



Microsoft Loop Essential

Duration : 1 day

Course Overview

This one-day Microsoft Loop course shows delegates how to streamline collaboration by bringing content, conversations, and tasks together in one place. It helps teams improve communication, manage projects more efficiently, and work more effectively within Microsoft 365.

Prerequisites

To get the most from this course, delegates should:

- Have a basic understanding of Microsoft 365 applications such as Teams and Outlook
- Be comfortable using a web browser and working with online applications
- Have experience of general workplace tasks such as managing documents, emails, or meetings

No prior experience of Microsoft Loop is required.

Objectives

By the end of this course, delegates will:

- Understand the purpose of Microsoft Loop and how it fits within Microsoft 365
- Navigate the Loop interface and create structured workspaces and pages
- Create and manage Loop components, including lists, tables, and task trackers
- Share and collaborate on Loop components within Microsoft Teams and Outlook
- Organise information effectively using pages, links, and simple structures
- Use Loop to support common workplace scenarios such as meetings and projects
- Apply task tracking within Loop for managing actions and follow-ups
- Recognise best practices for effective use in a business environment

Course Content

. Introduction to Microsoft Loop

- What is Microsoft Loop?
- Key concepts: Workspaces, Pages, Components
- Where Loop fits in Microsoft 365 (Teams, Outlook, OneNote, SharePoint)
- When to use Loop vs other tools



2. Getting Started with Loop

- Navigating the Loop interface
- Creating and managing workspaces
- Creating pages and sub-pages
- Basic sharing and permissions

3. Loop Components

- What are Loop components?
- Creating:
 - Lists
 - Tables
 - Task lists
 - Text blocks
- Real-time collaboration
- Sharing components in Teams and Outlook

4. Working with Loop in Teams & Outlook

- Embedding components in Teams chats and channels
- Using Loop components in Outlook emails
- Keeping conversations and content aligned

5. Organising Work Effectively

- Structuring workspaces for projects
- Using links, headings, and sections
- Creating reusable templates

6. Task Management in Loop

- Creating and assigning tasks
- Tracking progress within pages
- Integration with To Do / Planner (overview)



- Using Loop for meeting notes and actions
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7. Best Practices & Use Cases

- Project collaboration
 - Meeting management
 - Team knowledge sharing
 - Personal productivity
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8. Tips, Tricks & Wrap-Up

- Handy shortcuts and time-saving tips
- Common mistakes to avoid
- Q&A