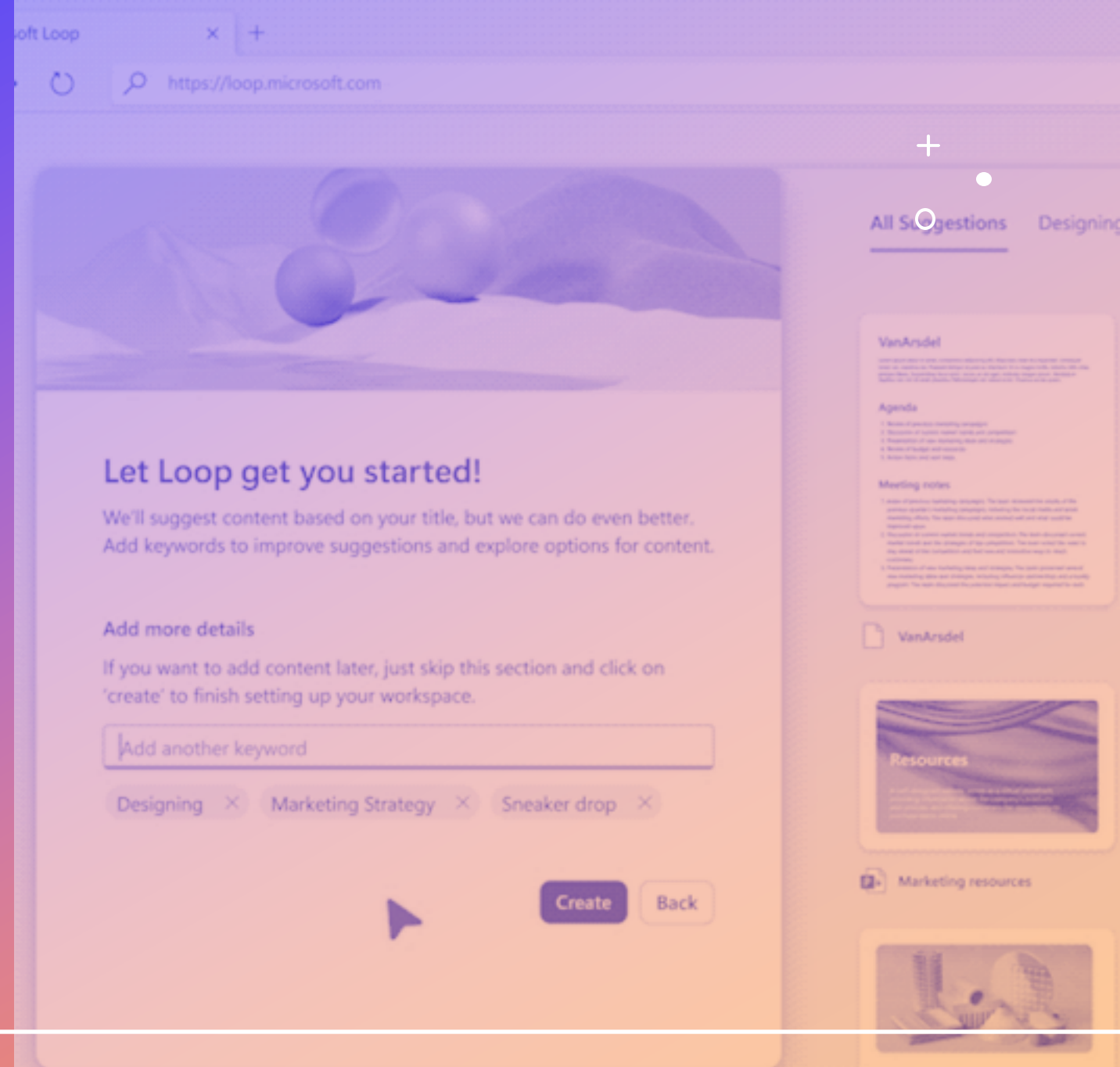




Microsoft Loop

February 2025
Spotlight Session

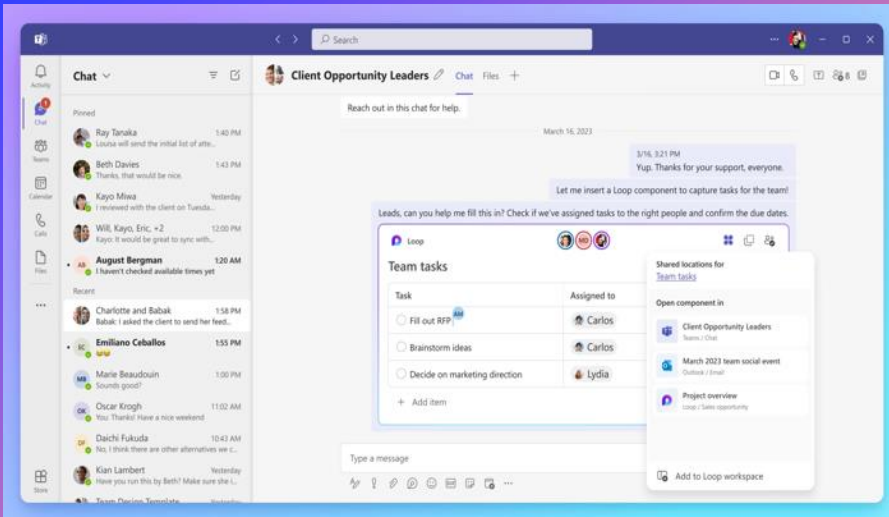
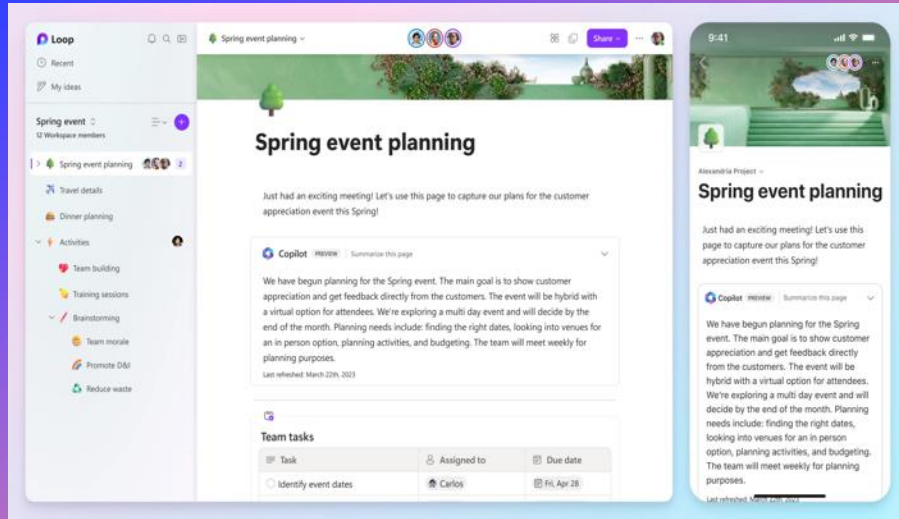


Agenda

- What are Loop workspace, pages and components?
- How to use Loop in Outlook and Teams for real-time collaboration
- Examples of collaborative use cases in meetings and projects
- Best practices for seamless workflows



