

How to print your To Do list



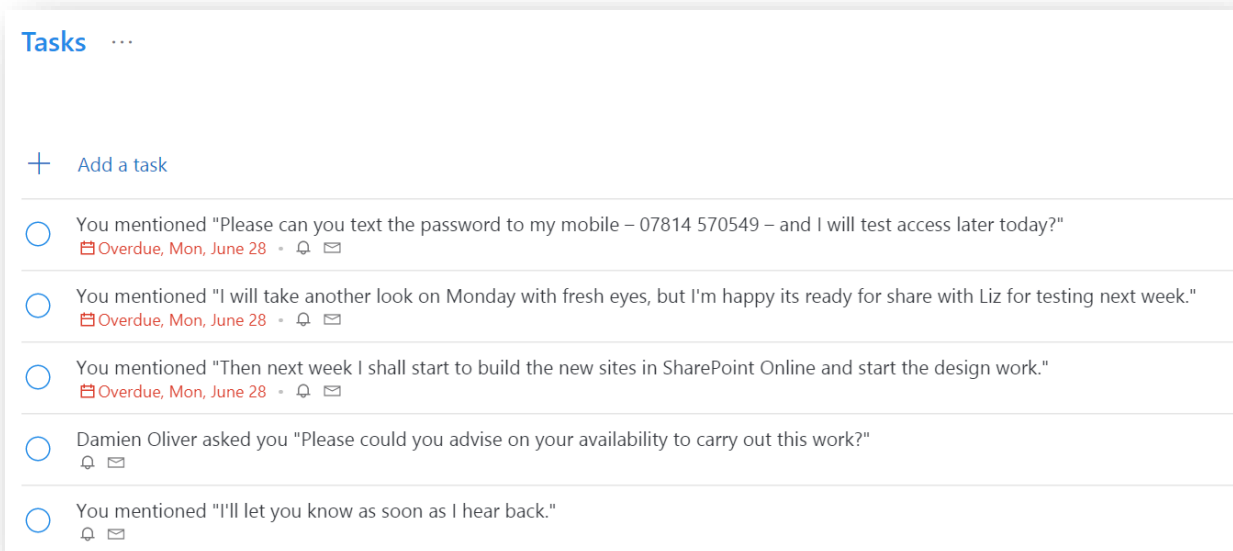
Follow the steps below to print your Microsoft To Do list.

Since Microsoft To Do automatically syncs with Tasks in Outlook, your tasks should automatically appear in your new account; however, you may prefer to make a hardcopy.

Print your Microsoft To Do list

Print a copy of your task list.

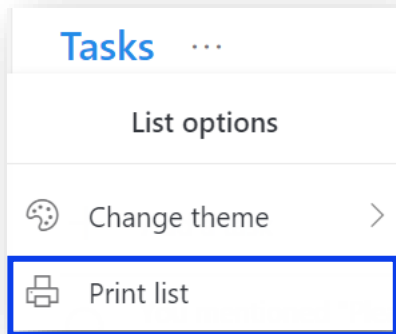
1. Go to Microsoft To Do by clicking the **To Do** button in the App Launcher.
2. Click on **Tasks** to go to your list of To Do tasks.



3. Click the **List options (...)** button.



4. Select **Print list**.



Success! You have a printed list of your To Do tasks for future reference.

If necessary, you can recreate your tasks in To Do once you have received your new Microsoft 365 account details..