

Welcome to TimeCamp Help!

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Microsoft ToDo

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Microsoft ToDo is a task management software, created by a team previously responsible for Wunderlist. By enabling the TimeCamp and Microsoft ToDo integration you'll be able to track time on your folders, to-do lists, and todos.

Overview

The integration will be enabled for the entire account, so **all users will be able to track time on imported tasks**. The integration will be connected to the Microsoft ToDo account of the person who enabled the integration.

Lists will be imported as tasks under the Microsoft ToDo project. Tasks will be imported as subtasks under the tasks (lists) they belong to in TimeCamp.

If someone from your Team added their private lists in Microsoft ToDo and the person who created the integration was not invited to these lists, they won't be imported to TimeCamp. **Only items the owner of integration has access to could be imported.**

We provide an option to **select lists that should or should not be imported from Microsoft ToDo to TimeCamp**. After the integration is enabled and you selected the desired lists, all tasks the owner of integration has access to will be imported to the Projects module in TimeCamp.

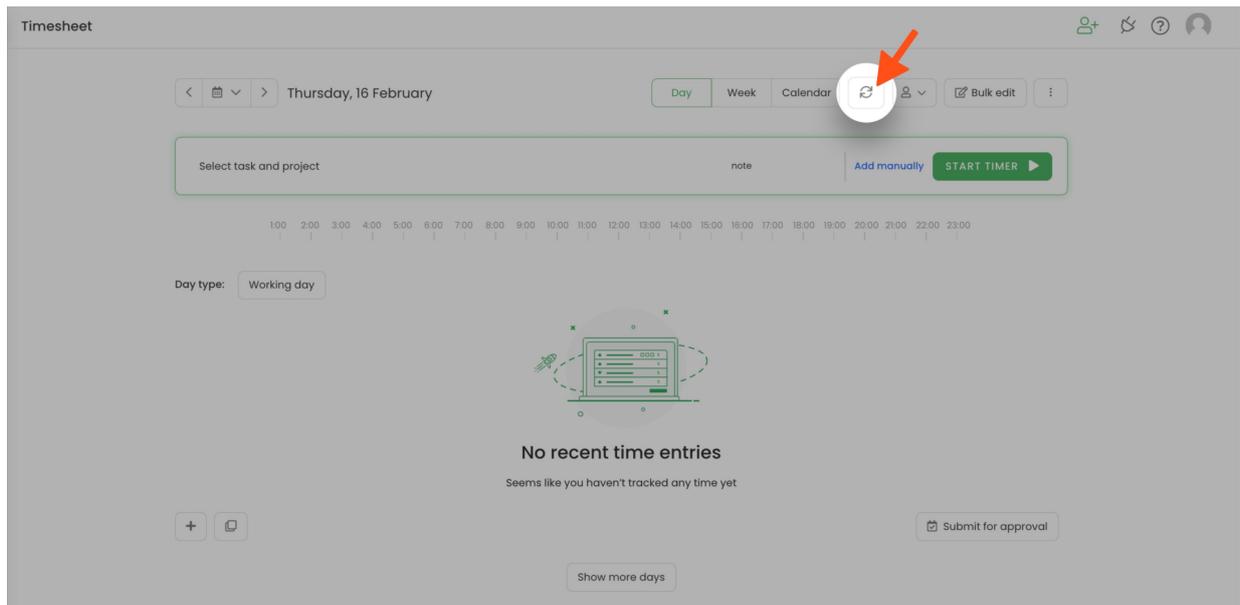
It is not possible to edit the structure of imported items in TimeCamp.

After the integration is created and the Microsoft ToDo items are imported, **all users will be automatically assigned to the Microsoft ToDo project and tasks as Regular users**. You can manually change their roles in this project and unassign selected users from the entire project or add them only to certain tasks. If users are assigned to the main project Microsoft ToDo they will be able to track time to all tasks under the Microsoft ToDo project structure. If users are assigned only to certain tasks, they will be able to track time only to these

tasks and subtasks under the tasks' structure.

We don't provide an option to export tracked time from TimeCamp to the Microsoft ToDo account.

Tasks marked as completed or deleted in Microsoft ToDo will be automatically moved to the list of Archived tasks in TimeCamp. **If you create a new item in Microsoft ToDo it will be automatically imported to TimeCamp within 1 hour.** To immediately synchronize the integration and update newly added items use the "Force synchronization" option on TimeCamp web Timesheet. Synch will be executed within a few seconds.