Modern Work

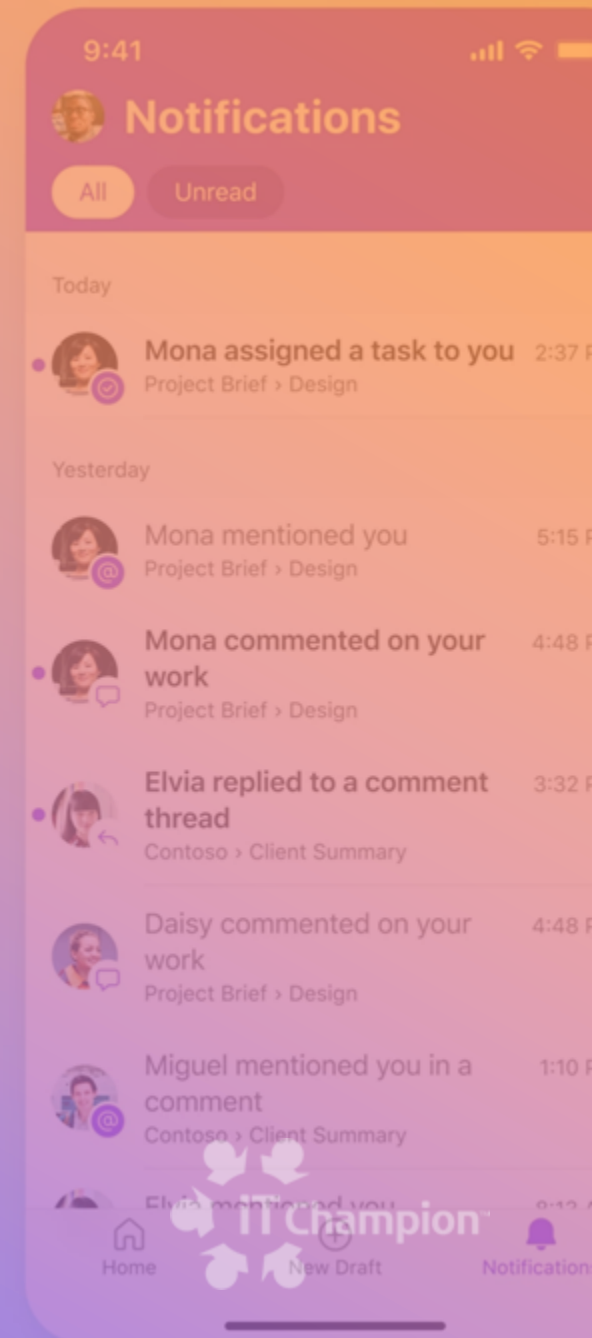
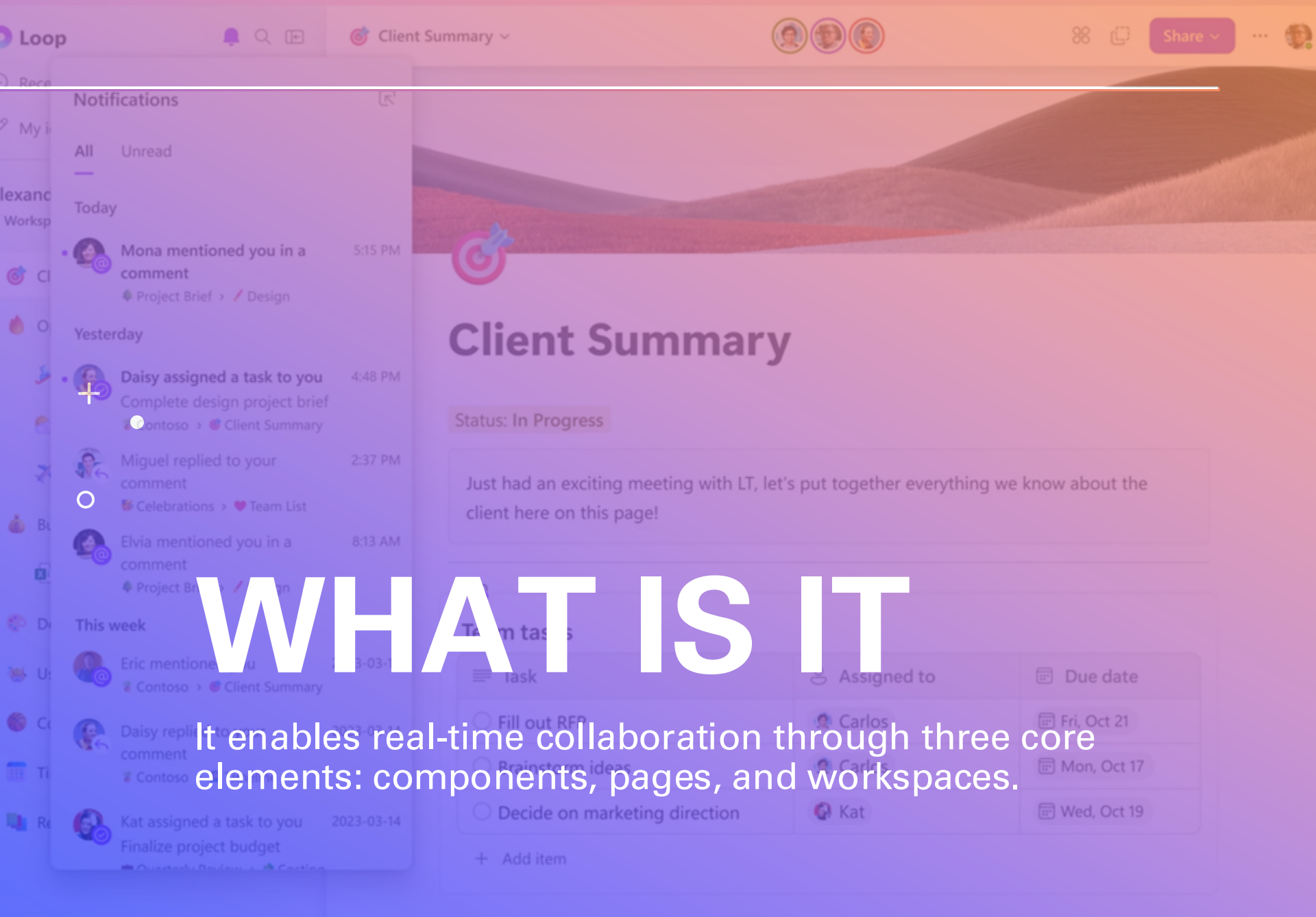




