KNOWLEDGE BASE ARTICLE

My Tasks: Frequently Asked Questions

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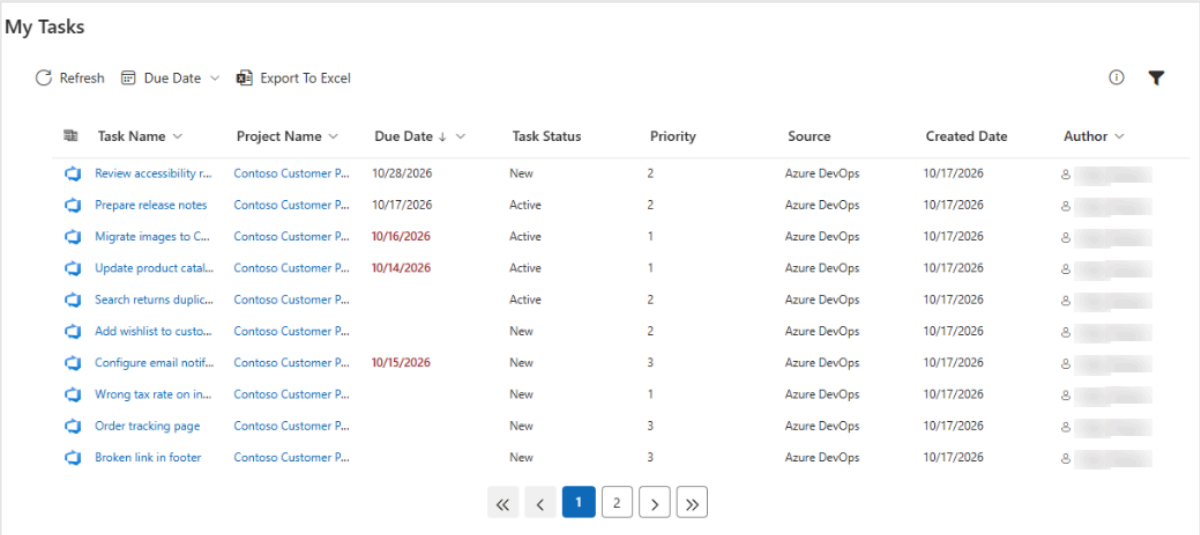
Introduction

This article collects short answers to the questions that are asked most often about My Tasks. Each answer points to the article where the topic is covered in full.



My Tasks with tasks from several sources in one list

About the product

What is My Tasks?

A solution for **SharePoint Online** and **Microsoft Teams** that collects the tasks assigned to you from several places into one **list**. The package contains two web parts: **My Tasks**, which shows your tasks from all sources, and **Query**, which shows the results of a saved Azure DevOps query. See KB10288. My Tasks. Solution Overview.

Which sources can it read?

Planner, Microsoft To Do, flagged e-mails from Outlook, task lists of **SharePoint**, Project Online and Project Server, and Azure DevOps work items. Each source is turned on or off separately. See KB10290. My Tasks Data Sources: Planner, To Do, Outlook, SharePoint, Project Online and Azure DevOps.

Does My Tasks create or change tasks?

No. The **My Tasks web part** only reads. The only exception is the **Azure DevOps Query** web part: if the administrator turns on **Quick actions**, users can change the state, the assignee and the due date of work items and add comments. See KB10306. Azure DevOps Query Viewer: Quick Actions (Change State, Assign, Set Due Date, Add Comment).

Can I see the tasks of other people?

No. Each user sees only the tasks assigned to that user, with that user's own permissions. A manager cannot see the tasks of a team through this web part.

Why does my task not appear?

Usually the source is switched off, the task is not assigned to you or is completed, or a filter hides it. See KB10307. Why Are My Tasks Missing or Not Loading?.

Using the list

Can I filter and sort the list?

Yes. You can filter by project, source, status, priority and author, use the quick filter on the **Due Date** column (overdue, today, this week) and sort by a column. Your choices are remembered in your browser. See KB10293. My Tasks: Filtering, Sorting and Personal View Settings and KB10292. My Tasks: Due Date Column, Overdue Highlighting and Quick Filters.

Can I see the description of a task without opening it?

Yes. Select a task and click **Details**: a panel shows the description, the dates, the author and other data. See KB10295. My Tasks: Viewing Task Details Without Leaving the Page.

Can I export the tasks to Excel?

Yes. **Export To Excel** saves the tasks that are visible with your filters and sorting, on all pages, as a CSV file that opens in Excel. See KB10296. How to Export My Tasks to Excel.

