



# Microsoft To-Do

## What is Microsoft To-Do?

Microsoft To-Do is a task management application that lets you plan your day with tasks, keep track of deadlines with reminders, and share lists to collaborate on projects.

## How to connect your Microsoft To-Do account to Zoho Flow

1. Select the trigger or action required. If you select a trigger, click **Next**.
2. If there are no existing Microsoft To-Do connections in your account, click **Connect**. Otherwise, click **New connection**.
3. Alternatively, you can create a new connection by navigating to **Settings**, then **Connections**. Click **Create connection** and choose **Microsoft To-Do**.
4. Enter a connection name, then click **Authorize**.
5. In the pop-up, enter your Microsoft credentials.
6. Click **Yes** to allow Zoho Flow to access your account.

## API documentation

If you experience any Microsoft To-Do-related errors in your flows or if you wish to learn more about the Microsoft To-Do API, the API documentation can be found [here](#).

[Learn how to fix app-specific errors using API documentation](#)

## Triggers and actions available in Zoho Flow

### Triggers

#### List created

Create new projects, notify your team via chat, or add a new worksheet when a list is created.

#### Task created

Use this trigger to add tasks to your project management software, or create calendar events every time a task is created.

## Actions

### Complete task

Mark a task as completed when an order is marked as delivered, a lead is converted to a contact, or an invoice is marked as paid.

### Create list

Use this action to create lists based on new deals, new orders, or a schedule, such as every week.

### Create task

Create tasks from emails with a particular subject, starred messages, or new appointments.

### Fetch list

Use this action to check if a list with a specific name already exists, before creating one.

### Fetch task

This action lets you get more details about an existing task.

## Working with 'Create task' action

When configuring a value for the **Recurrence frequency** field in the **Create task** action, remember that for each value, certain other fields must be configured.

Recurrence frequency	Fields to be configured
Absolute yearly	<ul style="list-style-type: none"><li>• Recurrence - Start date</li><li>• Recurrence type</li><li>• Recurrence interval</li><li>• Recurrence - Month</li></ul>

	<ul style="list-style-type: none"> <li>• Recurrence - Day of month</li> </ul>
Relative yearly	<ul style="list-style-type: none"> <li>• Recurrence - Start date</li> <li>• Recurrence type</li> <li>• Recurrence interval</li> <li>• Recurrence - Month</li> <li>• Recurrence - Days of week</li> <li>• Recurrence - First day of week</li> </ul>
Absolute monthly	<ul style="list-style-type: none"> <li>• Recurrence - Start date</li> <li>• Recurrence type</li> <li>• Recurrence interval</li> <li>• Recurrence - Day of month</li> </ul>
Relative monthly	<ul style="list-style-type: none"> <li>• Recurrence - Start date</li> <li>• Recurrence type</li> <li>• Recurrence interval</li> <li>• Recurrence - First day of week</li> <li>• Recurrence - Number of occurrences</li> </ul>
Weekly	<ul style="list-style-type: none"> <li>• Recurrence - Start date</li> <li>• Recurrence type</li> <li>• Recurrence interval</li> <li>• Recurrence - Days of week</li> <li>• Recurrence - First day of week</li> </ul>

Daily

- Recurrence interval