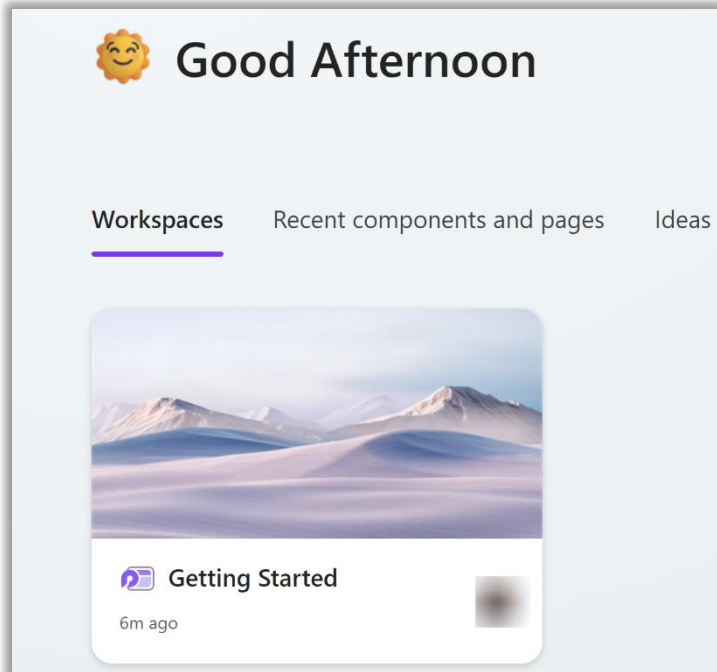# Microsoft Loop

What is Loop?

A transformative co-creation experience that brings together teams, content and tasks across your tools and devices.

Why Loop?

- Real-time collaboration across multiple applications
- Easy organization and access
- Increased time management and productivity

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Tips and Tricks

On the Loop homepage, see your recent workspaces, components and pages, and ideas! Workspaces are shared spaces that allow you and your team to group everything important to your project, and pages are flexible canvases where you can bring together people, Loop components, links, tasks, and content.

Use the + icon to create a new workspace. Give it a title and invite your peers to come collaborate!

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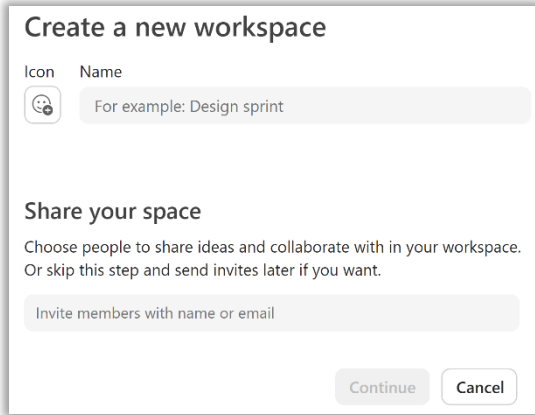
Adding Files and Templates

Tips and Tricks

All Files

HU M365-Instruction...
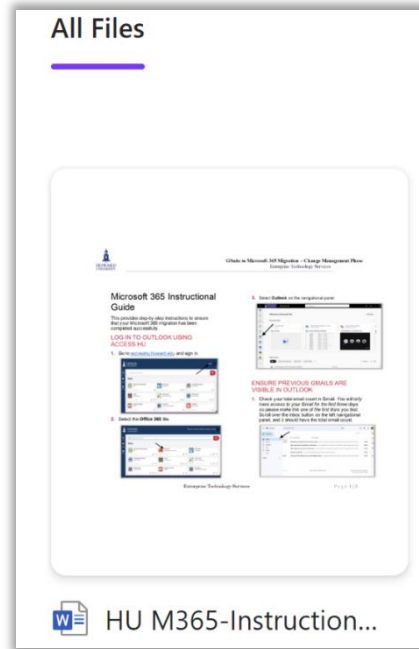
Add files to your workspace

Get suggestions for files based on the workspace name or by giving some details below.

Choose files and Loop pages to add on the right. When you're done, select Create workspace.
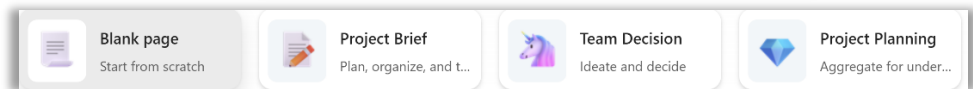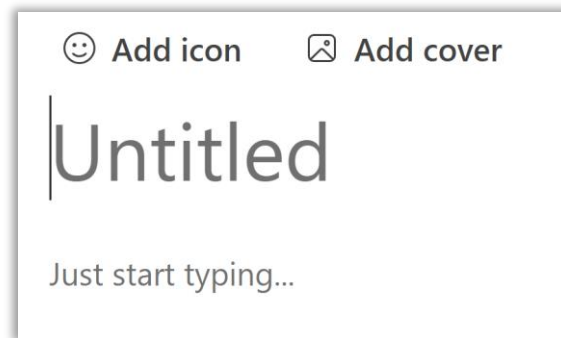
Add more details with keywords
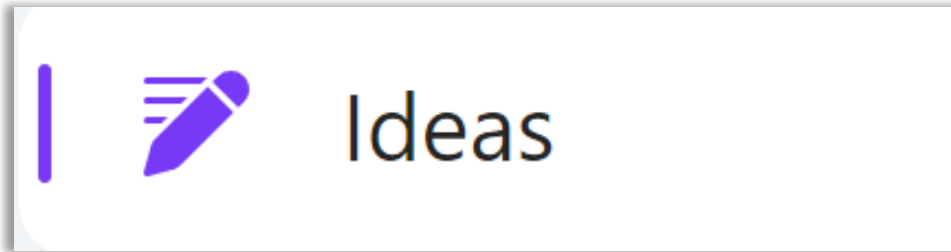
Add a keyword or phrase then press Ente ⊕

