

INTRODUCTION TO MICROSOFT LOOP

COURSE OUTLINE

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Introduction to Microsoft Loop

Course Aims

This three-hour course introduces Microsoft Loop — a flexible canvas and collaborative workspace within Microsoft 365 that helps teams work together across documents, chats, meetings and emails. Through guided demonstrations and hands-on exercises, participants will explore Loop's workspace, build their own Loop Spaces, collaborate on shared content with comments, mentions and reactions, and connect Loop with the wider Microsoft 365 suite — including Teams, SharePoint and Outlook — to streamline everyday teamwork. The course will provide attendees with a solid foundation in using Loop to increase collaboration and communication within their organisation.

Duration

3 hours (Face to Face or Virtual)

Target Audience

This course is designed for professionals, team leads, project managers, and individuals seeking to enhance their collaboration and productivity.

Learning Outcomes

By the end of the course, participants will be able to:

- Understand what Microsoft Loop is and how it fits within Microsoft 365
- Navigate the Loop interface and workspace with confidence
- Create and manage Loop Spaces to organise team content
- Collaborate on documents, notes and tasks using comments, mentions and reactions
- Integrate Loop with Microsoft Teams, SharePoint and Outlook
- Apply formatting techniques including styles, headers, footers and page numbering

Course Content

Session 1 - Overview of Microsoft Loop

- Overview of Microsoft Loop.
- Understanding the integration with Microsoft 365 applications.

Session 2 - Navigating the Loop Interface

- Exploring the Loop workspace.
- Familiarisation with key features and functionalities.

Session 3 - Creating and Managing Loop Spaces

- Setting up new Loop Spaces.
- Organizing and managing content within Spaces.

Session 4 - Effective Collaboration in Loop

- Collaborating on documents, notes, and tasks.
- Utilising comments, mentions, and reactions.

Session 5 - Integration with Microsoft 365 Apps

- Connecting Loop with Teams, SharePoint, and Outlook.
- Leveraging data and content from other Microsoft 365 applications

Session 6 - Formatting Techniques

- Advanced text formatting (styles, indents, line spacing).
- Working with headers, footers, and page numbering.