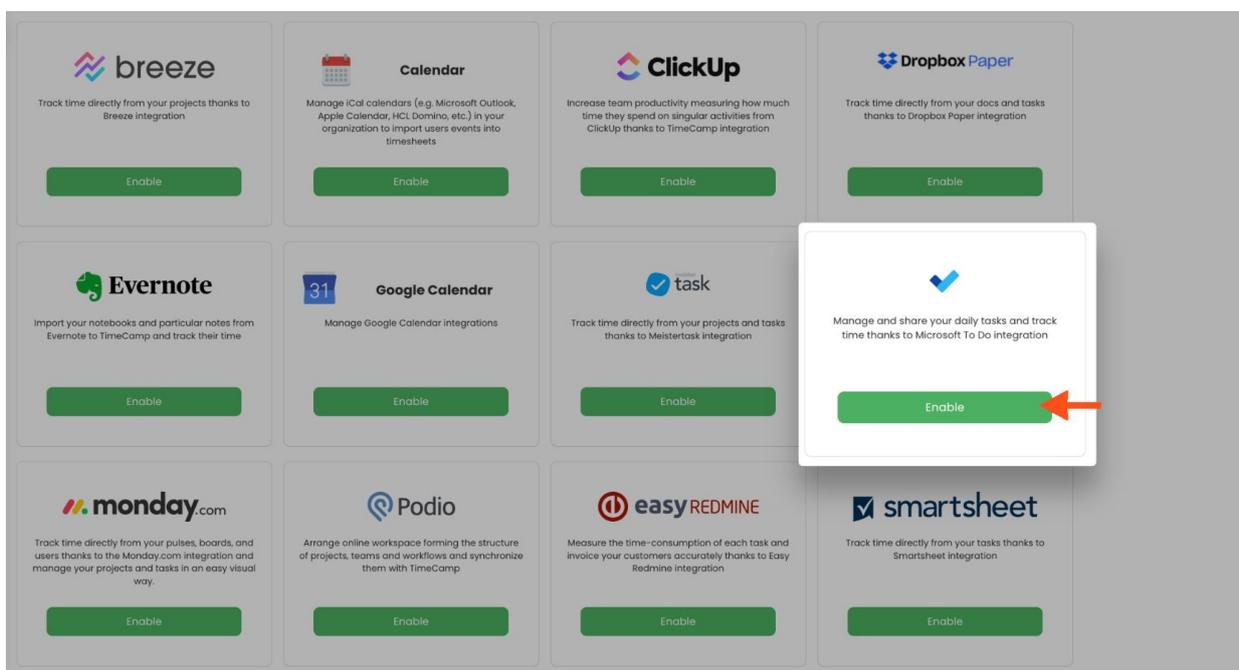
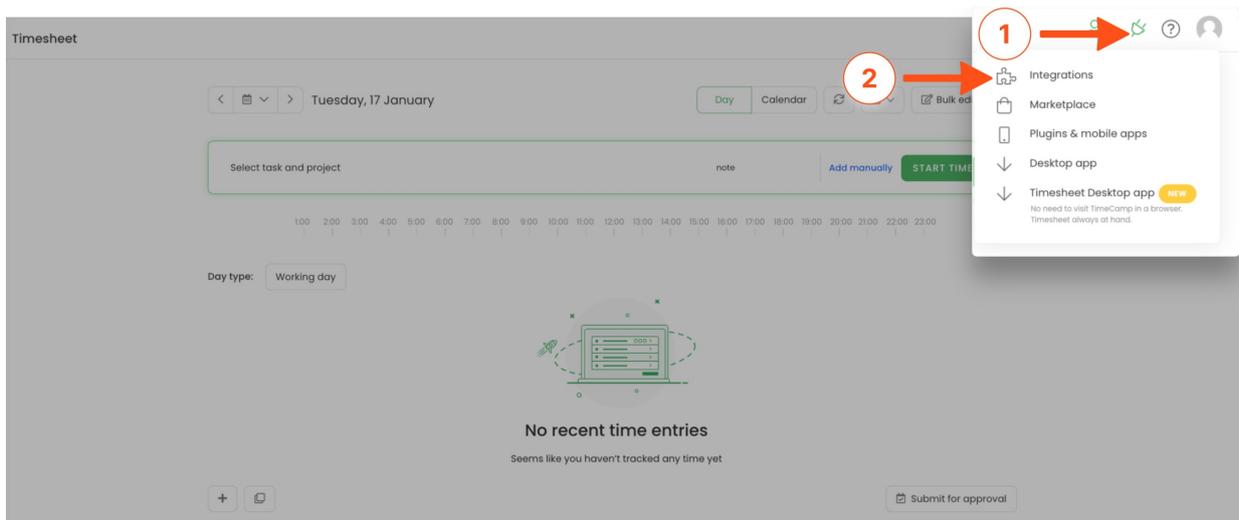
If the user who enabled the integration is not a part of your account anymore, we recommend reenabling the integration.

