



Microsoft Loop

Course Aim

Understand Microsoft Loop's core features, its purpose, and how it enhances collaboration within the Microsoft 365 suite.

Learn how to create, customise, and organise Loop Components and Pages.

Learn how to create, manage, and organise Loop Workspaces for effective team collaboration.

What you'll learn:

- Understand the key components of Microsoft Loop, including Loop Pages, Loop Components, and Loop Workspaces.
- Learn how to create, customise, and organise Loop Components and Pages, enabling real-time collaboration and efficient content management.

Course Prerequisites

No previous experience with Loop is required, but users are required to have some basic Microsoft Office skills, especially in Word and Outlook.

Course Duration:

One Day

Inclusions:

Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

What to Bring:

- Note pad & pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if you want copies of the work done during class.

Course Topics:

Introduction to Microsoft Loop

- What is Microsoft Loop?
- Key Features and Benefits.
- Loop vs. Other Microsoft 365 Collaboration Tools (Teams, OneNote, SharePoint).
- Understanding Loop Components, Workspaces, and Pages.
- How to Access Microsoft Loop.

Getting Started with Loop

- Navigating the Microsoft Loop Interface.
- Creating and Managing Workspaces.
- Adding and Organising Loop Pages.
- Customising Loop Workspaces for Different Use Cases.

Using Loop Components for Collaboration

- What are Loop Components?
- Types of Components (Lists, Tables, Task Lists, Notes, etc.)
- Creating, Sharing, and Editing Loop Components in:
 - *Microsoft Teams*
 - *Outlook*
 - *Word & Other 365 Apps*
- Real-time Collaboration & Version Control.

Workspaces

- Creating a Loop Workspace: Overview and Setup
- Structuring Workspaces: *Organising Pages, Components, and Media.*
- Customising Workspace settings and permissions.
- Collaboration Tips: Inviting and managing team members.
- Best practices for Workspace organisation and task management.

Advanced Features & Best Practices

- Integrating Loop with Microsoft 365 & Third-Party Apps.
- Automating Workflows with Loop.
- Managing Access and Permissions.
- Best Practices for Team Collaboration.
- Security & Compliance Considerations.

Hands-on Exercises & Use Cases

- Creating a Team Workspace for a Project.
- Using Loop Components in a Real-time Scenario.
- Managing Tasks and Assignments Collaboratively.
- Sharing and Embedding Loop Components Across Applications.
- Troubleshooting Common Issues.

Q&A and Wrap-up

- Recap of Key Features & Benefits.
- Addressing Participant Questions.
- Additional Resources & Next Steps.