



Using Loop Components in Microsoft Teams

Quick Reference Guide



Loop Components in Microsoft Teams allow teams to collaborate in real time by creating interactive content blocks within chats, channels, and meetings. Whether you're drafting text, managing tasks, or structuring a meeting agenda, Loop Components keep your team aligned and productive

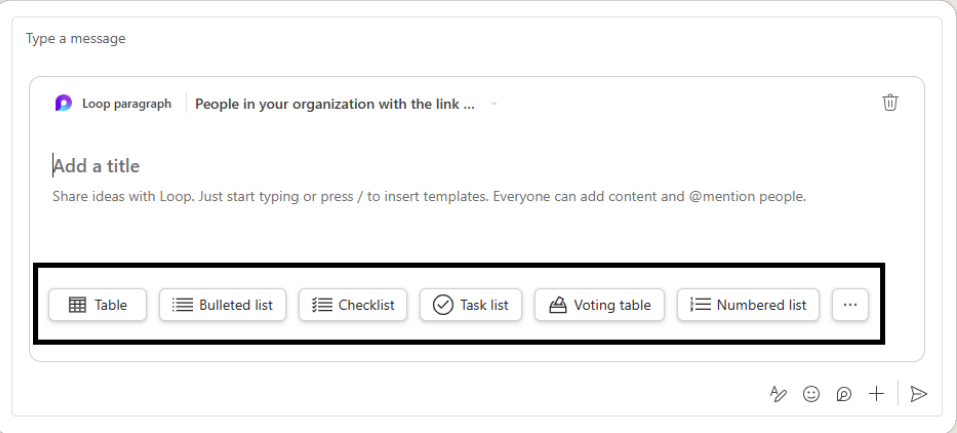
Using Loop Components in Teams Chat

Create a Loop Component

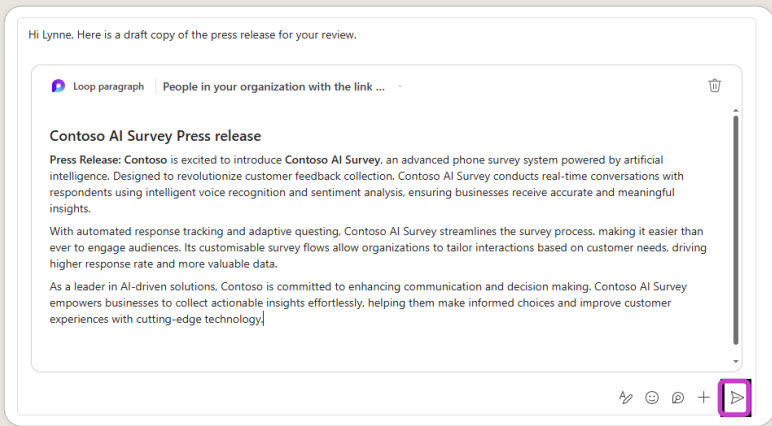
Open a Teams chat and click the Loop icon in the message box.



Select the type of Loop Component: **Paragraph**, **Table**, **Bulleted List**, **Checklist**, **Task list**, or **Voting table**.

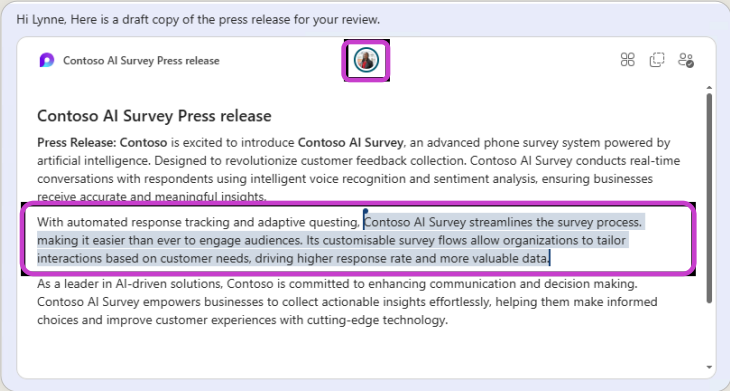


Enter the content and click Send—it becomes an editable, real-time collaboration space.



