



How to Add a To-Do List in OneNote

Quick Reference Guide



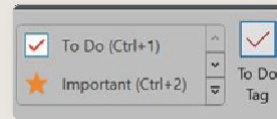
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Managing tasks effectively is essential for staying organised and productive, and OneNote offers a powerful solution with its to-do list feature. Whether you need to track daily tasks, manage project deadlines, or organise personal goals, OneNote provides an intuitive way to create and manage to-do lists with checkboxes. This feature allows users to prioritise tasks, monitor progress, and ensure nothing is overlooked — all within a single, easily accessible digital workspace.

Add a Bulleted List with Checkboxes

- Open OneNote. You can do this from the desktop app, OneNote for the web, or the mobile app.
- Sign in with your Microsoft account to sync your notes across devices — so whether you're on your laptop, phone, or tablet your notes are synchronised.
- Click on the **'Home'** tab in the top ribbon, click the **'To-Do Tag'** button, it looks like a small checkbox.



OneNote instantly adds a checkbox next to your text cursor.

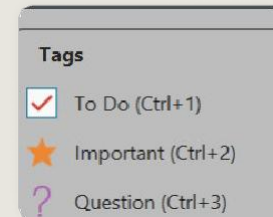
- Start typing your tasks! Each time you hit **'Enter'** a new task with a checkbox appears. As you complete tasks, just click the checkbox to mark them as done. OneNote adds a checkmark, helping you stay on top of what's left

Example:

- ☒ Prepare presentation slides
- ☐ Follow up with the marketing team
- ☐ Submit project report

Prioritise Tasks with Tags

Use OneNote's tags like **'Important'**, or **'Idea'** to categorise your list for better focus. In the toolbar, click the **'Tags'** drop-down menu to view existing tags, select the tag you wish to use.

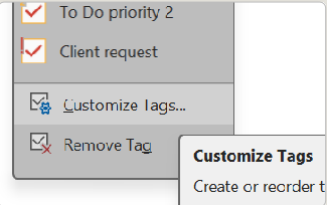


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Create and apply a Custom Tag

At the bottom of the tag list, click **'Customise Tags'**, then select **'New Tag'**.



- 1. **Name Your Tag:** Give your tag a meaningful name, such as *'Urgent Tasks'* or *'Follow-up Needed'*.
- 2. **Choose an Icon:** Select an icon that best represents your tag — for example, a star for priorities or a checkbox for tasks.
- 3. **Pick a Font Style and Colour**
- 4. Once your tag is created, highlight any text and apply the custom tag by selecting it from the tag list.

A screenshot of the 'New Tag' dialog box in OneNote. The dialog has a title bar 'New Tag' with a close button. It contains a 'Format' section with a 'Display name:' text box (containing 'Undefined'), a 'Symbol:' dropdown (showing a yellow square with a red 'A'), a 'Font Color:' dropdown (showing a black 'A'), and a 'Highlight Color:' dropdown (showing a yellow highlighter icon). Below this is a 'Preview' section showing the word 'Undefined' in a white box. At the bottom, there is a note: 'Customizations do not affect notes you have already tagged.' and two buttons: 'OK' and 'Cancel'.

Find and Use Tagged Items

Easily locate tagged notes by clicking **'Find Tags'** in the Home tab, which displays all tagged items across your notebook in one place.

