

Amazon Alexa, Echo & Fire TV | Easy | 2 min read

How to use shopping lists and to-do lists with Alexa

Please note: independent guidance. Vision Tech is not affiliated with the maker. Menus differ between models and software versions, so check the manual or on-screen help.

Alexa can keep a shopping list and a to-do list that you add to by voice and see on your phone. It is handy for jotting things down while your hands are full.

Adding items

Say, "Alexa, add milk to my shopping list" or "Alexa, add ring the dentist to my to-do list". Alexa will confirm. You can add several things, one at a time.

Seeing your lists

1. Open the Alexa app.
2. Look for **Lists** in the menu. It is often under **More**. Menu names in the Alexa app change from time to time, so if yours looks slightly different, look for the closest wording rather than worrying.
3. Tap Shopping List or To-Do List to see, tick off or delete items.

On an Echo Show you can say, "Alexa, show my shopping list".

Taking things off

Say, "Alexa, remove milk from my shopping list", or tap the item in the app. Ticking off an item does not always delete it, so you may need to clear completed items.

Sharing with family

Lists belong to the Amazon account. If you share a household in Alexa, others may see and add to the list. Ask your family which account the Echo is on, so the list does not end up somewhere unexpected. Look in the app for household sharing options.

When it does not work

- Check you are online.
- Say the item clearly. Alexa sometimes mishears names.
- Try opening and closing the app, or checking that the app is updated.
- A list may be sitting in a different app, such as a list from an old shopping service. Look at what lists the app offers.

When to get more help

If your lists have vanished, avoid deleting and re-adding the Echo. Ask for help to check you are using the right account.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.