Introduction

Loop is one of the newest collaboration tools in M365.

A transformative co-creation experience that brings together teams, content, and tasks across your tools and devices.



WHAT IS IT

It enables real-time collaboration through three core elements: components, pages, and workspaces.

What is Loop? 



Microsoft

Find Microsoft 365 apps



Microsoft 365
Copilot



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Engage



Power
Automate



Partner



Forms



Sway



Stream



Customer Voice



Kaizala



Power BI



Power Apps



Bookings



Delve



Insights



Power apps test



To Do



Planner



Power Pages



Loop



More apps

Loop is web based

Office.com
loop.cloud.microsoft



Share ▾



Workspace

Access to all pages within the workspace



Page link

Access to this page only



Loop component

Embed and provide access to this page in supported Microsoft 365 apps

Workspace

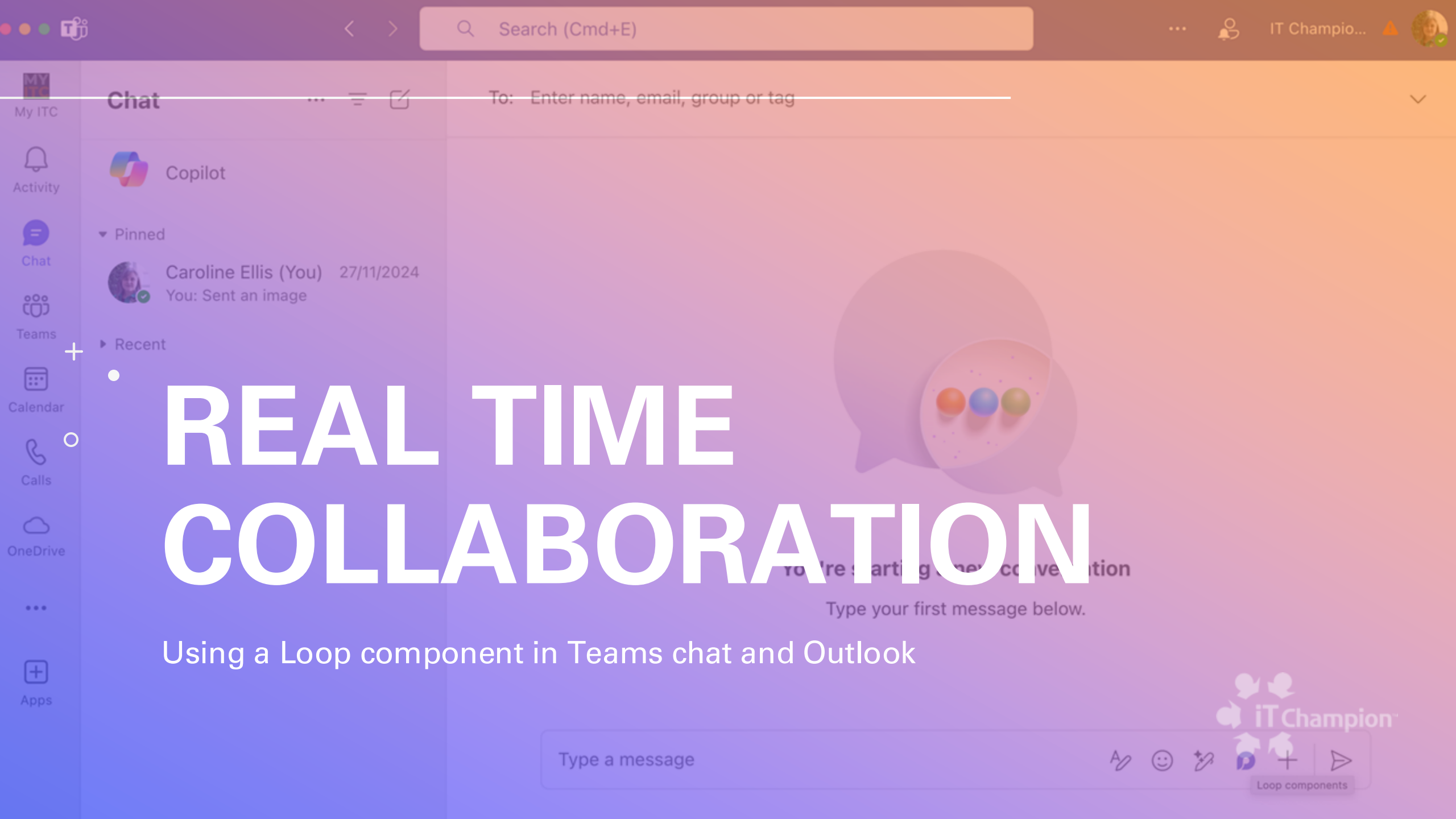
- A hub where teams can gather all their related project content
- A shared space that allows you and your team to see and group everything important to your project.