Add important files to your workspace! Loop can provide suggestions based on the workspace name or other details that you enter!

From there, make your workspace what you want it! If you're in need of some inspiration, Loop provides some templates to help you get started!

☺ Add icon   ▢ Add cover

Untitled

Just start typing...

Blank page	Project Brief	Team Decision	Project Planning
Start from scratch	Plan, organize, and t...	Ideate and decide	Aggregate for under...

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Tips and Tricks

Ideas

Ideas   Add to workspace

History Essay Topics

Just start typing...

Come up with a great idea? Use the Ideas feature to write it down and add it to your workspace!
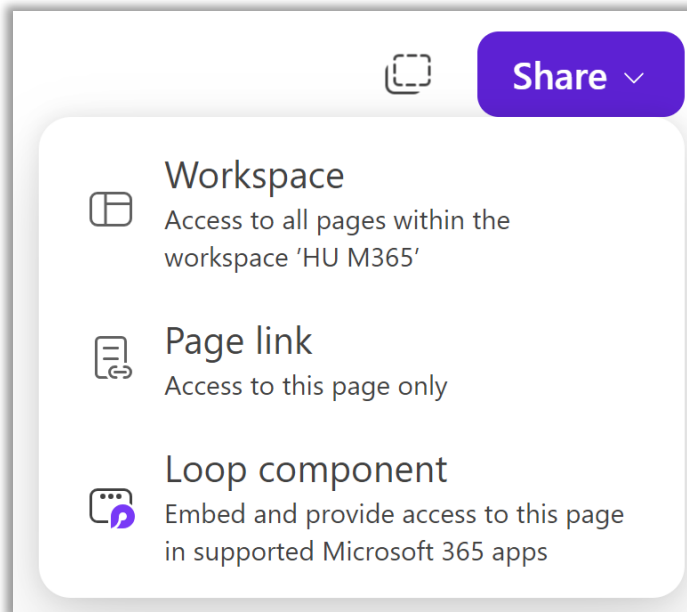
Loop has many shortcuts that you can take advantage of when working in a page: Type / to explore content types you can inert, type @ to mention people or link a file, and type : to open the emoji picker!

@

People   >

/

General

⊞ Table

☰ Checklist

☰ Bulleted list

☰ Numbered list

▦ Date

⌁ Callout

</> Code

☰ Table of contents

— Divider

Text styles

:

Smilies

Tips and Tricks

Sharing and Settings

Workspace
Access to all pages within the workspace 'HU M365'

Page link
Access to this page only
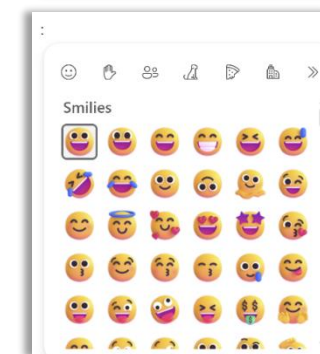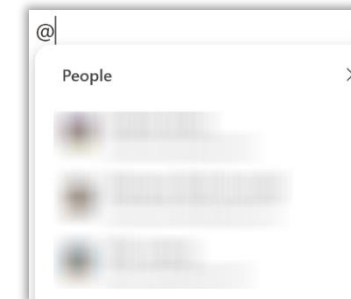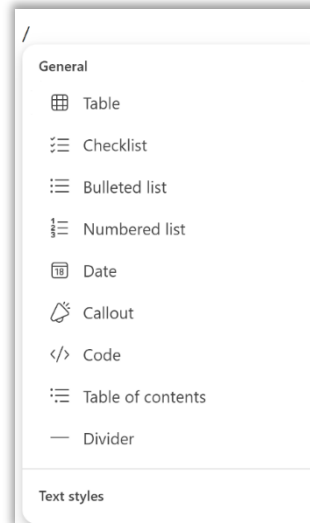
Loop component
Embed and provide access to this page in supported Microsoft 365 apps

You can share an entire workspace or just one page to whomever you choose! Plus, you can embed pages into the different Microsoft apps!

Make sure to check out the Settings to update your preferences on display, accessibility, and more!

Settings

General
Accessibility
Privacy

Theme

System   Light   Dark

Create new pages
◉ At the top
◯ At the bottom