

Duration: 3h

Level: Beginner

Prerequisites:

- Valid Microsoft 365 account
- Computer (Mac or PC with Windows 11) with a stable Internet connection to access content
- Basic knowledge of using standard web browsers such as Microsoft Edge and Google Chrome, as well as the Office suite (Teams, Word, Excel, PowerPoint, and Outlook)

Teaching methods:

- Remote training
- Demonstration
- Course material included

Skills acquired at the end of the course:

- **Real-time co-creation:** learning to collaborate on projects in real time by synchronizing components across different applications
- **Using components:** knowing how to insert and synchronize Loop components in various Microsoft tools such as Teams, Outlook, and Word

DESCRIPTION

Microsoft Loop is a collaborative app in Microsoft 365 designed to help teams brainstorm, plan, and create together.

Loop enables teams to work on projects in real time by syncing components across different apps such as Teams, Outlook, and Word. Microsoft Loop also offers page templates to quickly start projects, organize meetings, or manage personal tasks.

PROGRAM STRUCTURE

Discovering Microsoft Loop

- Introduction to Loop and its benefits
- How to access Loop through Microsoft 365
- Navigating the interface; overview of the main sections (pages, components, workspaces)
- Configuring the app

Getting started with Microsoft Loop

- Creating a Loop workspace and understanding the difference between a workspace and a page
- Sharing a workspace and collaborating

Creating a page and working with data

- Exploring page templates
- Understanding blocks and how to use them within a page
- Working with data in text blocks

Understanding how blocks work

- Creating lists and dividers
- Creating tables, and managing rows and columns
- Tracking the progress of a table
- Using communication and image options

Exploring and using components

- What is a Loop component and understanding the available types
- Inserting components in other applications



- Integrating components with Teams, Outlook, Word, etc.
- Real-time synchronization and collaboration
- Understanding how components stay in sync
- Collaborating with team members
- Checking notifications in Loop

Managing tasks and projects

- Creating and tracking tasks
- Using tasks lists
- Assigning tasks and tracking progress
- Planning and managing projects
- Tracking deadlines and deliverables

Concluding on collaborative work with Microsoft 365