Enable integration

Only the Administrator of the account can enable the integration.

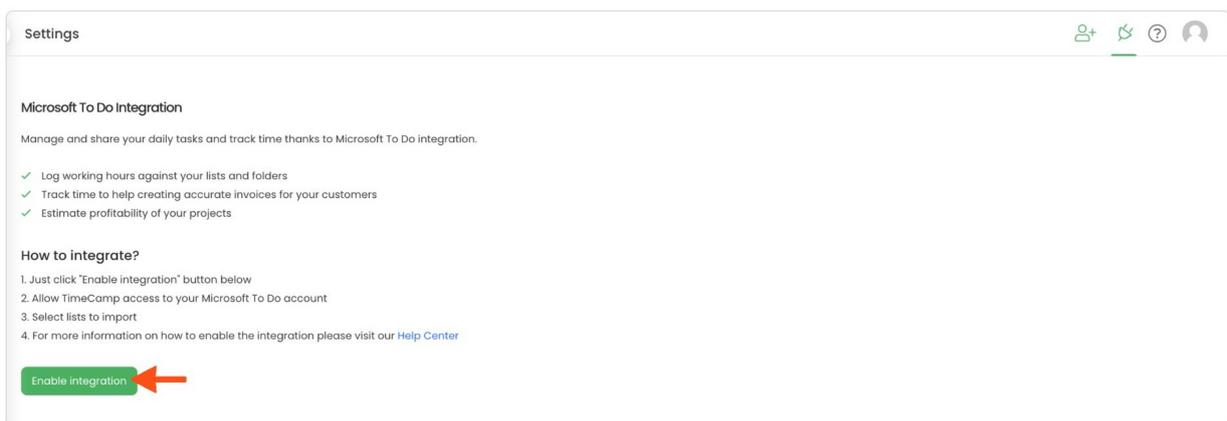
Step 1

To enable the Microsoft ToDo integration, please navigate to the plugin icon and select the **Integrations** option. Next, find the **Microsoft ToDo** integration on the list and click the **Enable** button.



