

KNOWLEDGE BASE ARTICLE

My Tasks: Frequently Asked Questions



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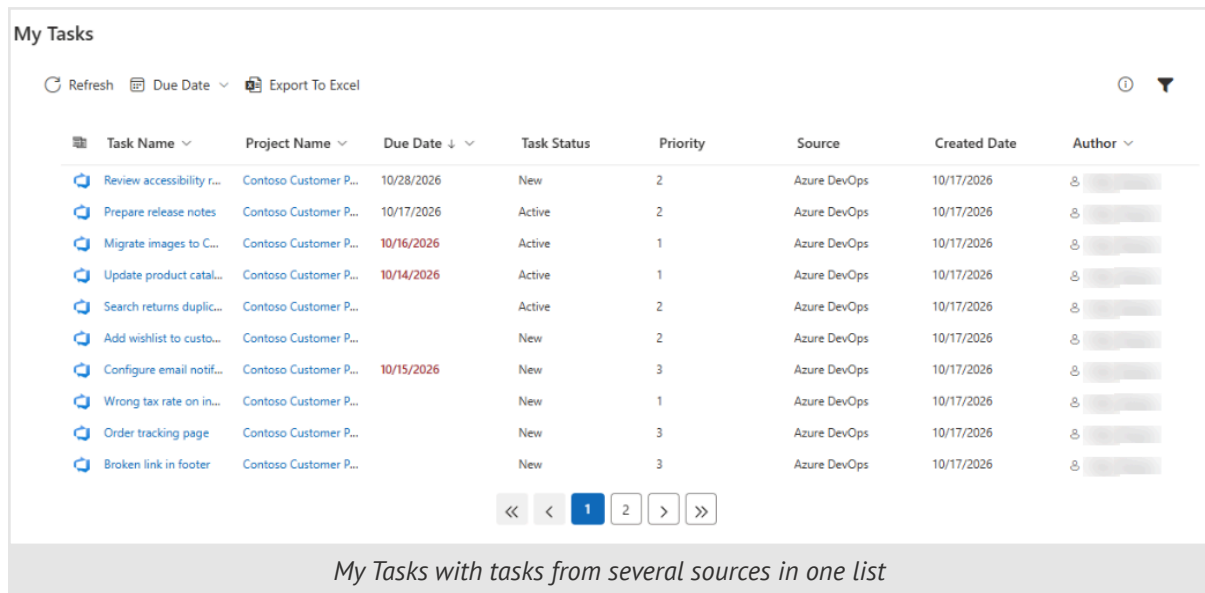
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Introduction

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.



The screenshot shows the 'My Tasks' web part interface. At the top, there are controls for 'Refresh', 'Due Date' (with a dropdown arrow), and 'Export To Excel'. Below these are icons for information and a filter. The main area is a table with columns: Task Name, Project Name, Due Date, Task Status, Priority, Source, Created Date, and Author. The table contains 10 tasks, all from 'Contoso Customer P...' and 'Azure DevOps'. The 'Due Date' column has some dates in red, indicating they are overdue. At the bottom of the table, there are pagination controls showing '1' of 2 pages.

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	[Avatar]
Prepare release notes	Contoso Customer P...	10/17/2026	Active	2	Azure DevOps	10/17/2026	[Avatar]
Migrate images to C...	Contoso Customer P...	10/16/2026	Active	1	Azure DevOps	10/17/2026	[Avatar]
Update product catal...	Contoso Customer P...	10/14/2026	Active	1	Azure DevOps	10/17/2026	[Avatar]
Search returns duplic...	Contoso Customer P...		Active	2	Azure DevOps	10/17/2026	[Avatar]
Add wishlist to custo...	Contoso Customer P...		New	2	Azure DevOps	10/17/2026	[Avatar]
Configure email notif...	Contoso Customer P...	10/15/2026	New	3	Azure DevOps	10/17/2026	[Avatar]
Wrong tax rate on in...	Contoso Customer P...		New	1	Azure DevOps	10/17/2026	[Avatar]
Order tracking page	Contoso Customer P...		New	3	Azure DevOps	10/17/2026	[Avatar]
Broken link in footer	Contoso Customer P...		New	3	Azure DevOps	10/17/2026	[Avatar]

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 **Azure DevOps 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. Only your personal view settings are stored in the browser. See [KB10303. My Tasks: Required Permissions, Privacy and Security](#).

Which permissions must be approved?

A tenant administrator 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 47 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 and 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](#).