

# A QUICK GUIDE TO

Created by @miss\_aird

# MICROSOFT LOOP



## WHAT IS LOOP?

Microsoft Loop is a transformative co-creation experience that brings together teams, content and tasks across your tools and devices. Loop combines a powerful and flexible canvas with portable components that move freely and stay in sync across applications — enabling teams to think, plan, and create together. Loop is comprised of 3 elements: Components, Pages and Workspaces.

## LOOP COMPONENTS

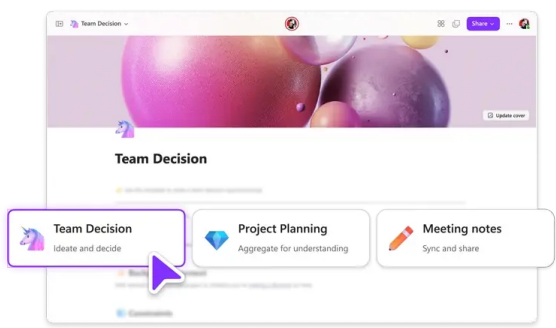
Loop components are portable pieces of content that stay in sync across all the places they are shared.

Components allow you to collaborate in the flow of work – on a Loop page or in a chat, email, meeting, or document. They can be lists, tables, notes, and more – you're always working with the latest information in your preferred app, like Microsoft Teams, Outlook, Word, Whiteboard, and the Loop app.

## LOOP WORKSPACES

Loop workspaces are shared spaces that allow you and your team to see and group everything important to your project.

Browse the collection of Loop templates, add it to an existing Loop workspace or create a new one.



Customise your template (Add content, blocks, @ mentions, pages, to-do lists, and more).

## LOOP PAGES

Loop pages are flexible canvases where you can bring together people, components, links, tasks, and data.

Loop pages can be shared across M365 apps as a link or as an embedded component.



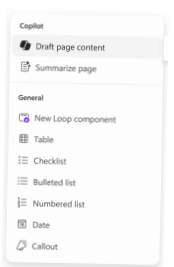
## COPILOT TO CREATE PAGES

In Loop, create a new workspace or use one already created for you. Type "/" and select Draft page content from the drop-down menu.

Choose a pre-suggested prompt: Create, Brainstorm, Blueprint, or Describe.

Or type your own prompt in the field above those cards.

Edit the prompt as needed for what you want.



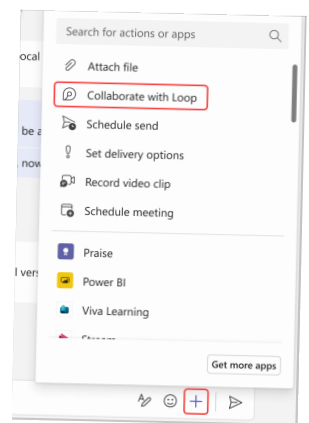
## MICROSOFT TEAMS

Enter a loop component in a teams chat so everyone in your chat will be able to edit and see changes instantly.

You can choose a paragraph, table, checklist, or other component to help focus your team on tasks like co-authoring content, compiling data, or tracking next steps.

On the right side of the compose box:

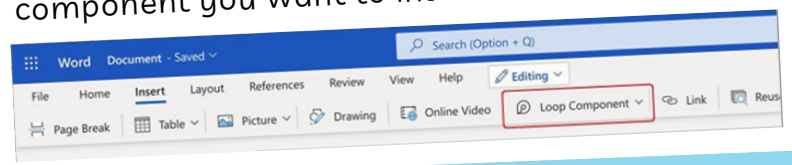
- Select **Actions and apps** +
- Collaborate with **Loop**
- Select the type of component you want to insert into your message.
- Enter content into the component.
- Select **Send** so everyone in the chat will be able to edit the content.



## WORD (ONLINE)

While working in a Word document, you can create a Loop component and then post a link to it into Teams or email where others' edits will be immediately seen in your Word document.

1. Go to the location in your Word document where you want to insert the new Loop component.
2. Select Insert, then choose Loop Component.
3. Use the drop-down list to select the type of Loop component you want to insert.



## WHITEBOARD

When Loop components have been created in other Microsoft 365 applications, you can copy/paste them onto a whiteboard and edit them in line.

- Open the whiteboard
- Select the "..." from the bottom menu
- Select the Loop components option



WHERE CAN I USE LOOP COMPONENTS?

