

Collaborate dynamically with Microsoft Loop

Duration: 0,5 day

Audience: Pour tous

Who is this training for?

Microsoft 365 Business or Enterprise users.

Training objectives

- Discover the many practical uses in companies for the Loop application.
- Determine the vocation of Loop in the Microsoft 365 ecosystem.
- Learn how to use Loop components in different applications such as Outlook, Teams, Word and Whiteboard.
- Organize Loop components efficiently in convenient, collaborative workspaces.
- Understand the advantages and limitations of Loop.

Summary

Learn how Microsoft Loop transforms real-time team collaboration. This training will allow you to create, share and evolve dynamic content that remains synchronized across Microsoft 365 (Teams, Outlook, Word, etc.). Learn how to use loop components to centralize information, accelerate decision-making, and drive collaboration, even in hybrid work environments. With concrete examples and best practices, you will gain in efficiency while improving fluidity and teamwork. .

Course outline

Chapter 1: Why, when and where to use Loop?

- Why Loop in the Microsoft 365 ecosystem?
- Good practices.
- Bonus: Copilot in Loop.

Chapter 2: Create your own Loop content in Outlook, Word, chat, and more

- Just get started.
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Boost its communications with Loop.

- Loop in apps.
- Loop in private conversations.
- Loop in Teams meetings.

Chapter 3: Create Loop components in collaborative tools like Teams channels

- Loop in team chats.
- Loop in channel meetings.

Chapter 4: Creating Shared Workspaces

- Pages and Templates.
- Add new or existing components.
- Workspace sharing.
- Expand the possibilities.

Chapter 5: Organizing Loop Components and Finding Their Content

- Explore the many Loop components.
- Search for Loop content.
- Storage of Loop components.

Chapter 6: Understanding Loop Storage

- Where are Loop components stored?
- OneDrive.
- Teams team SharePoint.
- SharePoint Embedded (New).
- Good practices.
- Pitfalls to avoid.

Approach and methodology

Presentations, Demonstrations, Directed and Individual Exercises.

Recommendations

Knowledge of the Microsoft 365 cloud environment (including OneDrive and Teams) is highly recommended.