Pages

- Think of Loop Pages as collaborative whiteboards where teams can expand on ideas with text, images, and components."
- These pages can be shared and updated across M365.

Components

- Small, interactive pieces of content (lists, tables, task lists, notes) that can be copied and pasted across different M365 apps while staying in sync.



REAL TIME COLLABORATION

Using a Loop component in Teams chat and Outlook

Activity

Chat

Teams

Calendar

Calls

Files

Store

Chat

Client Opportunity Leaders

Chat

Files

Reach out in this chat for help.

March 16, 2023

3/16, 3:21 PM

Yup. Thanks for your support, everyone.

Let me insert a Loop component to capture tasks for the team!

Leads, can you help me fill this in? Check if we've assigned tasks to the right people and confirm the due dates.

Loop

Team tasks

Task	Assigned to
☐ Fill out RFP ^{AM}	Carlos
☐ Brainstorm ideas	Carlos
☐ Decide on marketing direction	Lydia
+ Add item	

Shared locations for [Team tasks](#)

Open component in

Client Opportunity Leaders
Teams / Chat

March 2023 team social event
Outlook / Email

Project overview
Loop / Sales opportunity

Add to Loop workspace

Type a message

Activity

Chat

Teams

Calendar

Calls

Files

Store

Chat

Client Opportunity Leaders

Chat Files +

Video Call

Phone Call

Screen Share

8

Type a message

Loop paragraph

Specific people with the link can edit

Add a title

Share ideas with Loop. Just start typing or press / to insert templates. Everyone can add content and @mention people.

Table

Bulleted list

Checklist

Task list

+

Type a message

Add to Loop workspace

Activity

Chat

Teams

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Calls

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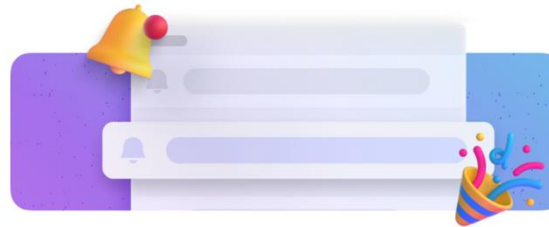
Add to Loop workspace

Type a message

[illegible]



Start your day

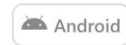


Recent tasks and mentions assigned to you

@ James Farr and 1 others mentioned you in [Introduction to the project page](#) Yesterday

Get Looped in, on the go!

Scan the QR code below and download the Loop Mobile app



Use cases

Running effective meetings

- **Before the meeting:** Create an **Agenda** component in Teams chat.
- **During the meeting:** Capture key discussion points in real time.
- **After the meeting:** Assign follow-up tasks within the same component.

Project Collaboration

- Team members can create a **Workspace** and **Page(s)** to track deliverables, timelines, meetings etc.
- Members can add **tasks, share resources** and assign responsibilities.
- **Documents** can be added and shared within the workspace and pages.
- All updates remain **synchronised** across Teams and Outlook.

Best practices

MICROSOFT LOOP

DYNAMIC COLLABORATION

Reduce duplicate work with interactive elements.

Make decisions faster.

STAY ORGANISED

A centralised place instead of multiple chats and emails.

SMALL WINS

Start simple then build up to fully interactive workspaces.

ONE ENVIRONMENT

Work seamlessly on devices via Teams, Outlook, Planner, OneNote and more.

