KNOWLEDGE BASE ARTICLE

My Tasks: Choosing and Arranging Columns



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Overview

The My Tasks **web part** shows all your tasks from Planner, To Do, Outlook, **SharePoint**, Project Online and **Azure DevOps** in one **list**. Which columns that list has, and in which order, is decided by the page editor in the **Columns** group of the web part property pane. You tick the columns that should be visible and drag them into the order you need. The same settings apply to every user of the page.

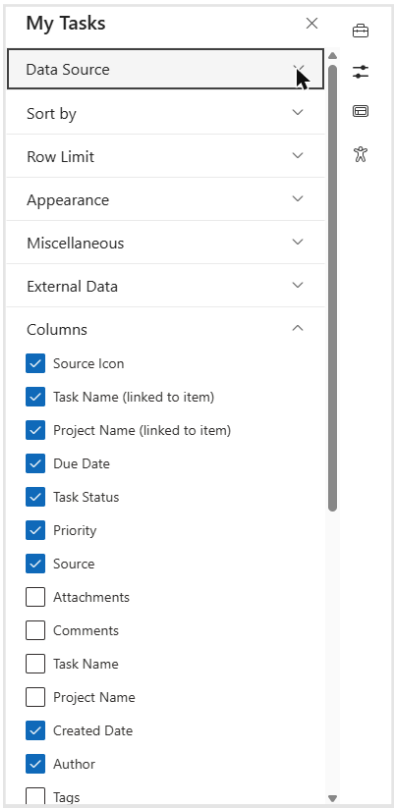
This article describes the available columns, the difference between the plain and the linked variants, the default set, and which columns remain empty for which data source.

Before you start

- You need permission to edit the page where the web part is placed.
- The web part must already be added and configured. See KB10289. How to Add and Configure the My Tasks Web Part.
- The **Columns** group controls only the table on the page. The Excel export and the task details panel have their own fixed set of fields; see KB10296. How to Export My Tasks to Excel and KB10295. My Tasks: Viewing Task Details Without Leaving the Page.

How to choose and arrange columns

1 Open the page and click **Edit**.
2 Select the My Tasks web part and click the **Edit web part** (pencil) icon to open the property pane.
3 Scroll down to the **Columns** group. It lists all available columns, each with a checkbox.
4 Tick a column to show it, clear the checkbox to hide it.
5 Drag a row up or down to change the position of the column. The column at the top of the list is the leftmost column in the task list.
6 Click **Save** or **Publish** to make the new layout available to all users.



The Columns group in the property pane

Clearing a checkbox does not delete anything. The position of the column is remembered, so if you tick it again later it returns to its place in the list.

Available columns

Column	Content	Default
Source Icon	A small icon that shows where the task comes from (Planner, Outlook, To Do, Azure DevOps, SharePoint or Project)	On, first
Attachments	A paperclip icon with the number of attachments	Off
Comments	A chat icon with the number of comments	Off
Task Name	The title of the task as plain text	Off
Task Name (linked to	The title as a link that	On

Column	Content	Default
item)	opens the original task in a new tab	
Project Name	The project, plan, list or **site** of the task as plain text	Off
Project Name (linked to item)	The same name as a link to the project, plan or site, when the source provides an address	On
Created Date	The date the task was created	On
Due Date	The due date; overdue dates are shown in red	On
Author	The person who created the task, shown with a profile picture where the source provides one	On
Task Status	The status of the task	On
Priority	The priority of the task	On
Source	The name of the source as text, for example *Planner*	Off
Tags	The tags of the task in one cell	Off

Plain and linked variants

Task Name and **Project Name** exist in two variants. The plain variant shows only text. The variant marked **(linked to item)** shows a clickable link. If a task has no address, the linked variant also shows plain text. Tick only one variant of each pair; ticking both shows the same text twice.

The link in the linked **Task Name** column and the double-click on a row both open the

original task. The plain variant is useful when you want users to select a row without accidentally leaving the page.

Which columns are empty for which source

Not every source supplies every value. An empty cell is not an error.

Column	Planner	To Do	Outlook	SharePoint / Project	Azure DevOps
Attachments, Comments	empty	empty	empty	empty	counts shown
Tags	empty	empty	empty	empty	tags shown
Author	shown	empty	empty	shown	shown
Due Date	if set	if set	if set	if set	if the work item has a due date

For the description of the sources, see KB10290. My Tasks Data Sources: Planner, To Do, Outlook, SharePoint, Project Online and Azure DevOps.

