KNOWLEDGE BASE ARTICLE

How to Add My Tasks to Microsoft Teams

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Introduction

Many employees spend most of their day in **Microsoft Teams** rather than on the intranet. Vitextra My Tasks ships as a Teams application, so the personal task **list** - Planner, To Do, flagged e-mails, **SharePoint** and Project tasks and **Azure DevOps** work items - can live where people already work: as a **personal app** in the Teams sidebar, or as a **tab** in a team's channel. The list, the filters, the **Due Date** quick filters, the details panel and the export are the same as on a SharePoint page.

This article covers the steps involved: making the app available to Teams, adding it as a personal app or a channel tab, and checking that the tasks load. It assumes that the My Tasks package has already been deployed to the **App Catalog** of your **tenant**.

Warning

My Tasks in Teams is the same SharePoint Framework solution that runs on SharePoint pages. Before the app can be used in Teams, (1) the SharePoint app (`vitextra.my-tasks.sppkg`) must be installed in the tenant App Catalog, (2) it must be synced to Teams or its **Teams app** package must be uploaded, and (3) a tenant administrator must approve the API permissions requested by the package in the **SharePoint admin center** under **Advanced** → **API access**. Without the approval, the sources that need **Microsoft Graph** (Planner, To Do, Outlook) or Azure DevOps return no tasks. The permissions are listed in KB10303. My Tasks: Required Permissions, Privacy and Security.

Tip

If the product is not installed yet, start with KB10035. How to Install a Vitextra Product in SharePoint Online and KB10289. How to Add and Configure the My Tasks Web Part, then come back here.

Prerequisites

- To sync the app to Teams you need to manage the **SharePoint App Catalog** - typically the **SharePoint Administrator** role.
- To approve API permissions you need to be an administrator of the tenant who can open **Advanced** → **API access** in the SharePoint admin center.
- To add an already synced app as a personal app, no special permissions are needed: any user can do it from the Teams app store, as long as your Teams administrator

allows custom apps built for your organization.
- To add the app as a channel tab you need to be a member of the team (and team owners may restrict who can add tabs).

Making the app available in Teams

1 Open the Microsoft 365 admin center and go to **SharePoint** under **Admin centers**.
2 In the SharePoint admin center, select **More features**, then click **Open** under **Apps** and go to the **App Catalog** → **Apps for SharePoint**.
3 Select the **Vitextra My Tasks** package in the list, open the **FILES** tab of the ribbon and click **Sync to Teams**.

A notification *Successfully synced teams solution* confirms that the Teams app package has been published to your organization's app store. The Teams app is linked to the SharePoint package, so updates installed in the App Catalog apply to Teams as well; see KB10050. How to Update a Vitextra SPFx Solution in SharePoint Online.

Note

Alternatively, a Teams administrator can upload the Teams app package manually in the Teams admin center under **Teams apps** → **Manage apps** → **Upload new app**. The package is the `TeamsSPFxApp.zip` file included with the product. The **Sync to Teams** button is the simpler route and is recommended.

Adding My Tasks as a personal app

1 In Microsoft Teams, click **Apps** in the left sidebar.
2 Select **Built for your org** in the category list - this is where apps synced from your own App Catalog appear.
3 Find the **My Tasks** tile published by Vitextra and click it.
4 On the details page, click **Add** (not *Add to a team*).

The app appears in the left sidebar. Open it and the task list is shown. The personal app is available in the Teams desktop client and in the Teams mobile apps.

Tip

Adding the app this way pins it only for the person who clicked **Add**. To make My Tasks appear in the sidebar for everyone, a Teams administrator can pin it tenant-wide with an **app setup policy** in the Teams admin center.

Adding My Tasks as a channel tab

1 Open the team and the channel where the list should live and click **+** in the tab bar at the top.
2 Find **My Tasks** in the list of apps (use the search box if needed) and select it.
3 Click **Add** (or **Save**) in the dialog. The tab opens together with the property pane of the **web part**.
4 Choose the sources in the **Data Source** group, for example **Planner**, **To Do** or **Azure DevOps** (with the **Organization** name), set the other options and close the property pane. The options are the same as on a SharePoint page and are described in KB10289. How to Add and Configure the My Tasks Web Part.

The tab keeps its own settings, independent of the personal app and of other channels. A team owner can change them later with **Settings** in the tab's menu.

Note

My Tasks is a personal **view**. Every member who opens the tab sees only **their own** tasks, loaded in their own context, and not the tasks of the team. The tab shares only the settings (which sources are on, the columns and the row limit), not the data. The filters and the sorting that a user selects are remembered in that user's browser and are not shared with other members.

If the tasks do not load in Teams

Check these points first:

- **API access.** A tenant administrator has approved the permissions of the package in the SharePoint admin center. Planner, To Do and Outlook need the Microsoft Graph permissions; Azure DevOps needs its own permission.
- **Sources.** At least one source is switched on in the property pane of the tab and the **Organization** for Azure DevOps is typed exactly.
- **Filters.** The filter icon is not filled and **Due Date** shows **All dates**.
- **License.** The trial has not expired; in that case the web part shows a message instead of the list.

A source that fails to load is silently skipped, and the other sources are still shown. The complete checklist is in KB10307. Why Are My Tasks Missing or Not Loading?.

Themes and mobile

My Tasks takes its colors from the theme of the host, so it follows the light and dark

themes of Teams. The layout is responsive, so the list stays usable in a narrow channel tab and on a phone; the details of themes, fonts and languages are in KB10302. My Tasks: Themes, Fonts and Language Support.

Tip

For a first look at the list in Teams, add the app as a personal app. When the team needs a ready set of sources, for example Azure DevOps for a development team, create a channel tab and configure it once. A short guide for the users is in KB10291. My Tasks: A Quick Guide for End Users.

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

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 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.

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.

SharePoint Admin Center
The SharePoint admin center is the web portal where SharePoint administrators

manage sites, sharing and access settings, the App Catalog, storage, and other SharePoint Online settings for the tenant.

SharePoint App Catalog
A special SharePoint site collection that stores SharePoint and Office apps to make them available within the web application where the App Catalog is configured. See also App Catalog.

Teams App
A Teams app is an application that extends Microsoft Teams with capabilities such as tabs, bots, message extensions, and meeting extensions. Teams apps are distributed as app packages through the Teams app store, AppSource, or the organization's catalog.

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.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

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.