Collaborate in Real Time

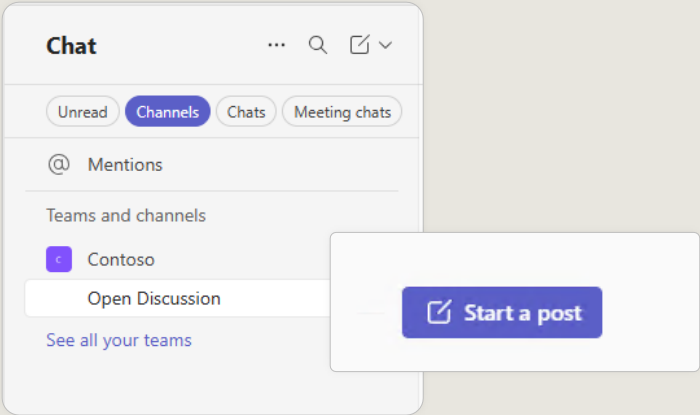
- Team members can edit the component directly in the chat.
- Updates appear instantly for everyone.



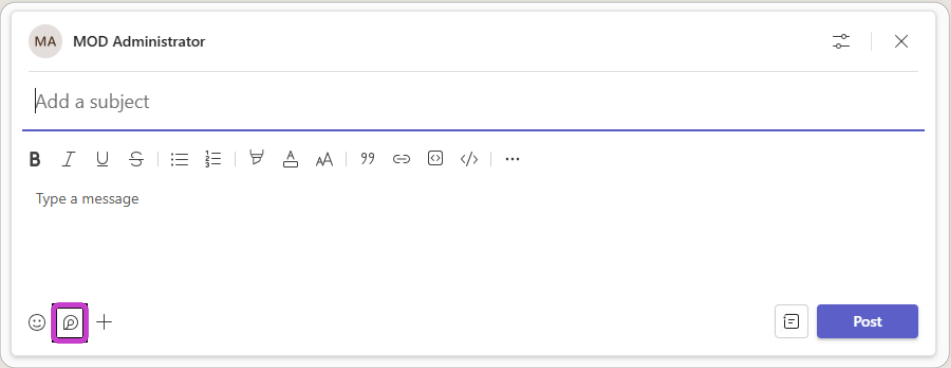
Using Loop Components in Teams Channels

Embed a Loop Component in a Channel Post

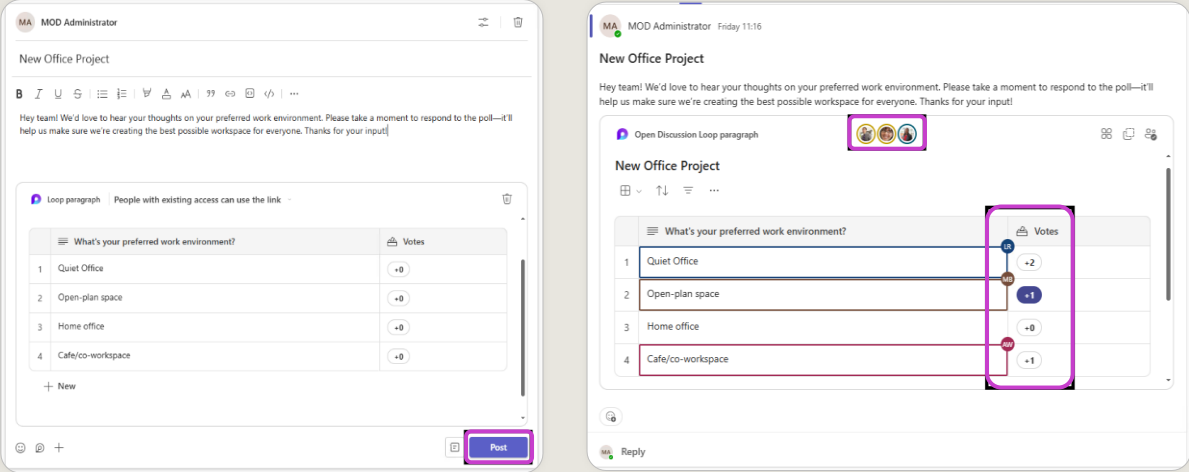
In a Teams channel, start a new post.



Click the Loop icon and choose the component type.



