# IOWA

Information Technology Services

Microsoft Loop Components on Microsoft Teams
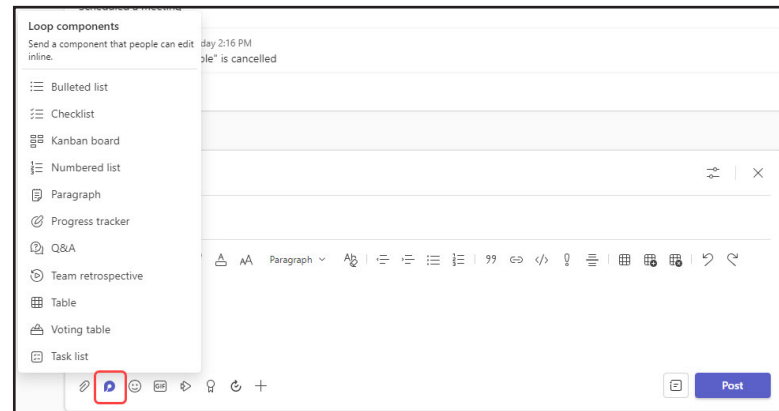
WHAT ARE LOOP COMPONENTS?

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.

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 - get creative as you learn what works best for your team or workgroup!
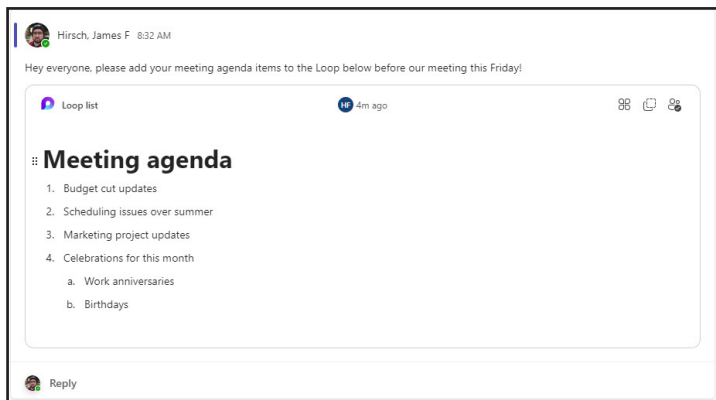
In Microsoft Teams, you can create a Loop component from a personal chat or from a post in a channel. Start writing a message or post and look for the Loop icon in the row of icons below the text field. Clicking the Loop icon will open a secondary menu with all of your Loop component options.

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 a Teams channel, a Teams chat, an email in Outlook, or in a Word document.

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.

LEARN MORE

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