Recap

Fluid working from Microsoft

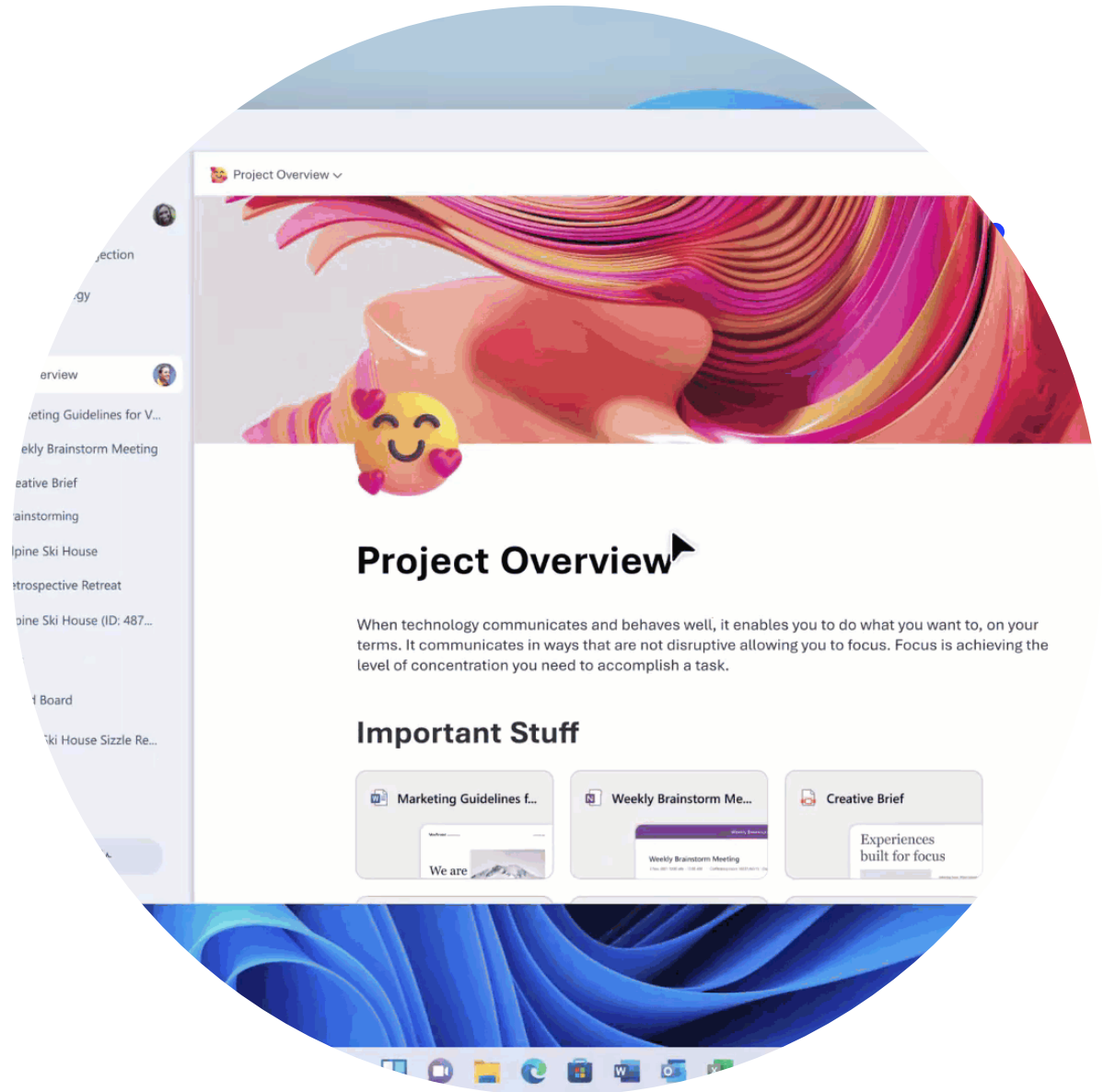
Loop has Workspaces, Pages and Components.

Components can be created in Teams chat, Outlook and within Loop Pages.

These 'live' elements can be updated by those with access.

Loop can be accessed via a mobile app or web browser.

Great for collating lots of disparate information and resources to one accessible place.





THANK YOU

Spotlight sessions aim to highlight M365 applications that you may not be familiar with or have yet to explore.

March focuses on Microsoft Forms

