Introduction to MS 365 Loop Training

Duration: **1 Day**

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The Introduction to Microsoft 365 Loop course is designed to help learners understand how Loop supports modern teamwork and real-time collaboration. The training focuses on organizing information effectively and enabling teams to work together seamlessly.

Participants will learn how to create workspaces and pages, build components, and integrate Loop with Microsoft 365 tools such as Teams, Outlook, Planner, and OneNote. The course uses simple explanations and practical examples to demonstrate how Loop improves productivity in everyday work.

Prerequisites

Participants should have:

- Basic familiarity with Microsoft 365
- Simple experience using tools like Outlook or Teams

No advanced technical skills are required.

Who Should Attend

This course is suitable for:

- Business users
- Project managers
- Administrators
- Beginners using Microsoft Loop
- Anyone looking to improve collaboration and team planning

What You Will Learn

By the end of this course, learners will be able to:

- Understand the purpose of Microsoft Loop and its role in collaboration
- Create and organize workspaces and pages
- Use Loop components in real time
- Apply Loop in real-world scenarios
- Integrate Loop with Teams, Outlook, Planner, and OneNote
- Follow best practices for sharing and organizing work

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Training Outline

Introduction to Microsoft Loop

- What Microsoft Loop is
- Benefits for teamwork
- Interface overview
- Core components
- Integration with Microsoft 365 tools

Workspaces and Pages

- Creating structured workspaces
- Adding and organizing pages
- Structuring content effectively
- Using components for planning and tracking
- Sharing at different levels
- Naming conventions and governance

Components and Collaboration

- Creating and editing components
- Real-time collaboration
- Lists, tables, and task tracking
- Synchronization across environments
- Keeping content up to date

Integration with Microsoft 365

- Using Loop in Teams
- Collaborating via Outlook
- Task integration with Planner and To Do
- Using Loop in OneNote
- Practical integration scenarios

Sharing and Best Practices

- Setting permissions
- Sharing content securely
- Maintaining structured workspaces
- Collaboration best practices
- Avoiding common mistakes

Versioning and Restore

- Version history
- Restoring deleted content
- Recovering previous versions
- Practical exercises