



Microsoft Loop

Introduction:

- What is Microsoft Loop?
- Loop Components
- Loop Pages
- Loop Workspaces

Getting started with Loop in Chat

Working with a Meeting Agenda

- Assigning Tasks

Loop in Outlook, OneNote & Whiteboards

- Work with Loop in Microsoft Outlook
- Work with Loop in Microsoft OneNote
- Work with Loop in Microsoft Whiteboards

Using the Loop App

- Building a Page
- Adding to the Page
- Work with Tasks
- Using @mention

Using the Loop App

- Converting to a Loop Component
- Sharing the Loop Component
- Understand Permissions
- Real time updates
- Sharing the Page
- Adding a recap
- Create a PDF

What is a Workspace (M365 License dependant)

- Adding a Page
- Linking a Page
- Linking Meeting Notes

Loop with Planner & To Do

- An overview of Planner and To Do
- Adding a Plan to your Loop page
- Viewing Tasks in To Do and Planner in Teams

Q&A

Join us for a dynamic half-day Microsoft Loop session and discover a smarter, faster way to collaborate. Learn how Loop brings your team together across Teams, Outlook, OneNote, Whiteboard, and more. This hands-on course gives you everything you need to start using Loop confidently and creatively in your daily workflow.

