



Microsoft To Do

Students can use **Microsoft To Do** as a tool to stay organised and track important tasks such as homework, upcoming assessments, and reminders to bring necessary equipment to school. This summary outlines examples of how students might phrase their tasks in the **Microsoft To Do** app, and general installation and use information.

COMPLETING HOMEWORK OR UNFINISHED TASKS

- "Complete Chapter 3 Math exercises in my workbook. Due Wednesday."
- "Finish my Geography worksheet on Australia's climate zones. Due Friday."

PREPARING FOR UPCOMING ASSESSMENTS

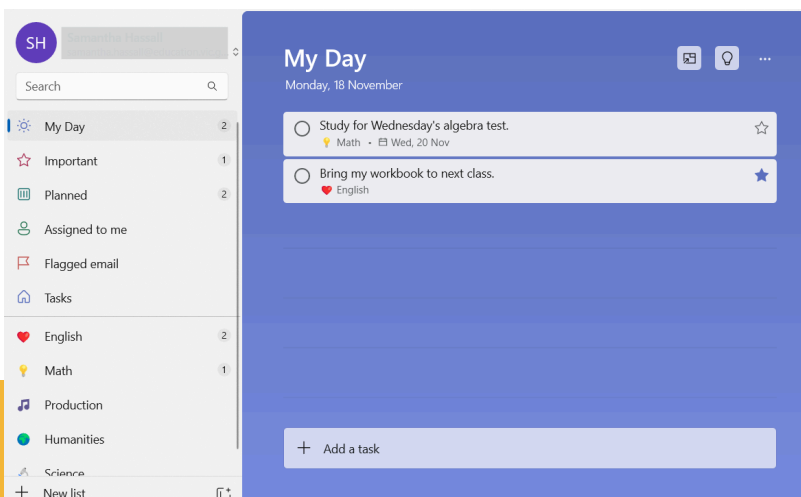
- "Revise for Year 9 History exam: focus on the Industrial Revolution. Due next Tuesday."
- "Plan for my English essay on Of Mice and Men. Due Monday."

REMINDERS TO BRING EQUIPMENT TO CLASS

- "Bring your PE uniform for tomorrow's double period. Thursday."
- "Return library books before next class. Due Wednesday."

RESPONDING TO TASKS

- "Complete and submit the school camp permission form. Due next Monday."
- "Fill in the student well-being survey sent via email. Due Thursday."
- "Complete the elective subject preferences form online. Due Tuesday."



HOW TO

INSTALL AND USE MICROSOFT TO DO

HOW TO INSTALL MICROSOFT TO DO ON YOUR DEVICE

1) Go to the Website:

Open your browser and search for "Microsoft To Do download," or go directly to <https://todo.microsoft.com>.

2) Download the App:

Click the download button for your operating system (Windows or macOS).

3) Install the Program:

Run the installer and follow the prompts to complete the installation.

4) Sign In:

Open Microsoft To Do and sign in using your school Microsoft account (your school email address).

GETTING STARTED WITH MICROSOFT TO DO

1) Create a List:

Click New List in the sidebar and give it a name (e.g., "Homework" or "Projects").

2) Add Tasks:

Select your list, then click Add a task. Type your task (e.g., "Math homework") and press Enter.

3) Set Due Dates:

Click on a task to add a due date or reminder to stay on track.

4) Use 'My Day':

Add tasks to My Day by clicking the sun icon to focus on today's priorities.

5) Access Anywhere:

Sign in on any device to sync your tasks automatically.