

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 <i>Tasks.ReadWrite</i>	No limit stated
To Do	Tasks from all your Microsoft To Do lists except <i>Flagged email</i> ; completed tasks are excluded	<i>Tasks.ReadWrite</i> ; a mailbox with To Do	No limit stated
Outlook	Flagged e-mails (the To Do list <i>Flagged email</i>); completed are excluded	<i>Tasks.ReadWrite</i> ; your own mailbox (shared mailboxes are not included)	No limit stated
SharePoint	Items of SharePoint task lists (content type <i>Task</i>) assigned to you	SharePoint Search must index the site	Up to 100 tasks
Project	Tasks from Project	Project Online site	Up to 100 tasks

Source (toggle)	What is loaded	Requirements	Limit
	Online or Project Server sites assigned to you	templates; SharePoint Search	
Azure DevOps	Work items assigned to you across the organization	<i>user_impersonation</i> 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](#).

The screenshot shows the 'My Tasks' interface. The main table lists tasks with columns: Task Name, Project Name, Due Date, Task Status, Priority, Source, Created Date, and Author. The tasks shown are from 'Contoso Customer P...' and 'Azure DevOps'. The right-hand sidebar contains filters for 'Project Name', 'Source', and 'Task Status'. The 'Source' filter is set to 'Azure DevOps'. The 'Task Status' filter is set to 'Active'.

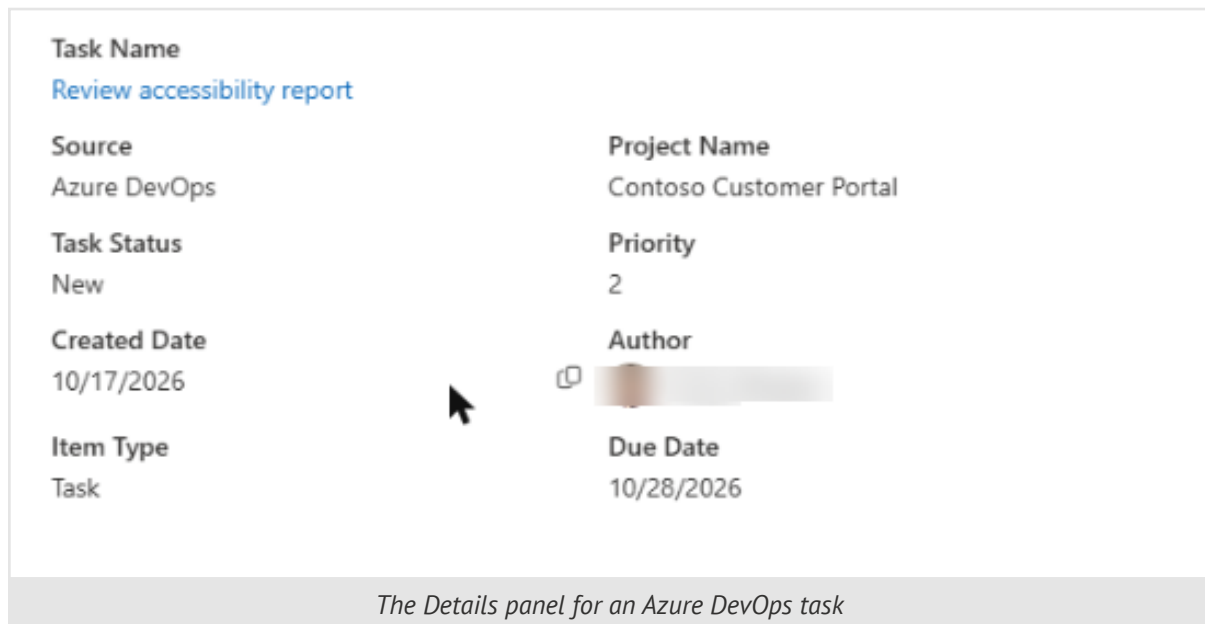
Tasks from different sources in one list, filtered by source

Permissions at a glance

Source	Permission or access
Planner, To Do, Outlook	Microsoft Graph <i>Tasks.ReadWrite</i> , <i>User.Read</i> , <i>User.ReadBasic.All</i>
SharePoint, Project	SharePoint Search in the user's context

Source	Permission or access
	(security trimming)
Azure DevOps	Azure DevOps <i>user_impersonation</i>

The permissions are approved once by a tenant administrator. Details are in [KB10303. My Tasks: Required Permissions, Privacy and Security](#).



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](#).