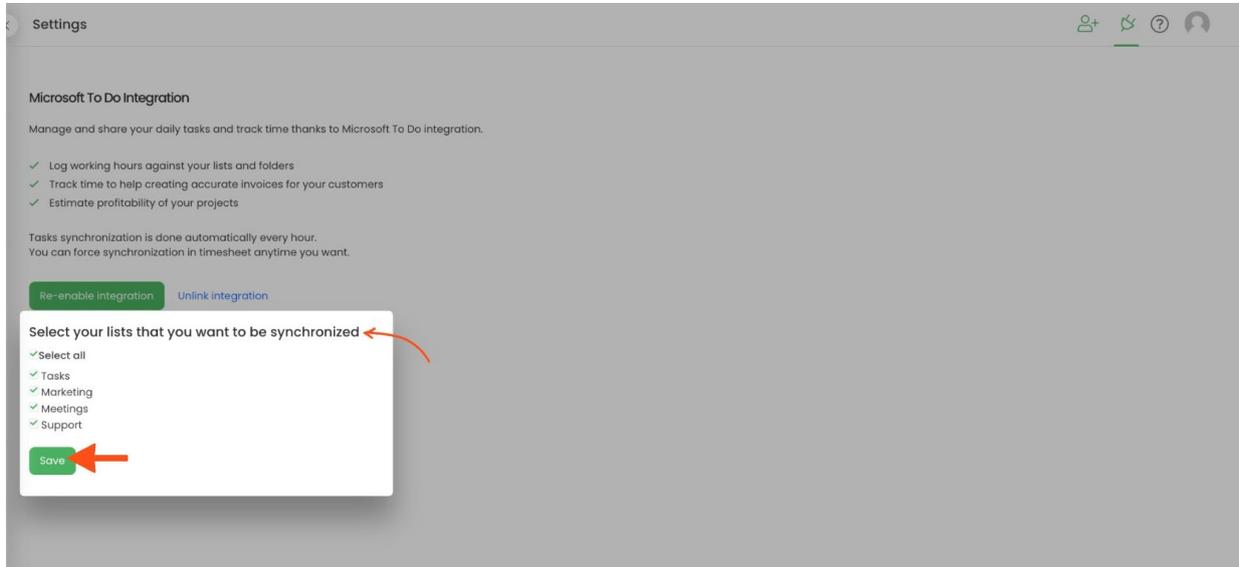
Step 2

Next, click on the green **Enable integration** button. If you'll not be logged in to your Microsoft account you'll be redirected to the Microsoft login window and asked to enter your Microsoft login credentials.



Step 3

Next, you'll need to **select lists** you'd like to import from Microsoft ToDo. Import them all or mark specific ones with checkboxes and save your changes.



TimeCamp will automatically import selected lists. From now on you will be able to track the time spent on each assignment. All imported items will be accessible for you to track time using TimeCamp's timesheets, mobile app, desktop app, or browser plugin.

Track time on imported items

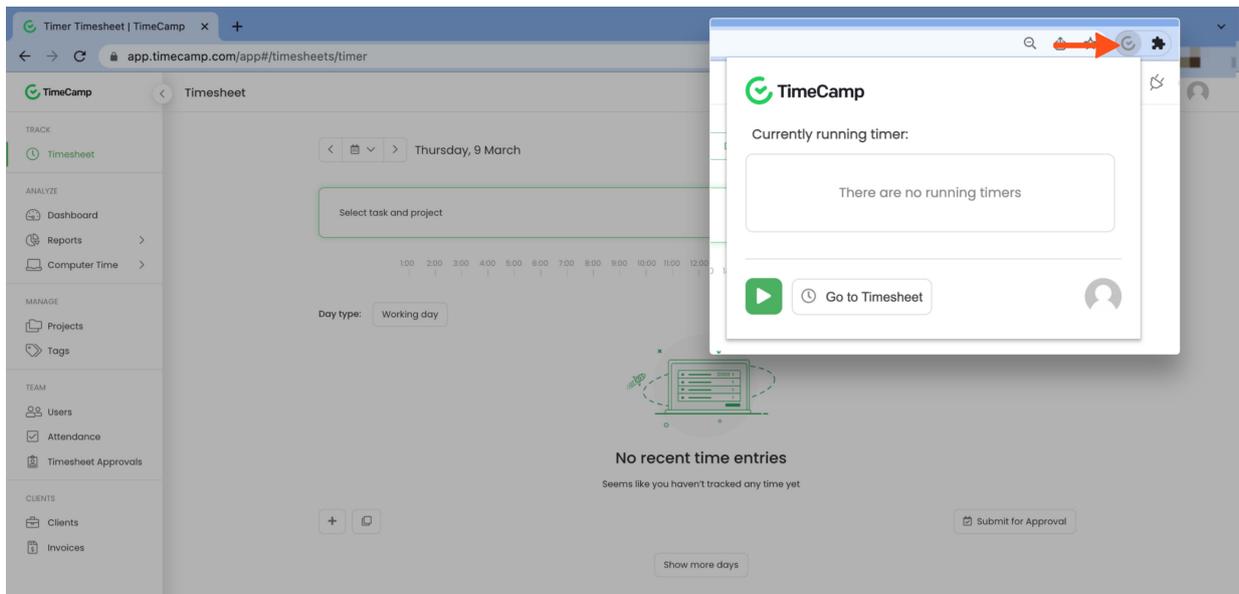
There are a few ways of tracking time in TimeCamp. After the integration is created and all your tasks are imported, you can simply select the desired task from the list and start your timer. Below you can find examples of all available ways of tracking time.

