CHECKLIST · TECHNOLOGY

Microsoft To Do retires in June 2027, and your tasks won't move

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digitaladvisors.com.au/journal/microsoft-to-do-retirement-2027/

- [ ] **List everything you keep in To Do.** Note each list and shared list, in each Microsoft account you use.
- [ ] **Make your own copy now.** Copy important lists into another app or a document rather than waiting for Microsoft's export tool.
- [ ] **Pick a new app if you use a personal account.** Planner isn't available for personal Microsoft accounts, including Microsoft 365 Personal and Family.
- [ ] **Try Planner on the web if you use a work account.** The updated My tasks view starts rolling out in December 2026.
- [ ] **Ask your IT person to confirm your Planner access.** Check your licence includes Planner and that it's switched on for your organisation.
- [ ] **Tell the people on your shared lists.** Shared-list members and assignments won't transfer, so agree where the list will live next.
- [ ] **Check apps that sync with To Do.** Apps and tools that sync with To Do may need changes, so ask the app's maker or your IT provider.
- [ ] **Watch for Microsoft's export instructions.** Microsoft says it will update its To Do to Planner support article once the export details are final.

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.