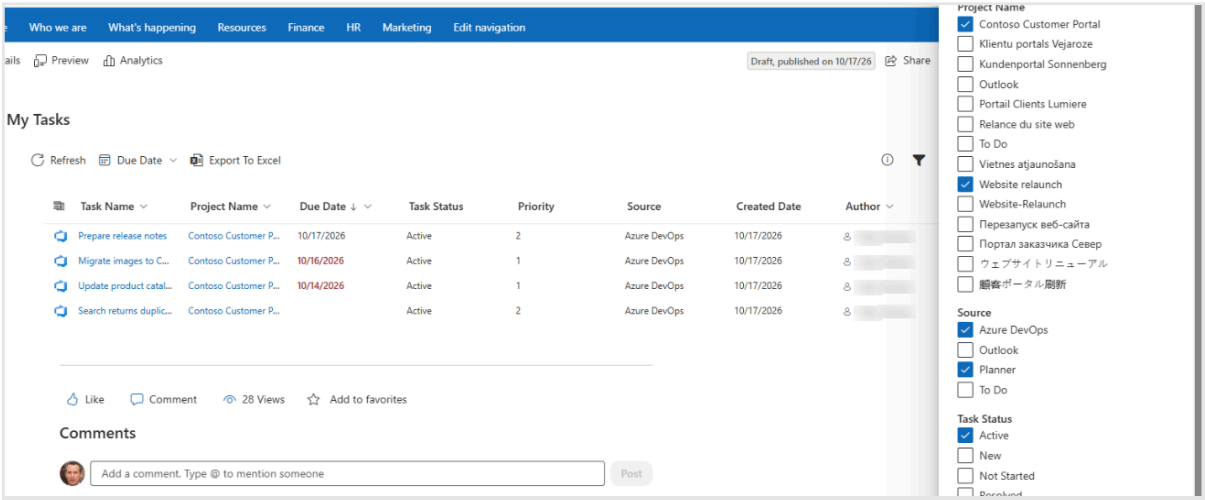
Note

To display the result of a saved query instead of your assigned work items, use the second web part. See KB10304. Azure DevOps Query Viewer: Setup and Connecting a Query and KB10209. How to Install and Configure the Azure DevOps Query Viewer Web Part.

Statuses and priorities

Source	Task Status	Priority
Planner	Not Started, In Progress, Completed (from checklist or percentage)	Urgent, High, Normal, Low
To Do	Not Started or the state reported by To Do	Low, Normal, High
Outlook	Not Started or the state reported by To Do	Low, Normal, High
SharePoint, Project	Value of the Task Status column of the list	Value of the Priority column of the list
Azure DevOps	State of the work item	Number 1 to 4

Use the status names from this table in **Excluded Statuses (comma separated)** to hide them; see KB10298. My Tasks: Excluding Statuses and Limiting the Task List.

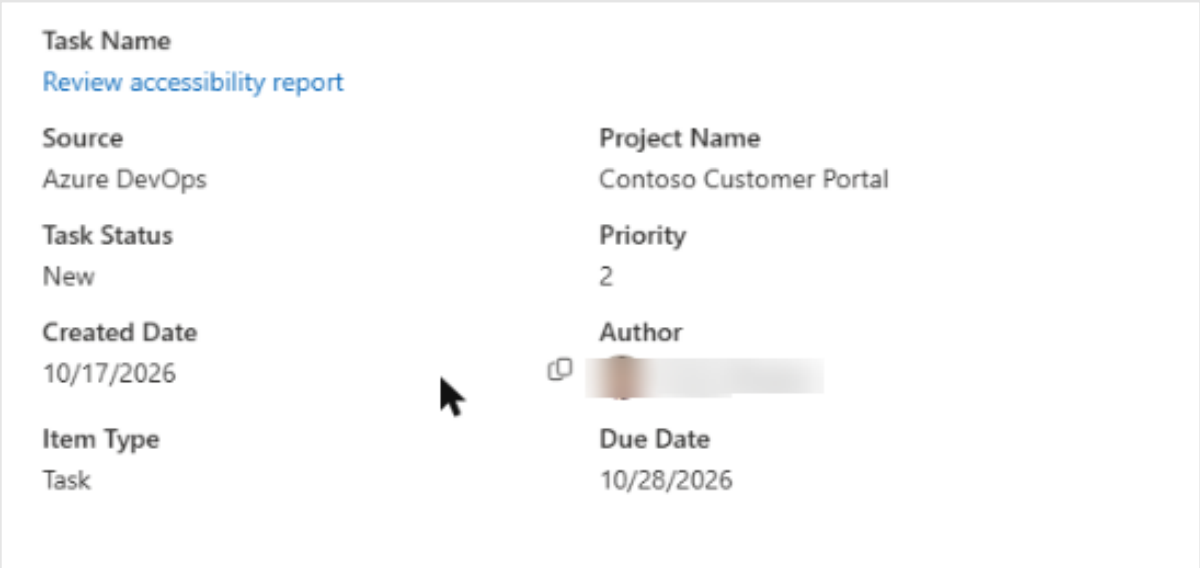


Tasks from different sources in one list, filtered by source

Permissions at a glance

Source	Permission or access
Planner, To Do, Outlook	Microsoft Graph *Tasks.ReadWrite*, *User.Read*, *User.ReadBasic.All*
SharePoint, Project	SharePoint Search in the user's context (security trimming)
Azure DevOps	Azure DevOps *user_impersonation*

The permissions are approved once by a **tenant** administrator. Details are in KB10303. My Tasks: Required Permissions, Privacy and Security.



The Details panel for an Azure DevOps task

Warning

The permission name *Tasks.ReadWrite* is required by Microsoft Graph for Planner and To Do tasks, but the web part uses it only to read tasks. It does not create, edit or delete tasks.

Tip

If a source shows no tasks, check its requirements in the table above and then see KB10307. Why Are My Tasks Missing or Not Loading?. To switch sources on or off, see KB10289. How to Add and Configure the My Tasks Web Part.

Terms

Content Type
A reusable collection of settings and metadata that defines a specific category of information, such as documents or list items. It includes metadata fields and document templates, enabling consistent management and organization of similar items across lists and libraries.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft Graph
Microsoft Graph is a REST API secured with Microsoft Entra ID (formerly Azure Active Directory) and OAuth 2.0. It provides a single endpoint for accessing data and services in Microsoft 365, such as SharePoint, Outlook, OneDrive, Teams, and others.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.