Web Timesheet. Simply select a task using a search box or the drop-down list and run the timer. [Learn more](#)

Desktop app. Click on the "No task" option in a task widget or use the option "Start a task" from the desktop app menu and use a search box or the drop-down list to find the target task. The task widget will be automatically synchronized with your web Timesheet. [Learn more](#)

Mobile app. Go to your Timesheet in the mobile app and click on the "Add" button if you want to create an entry manually or on the "Start" button if you prefer to track time in real time. Next use a search box or the drop-down list to find the target task and start tracking. [Learn more](#)

Browser plugin. If you installed the browser plugin and logged in to your TimeCamp account, just click on the plugin icon next to the URL address. Start the timer and select task without leaving the website you're working on. When you finished tracking just click on the red "Stop tracking" button. The browser plugin will be automatically synchronized with your web Timesheet. [Learn more](#)

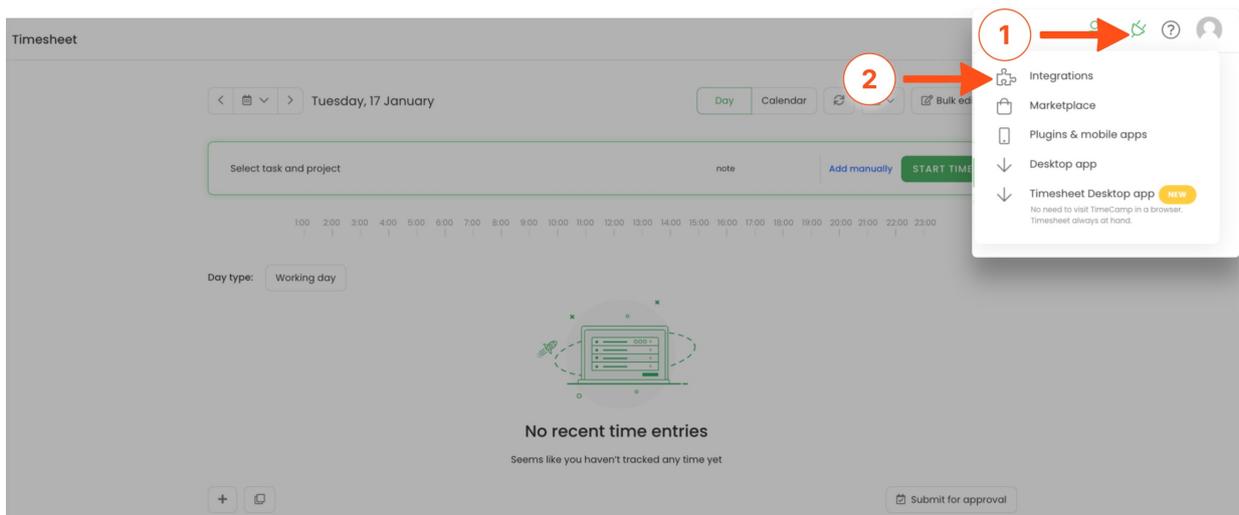


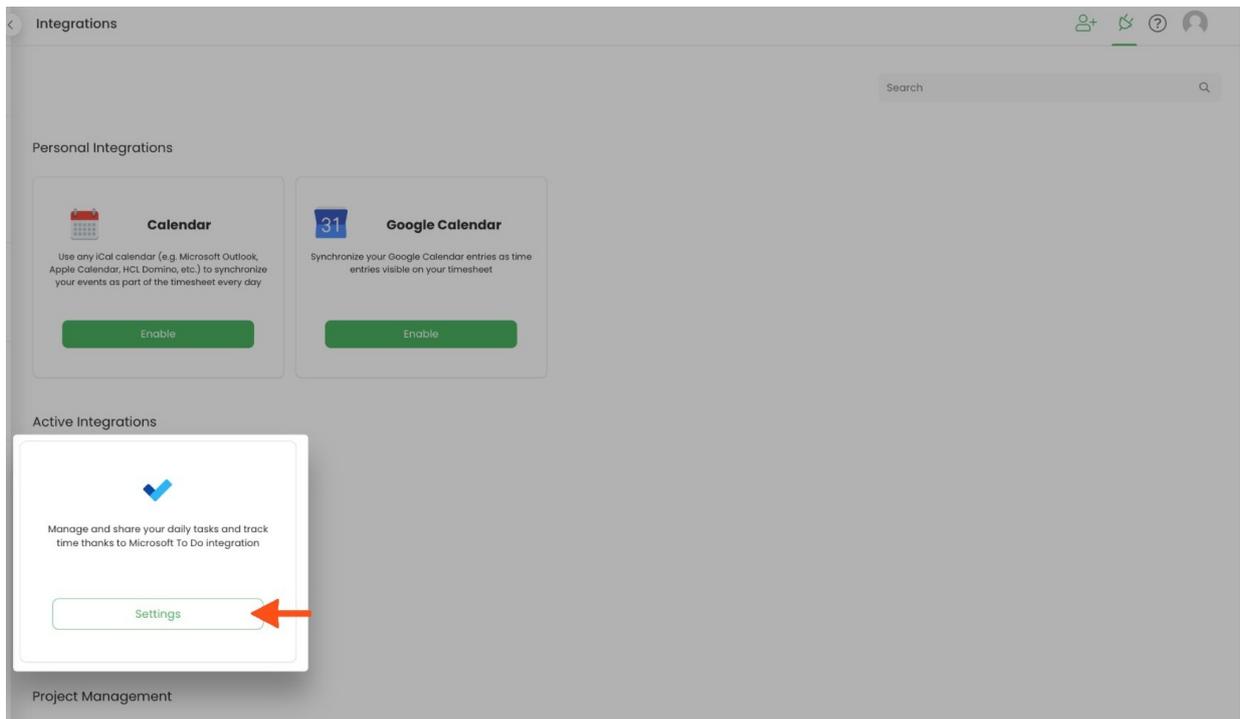
Disable integration

Only the Administrator of the account can unlink or re-enable the integration.

Step 1