How many tasks are shown?

The page size is set by the administrator from 5 to 50 rows (a newly added web part starts with 10), and the pager moves between pages. From SharePoint and from Project up to 100 tasks each are loaded. The Azure DevOps Query Viewer loads up to 1000 work items per query. See KB10297. My Tasks: Paging, Row Limit, Auto Refresh and Instant Loading.

How fresh is the data?

The list opens instantly from the data of the last visit (kept for up to 15 minutes in the

browser tab) and is refreshed in the background. **Refresh** reloads it at once, and the administrator can turn on **Auto refresh** (every 60 seconds).

Can I hide completed tasks?

Planner and To Do show only unfinished tasks. For all sources, the administrator can enter the statuses to hide, for example `Completed, Deferred`, in **Excluded Statuses (comma separated)**. See KB10298. My Tasks: Excluding Statuses and Limiting the Task List.

Data, privacy and permissions

Where are my tasks stored?

Not on Vitextra servers. The web part loads the tasks in your browser, with your permissions, directly from **Microsoft 365** or Azure DevOps. Your personal **view** settings and a temporary task cache are stored in the browser. See KB10303. My Tasks: Required Permissions, Privacy and Security.

Which permissions must be approved?

A Global Administrator of the **tenant** approves **Microsoft Graph** (**User.Read**, **User.ReadBasic.All**, **Tasks.ReadWrite**) and, for Azure DevOps, **user_impersonation** in the **SharePoint admin center**. The web part uses them only to read your tasks.

Do I need an Azure DevOps account?

Only for Azure DevOps tasks. You must be a member of the organization and the project, and the organization must be connected to the same **Microsoft Entra ID** tenant. You see only what you can already see in Azure DevOps. See KB10304. Azure DevOps Query Viewer: Setup and Connecting a Query.

Where My Tasks works

Does it work in Microsoft Teams and on a phone?

Yes. It works as a personal app and as a channel tab, and the layout adapts to narrow columns and to the mobile apps. See KB10301. How to Add My Tasks to Microsoft Teams.

Does it work with SharePoint Server (on-premises)?

No. The web part runs only in SharePoint Online. For the list of supported sources, see

KB10290. My Tasks Data Sources: Planner, To Do, Outlook, SharePoint, Project Online and Azure DevOps.

Can I place several instances on different pages?

Yes. Each instance has its own sources, columns and settings, and remembers the personal view of each user separately. See KB10289. How to Add and Configure the My Tasks Web Part.

Which languages and themes are supported?

The interface is available in 50 languages and follows the language of the user. The colors follow the theme of the **site**, and the font follows the font of the site. Task titles and statuses are shown as they are stored in the sources. See KB10302. My Tasks: Themes, Fonts and Language Support.

Which browsers are supported?

Current versions of Microsoft Edge, Google Chrome, Mozilla Firefox and Safari.

About installation and licensing

Is My Tasks free?

The product starts with a free trial. The status is shown in the **About** group of the property pane. After the trial a subscription is needed; see KB10206. Vitextra Licensing and Account: How to Buy and Activate a License.

What happens when the trial ends?

The web part shows a panel with the invitation to buy it, and no tasks, until a license is activated.

How is it installed and updated?

A SharePoint administrator uploads the package to the **app catalog**; a Global Administrator approves the API permissions. See KB10035. How to Install a Vitextra Product in SharePoint Online and KB10050. How to Update a Vitextra SPFx Solution in SharePoint Online.

Note

The language of the interface follows the language of the user, but the names of tasks, projects and statuses are shown as they are stored in the source and are not translated.

Warning

With **Quick actions** turned on, the Azure DevOps Query Viewer changes real work items in Azure DevOps under the name of the signed-in user. The **My Tasks** web part never changes tasks.

Tip

To get started quickly, read KB10291. My Tasks: A Quick Guide for End Users. Administrators will find the details of the Azure DevOps web part in KB10209. How to Install and Configure the Azure DevOps Query Viewer Web Part.

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.

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 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

Microsoft Entra ID
Microsoft Entra ID (formerly Azure Active Directory) is a cloud-based identity and access management service offered by Microsoft. It allows organizations to efficiently manage and secure their users' identities and access to a variety of resources, both internal and external. These resources include Microsoft 365, the Azure platform, and thousands of other software-as-a-service (SaaS) applications.

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

Terms

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 Online
The cloud version of SharePoint, a web-based collaboration platform within Microsoft 365 that provides an extensive range of capabilities to store, share, and manage the digital information, content, and knowledge of an organization.

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.

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

Terms

SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.