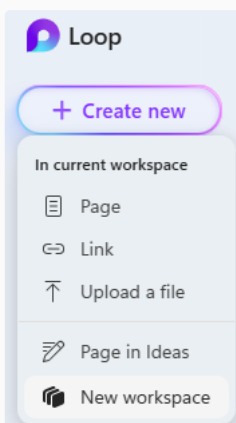


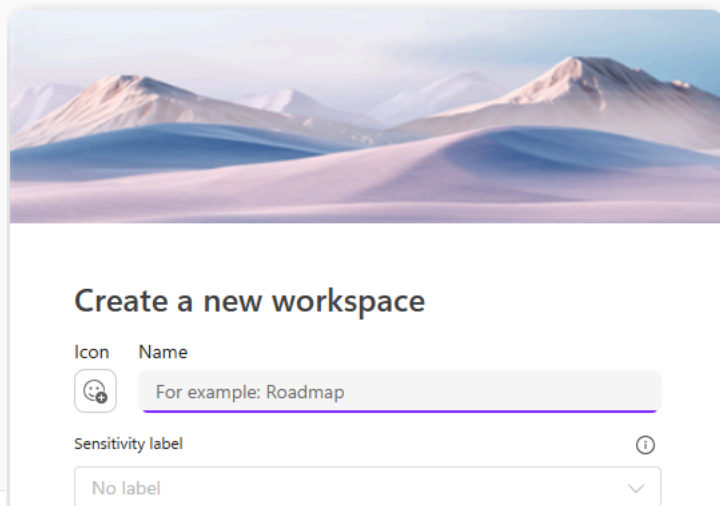
Getting Started with Loop

To start off in Loop:

- Open Microsoft Loop <https://loop.microsoft.com>
- Create a new Workspace





- Name your workspace and invite the members you will be collaborating with



Create a new workspace

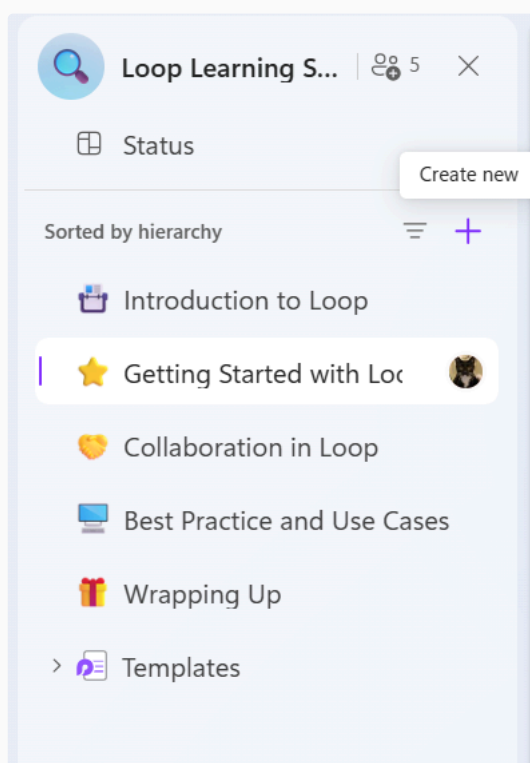
Icon Name



Sensitivity label 

The Basics

- Create Pages in workspaces by clicking the + icon in the menu bar:
-



- Type `/` or click on the + icon on the left to add elements to pages
- Type `@` to tag people, files, Loop pages or meetings
- Type `:` to add emojis 🙄
- You can add comments and reactions by clicking on the 6 dots icon on the left
- Make elements you've added into Loop components by clicking the 3 dots icon and selecting Create Loop component:
-




	≡ Column 1	≡ Column 2
1	Funds	\$1000
2	Funder	Kia Owens
3	Funds 2	\$2000

Code

```
1 print('Hello, world!')
```


Tagging a file with @

 **Parent code and course 2025 Jan.xlsx**


Edited 3mo ago by Kia Owens

teams > lbf4g4a1 > Learning resources > LearningResourcesTeamFolder > Talis Management ...

Tagging a meeting

 M365 Change Champions monthly catch-up
<https://outlook.office365.com/owa/?itemid=AAMkAGVjNTIODE3LTg4NjktNDMyOS04MGQ3LTc4OGEyMjg2YzViOABGAAAAAAsd0Pkf1YMTJmbhFYW2YkoBwDP8nc...>

Tagging a Loop page

 **Introduction to Loop**
Edited 3h ago by Darren Reichel
<https://uq.sharepoint.com>

Your Task

1. Create a new Page in this Workspace or one you've created.
2. Populate your page with some different elements. Try tagging people and making some comments and reactions
3. Select your name in the checklist below when you've completed this

Finished

☐ Kia