GET STARTED WITH MICROSOFT LOOP

Microsoft Loop is a collaborative tool that allows teams to create, share, and manage content. With Loop, you can work with your team in real time, creating and customizing workspaces that can grow with your project needs. This guide walks through getting started with Loop.

Access Microsoft Loop

Login to **office365.uiowa.edu**, click **All apps**, and locate **Loop** from the list. You can also go directly to **loop.microsoft.com**.

Create a Workspace

From the Loop home page, click the **+** to create a workspace. This will serve as the central hub for your project and collaboration efforts.

Add Team Members

Invite collaborators by entering their name or email address.
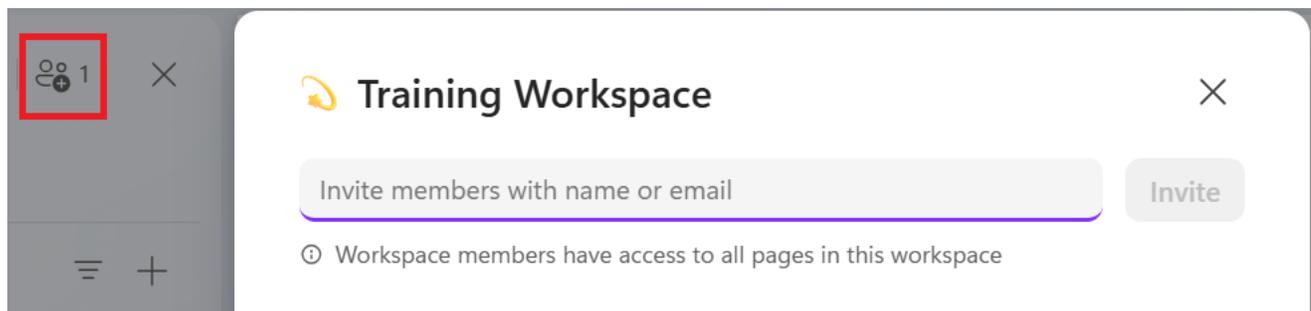
Start Collaborating

Add content to your workspace. You can create new pages, insert links, and upload files. There are numerous templates that can be used when you create new pages. Use comments and @mentions to communicate with your colleagues.

Watch the video from Microsoft below to get started!

Get Started with Loop

Learn More

https://its.uiowa.edu/learn-about-technology

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