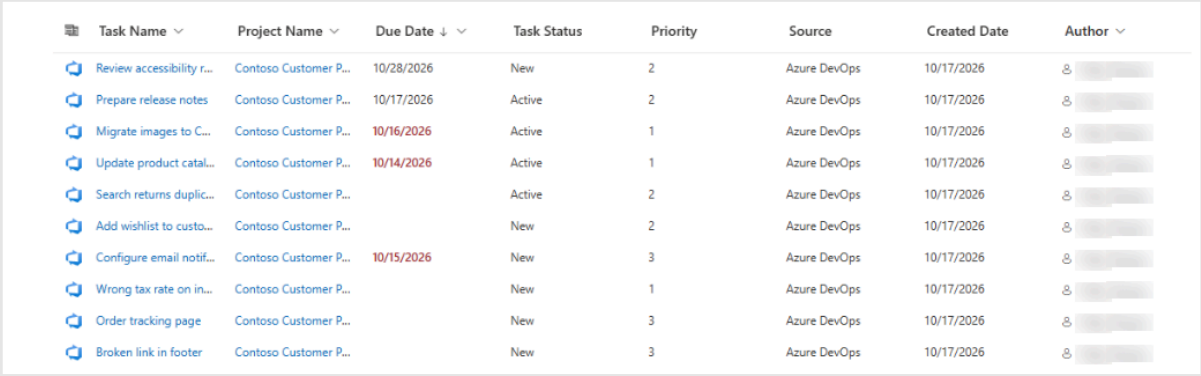
Note

The **Author** column is empty for To Do and Outlook tasks by design, because these tasks are personal and have no other author.

Default set and new columns

A newly added web part starts with these columns on: **Source Icon**, **Task Name (linked to item)**, **Project Name (linked to item)**, **Created Date**, **Due Date**, **Author**, **Task Status** and **Priority**.

When a new version of My Tasks introduces a new column, it is added automatically to the web parts that already exist on your pages. You do not need to reconfigure anything. The new column appears in the **Columns** group and can be ticked or moved like any other.



Task Name	Project Name	Due Date	Task Status	Priority	Source	Created Date	Author
Review accessibility r...	Contoso Customer P...	10/28/2026	New	2	Azure DevOps	10/17/2026	
Prepare release notes	Contoso Customer P...	10/17/2026	Active	2	Azure DevOps	10/17/2026	
Migrate images to C...	Contoso Customer P...	10/16/2026	Active	1	Azure DevOps	10/17/2026	
Update product catal...	Contoso Customer P...	10/14/2026	Active	1	Azure DevOps	10/17/2026	
Search returns duplic...	Contoso Customer P...		Active	2	Azure DevOps	10/17/2026	
Add wishlist to custo...	Contoso Customer P...		New	2	Azure DevOps	10/17/2026	
Configure email notif...	Contoso Customer P...	10/15/2026	New	3	Azure DevOps	10/17/2026	
Wrong tax rate on in...	Contoso Customer P...		New	1	Azure DevOps	10/17/2026	
Order tracking page	Contoso Customer P...		New	3	Azure DevOps	10/17/2026	
Broken link in footer	Contoso Customer P...		New	3	Azure DevOps	10/17/2026	

The task list with the default columns

Warning

The column set is a setting of the web part and is the same for all users. A user cannot show or hide columns on their own; users can only filter and sort the list, and these personal choices are described in KB10293. My Tasks: Filtering, Sorting and Personal View Settings.

Tip

For narrow page sections and for use in **Microsoft Teams**, keep only the columns that matter: **Source Icon**, **Task Name (linked to item)**, **Due Date** and **Task Status** are usually enough. Fewer columns make the list easier to read on a phone. If you want the **Due Date** to stand out, see KB10292. My Tasks: Due Date Column, Overdue Highlighting and Quick Filters.

Terms

Azure DevOps
Azure DevOps Services (formerly Visual Studio Team Services) is a cloud-based product that provides version control, requirements management, automated pipelines for builds and releases, and testing capabilities.

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 Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

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.

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.