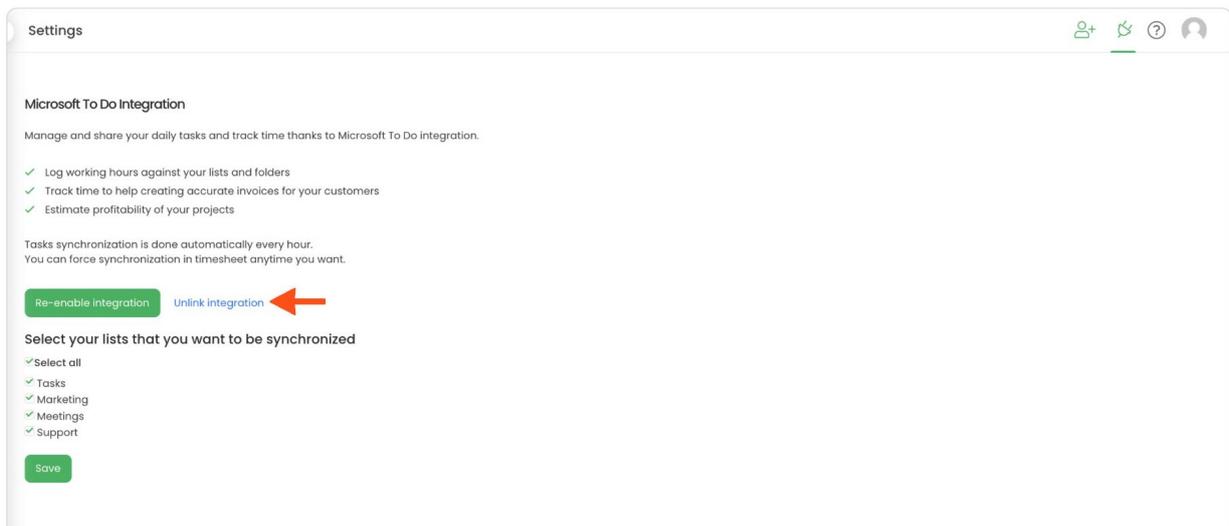
If for some reason you would like to reenable or unlink the integration please navigate to the plugin icon and select the **Integrations** option. Next, find the **Microsoft ToDo** integration on the list of active integrations and click on its **Settings**.





Step 2

Next, to unlink the integration simply click on the **Unlink integration** button.



To **re-enable** the integration click on the **Re-enable integration** button and enter your Microsoft login credentials. Next, select lists you would like to synchronize and click on the green **Save** button. The list of active todos imported to TimeCamp will be updated immediately.

Microsoft To Do Integration

Manage and share your daily tasks and track time thanks to Microsoft To Do integration.

- ✓ Log working hours against your lists and folders
- ✓ Track time to help creating accurate invoices for your customers
- ✓ Estimate profitability of your projects

Tasks synchronization is done automatically every hour.
You can force synchronization in timesheet anytime you want.

[Re-enable integration](#) [Unlink integration](#)

Select your lists that you want to be synchronized

- ✓ Select all
- ✓ Tasks
- ✓ Marketing
- ✓ Meetings
- ✓ Support

[Save](#)