Erasmus+

ProVol Digital
Professional volunteer management
and training through digitalisation
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Microsoft To Do

Information about the tool		
Target group:	☒ Administration/Management ☒ Coordinators ☒ Volunteers	
Category:	☐ Online Tool ☐ Learning platforms ☒ Software/ Desktop application	☐ (Social) Network ☒ App ☐ Others
Work area:	☐ Project Management ☐ Communication Management ☐ Video Conferencing ☐ Collaboration/Team Work ☒ Self-Management ☐ Marketing	☐ Personnel Management ☐ E-Learning/Knowledge Management ☐ Financial Management ☐ Presentations/Learning Material Development ☐ Others
Language:	English (and various other languages)	
Previous knowledge/Degree of complexity	Easy to use, no previous knowledge needed.	
Link:	https://www.microsoft.com/ro-ro/microsoft-365/microsoft-to-do-list-app?rtc=1	
Provider:	Microsoft	
Brief Description:	Microsoft To Do is a cloud-based task management application (as a smart daily planner), that allows the creation of to do lists which can synchronise on several devices.	
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	It is a cloud-based application that can be used on a computer, phone or tablet and the web. It is available for free.	
Instructions/ Tutorials	https://youtu.be/EkPJlLge7Dw	