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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.

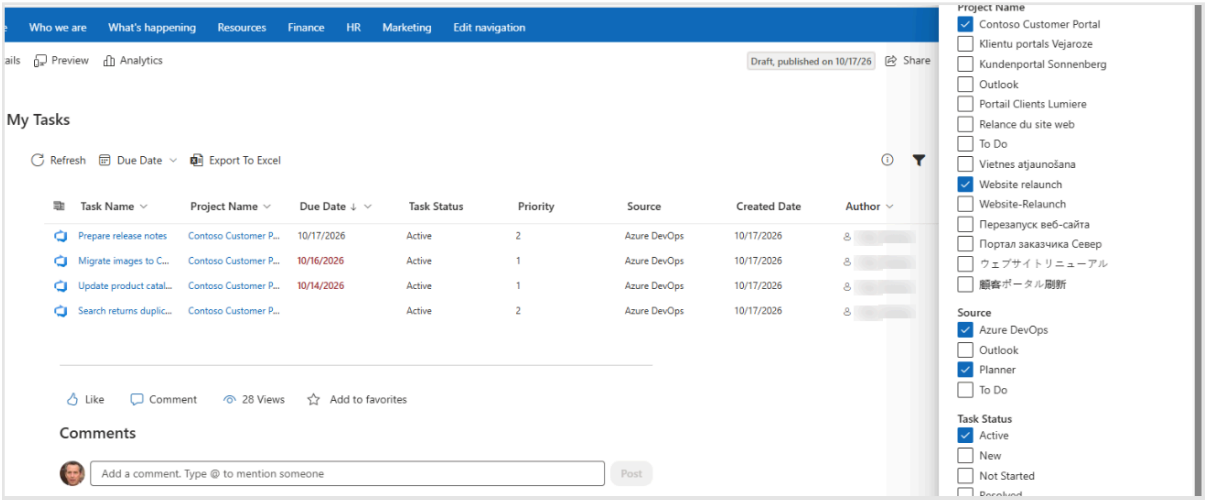
**Note**

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.

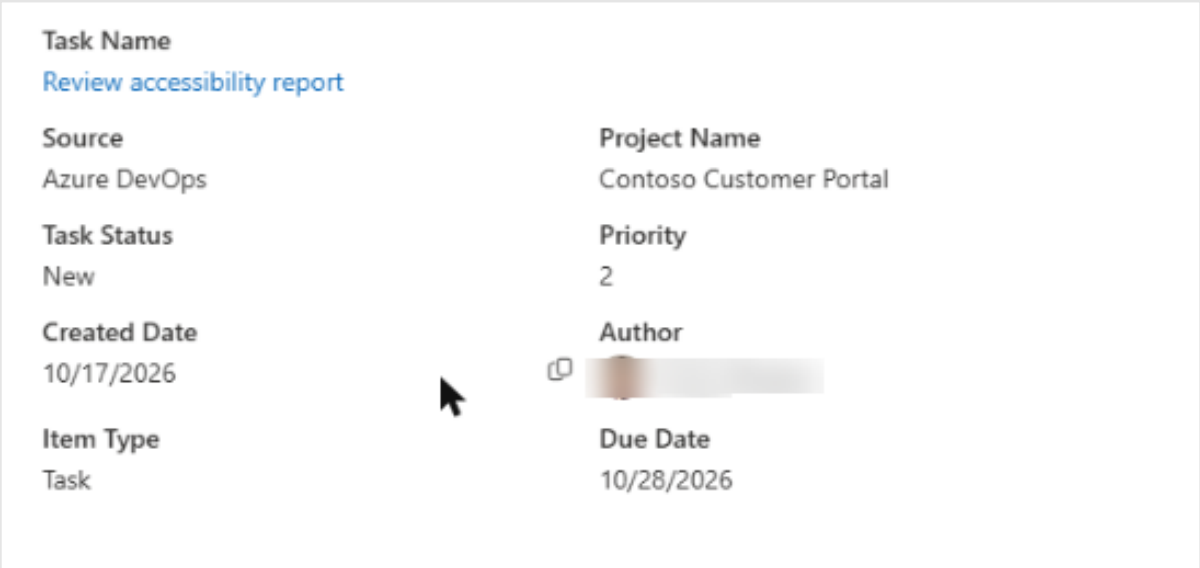



*Tasks from different sources in one list, filtered by source*

# 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.