

Microsoft Loop Components in Microsoft Outlook

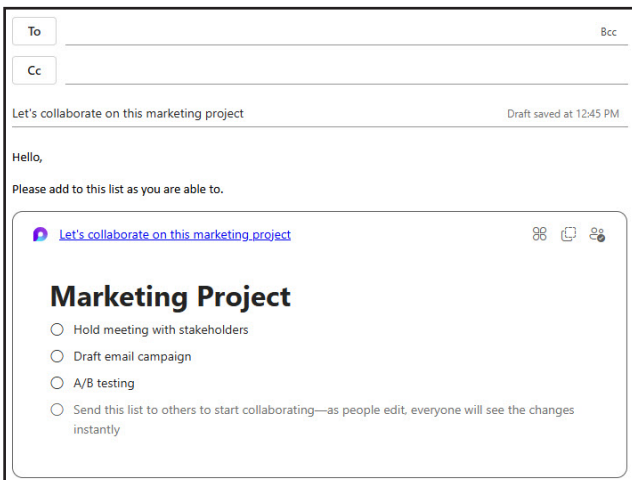
⇒ WHAT ARE LOOP COMPONENTS?

They are portable, editable pieces of content that stay in sync across all the places they are shared. Loop components can be shared via Teams, Outlook, and Word.



⇒ WHAT ARE THEY USED FOR?

Loop components are useful for lists (bulleted, numbered, check lists) that you want multiple people to contribute to. You can create tables, Q&A, and voting components. You can keep things simple with just an editable, portable paragraph of text. The sky is really the limit here!



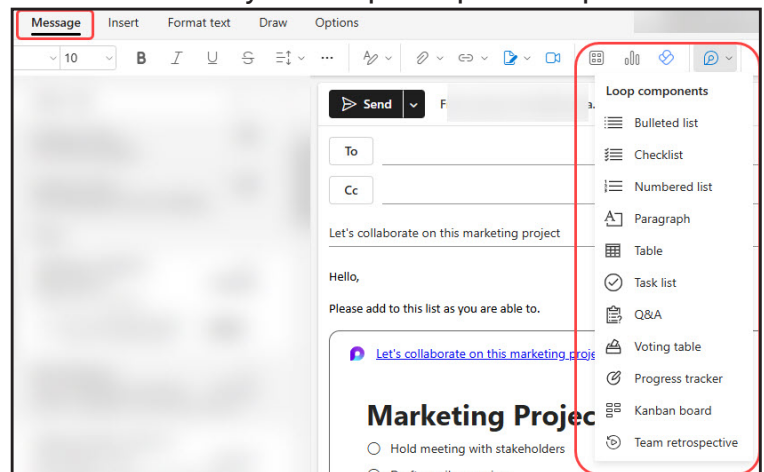
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⇒ HOW TO CREATE A LOOP COMPONENT

In Microsoft Outlook (classic or new, as well as OWA), you can create a Loop component when composing a new email. Start drafting an email and look for the Loop icon in the row of icons (or ribbon) above the email. You will need to click either Message or Insert to see the Loop icon. Clicking the Loop icon will open a secondary menu with all of your Loop component options.



⇒ HOW TO COPY A LOOP COMPONENT

Look for the two dotted rectangles icon in the top right of a Loop component and click it to copy it. Now you can paste the Loop component into an email in Outlook, a Teams channel, a Teams chat, or in a Word document.



⇒ LOOP ON THE WEB

You can access a more robust interface at loop.microsoft.com. This isn't necessary to use Loop components on Teams, but it allows you to build pages and separate them into workspaces. [Learn the basics of Loop on the web in this video.](#)