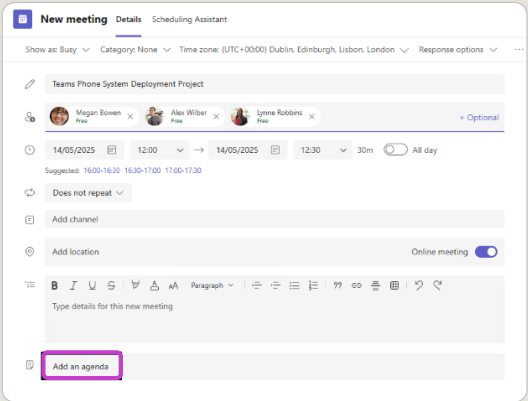
Enter content and click **Post**—everyone in the channel can collaborate on the component.



Using Loop Components for Meeting Agendas

Create a Collaborative Agenda

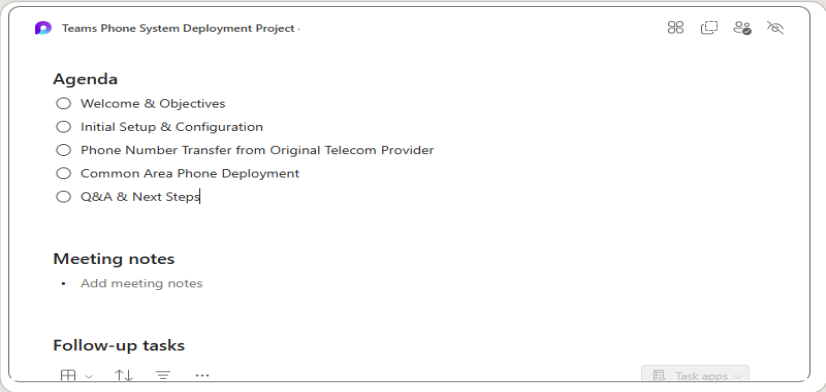
In Teams Calendar select **new meeting** and add an agenda.



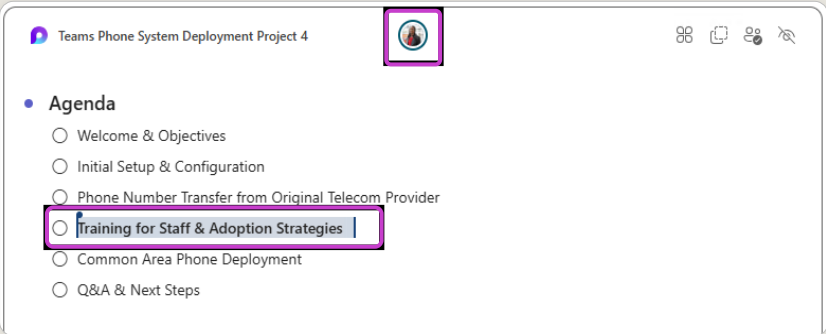
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Add the agenda topics.

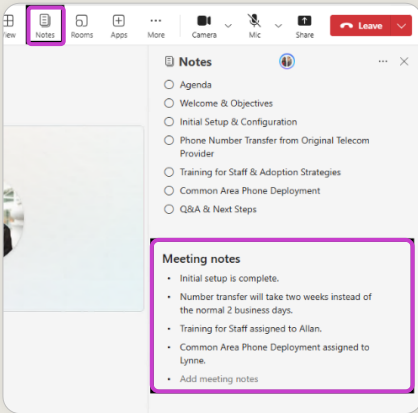


Allow participants to additional topics in real time.

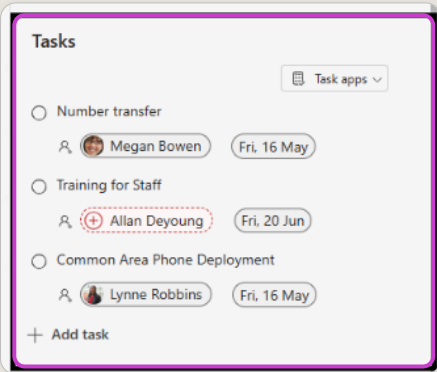


Live Meeting Notes & Action Items

Use **Paragraphs** to summarise discussions collaboratively.



Use **add task** to assign follow-up tasks.



Final Tips

- **Loop Components Sync Across Teams** – Edits stay updated wherever the component appears. Use Checklists to assign follow-up tasks.
- **Copy & Paste** – You can move Loop Components between chats and channels while maintaining functionality.
- **Enhance Collaboration** – Encourage interactive participation in meetings and discussions.

Loop Components make teamwork effortless! Try them in Teams chat, channels, and meeting agendas to keep your collaboration smooth and efficient.

Keep the agenda accessible for post-meeting reviews.