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About Loop

Microsoft Loop is a collaborative workspace application designed by Microsoft to enable dynamic and real-time collaboration among team members.

It integrates various Microsoft 365 tools and services into flexible, modular components, making it easier to work together on projects, share ideas, and manage tasks seamlessly - all within the Microsoft ecosystem.

What Can Loop Do?

Microsoft Loop brings everything related to a project to one space, making it easier to find exactly what you need.

You can link all sorts of elements and files, including documents, powerpoints, spreadsheets and tables.

Loop also links with Microsoft Planner, so you can manage tasks and deadlines from within the platform.

Key Benefits

- Real-time collaboration
- Enhanced productivity
- Free with Microsoft 365
- Increased transparency

365 Integration

As Loop fully integrates with 365, you can edit files from within Microsoft Loop or the respective app for each file i.e. Word/PowerPoint or Excel.

As Loop is included as part of Microsoft 365, it can save you money and time paying and switching between different task management tools and software.

Use Cases

Loop can be used to manage any project. In fact, Microsoft has lots of pre-made templates, allowing you to jump into using Loop even quicker.

In addition, Loop can be used for brainstorming, note taking, decision making and creating Wiki/knowledge bases.

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GETTING STARTED WITH LOOP

We've included some simple instructions showing how you can access and get the most from Microsoft Loop.

Accessing Microsoft Planner

You can access Microsoft Loop through the Microsoft 365 app launcher (the 9 dots in the top left-hand corner at office.com and searching 'Loop') or by visiting www.loop.office.com

Create a Workspace

Start by creating a new workspace for your project, giving it a name and inviting team members.

Collaborate and Manage Tasks in Real Time

Within the workspace, create Loop pages to organise different aspects of your project. Add relevant Loop components, documents, and links (just like below).

Prefer a Video Guide?

WANT TO LEARN MORE ABOUT MICROSOFT LOOP?

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