Best Practice and Use Cases

Using Loop in different scenarios

📌 Now that you're familiarised with Loop and how you can use it you might have already identified some potential situations where you could use it in the workplace or elsewhere

In my team, we use Loop as a central collaborative space that we use for meeting notes, as well as for tracking our projects and routine tasks. We link to the different spreadsheets and documents that we use to complete these tasks.

Using Loop to set-up a meeting Agenda

📌 You can set up meetings in Microsoft Teams with a Loop generated agenda. This can be useful if you want to quickly set-up a meeting with some discussion points and actions.

To do this, navigate to the Calendar in Teams and select the + New meeting button on the top right corner:

From here you should see a pop-up window where you can fill out the meeting info. At the bottom of this window there should be an option to Add an agenda:
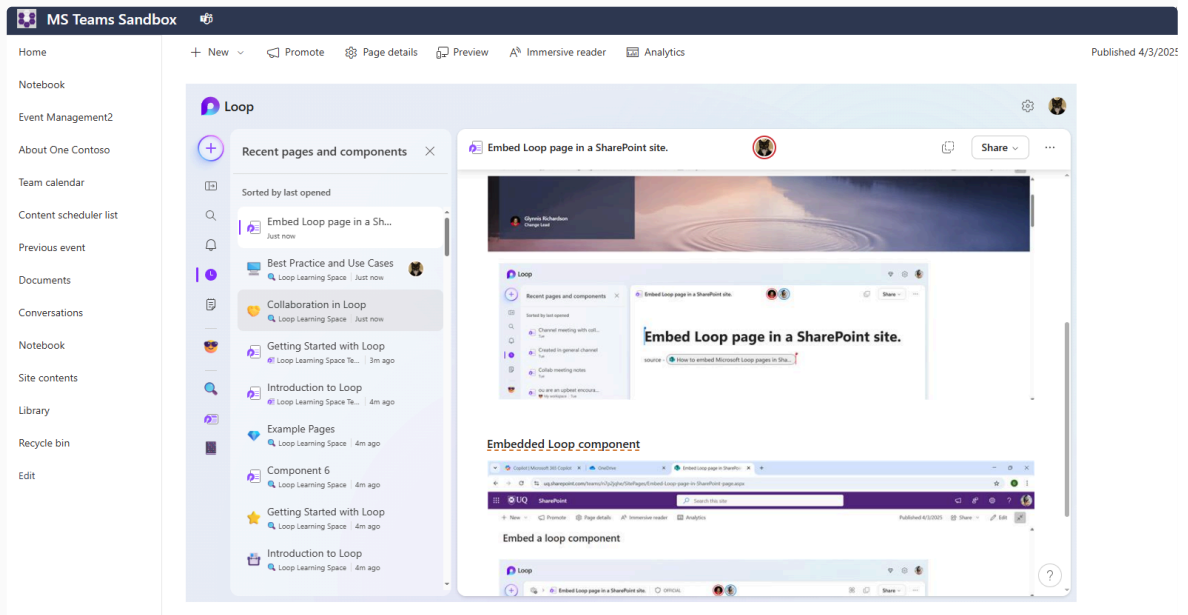
This will create a Loop component with a meeting agenda template:

This will by default be editable by all meeting participants and show in the sidebar in teams during the meeting for easy access.

As it is its own Loop component, you can copy it to other Microsoft applications, for instance you can set up a teams channel where you add this for people to refer back to:

Embed Loop in a SharePoint Page

📌 You can also embed Loop components into SharePoint pages:

https://sharepoint.handsontek.net/2023/10/16/embed-microsoft-loop-pages-sharepoint/

need to be completed.

🧑‍💼Your Task(s)

📌 Create a new Page in Loop and try and make it into something you could potentially use in your team or for a particular task with a group of people. It doesn't have to be work related, but I will provide some work-related examples for you to look at under Examples.

Feel free to use any of the inbuilt templates from Loop as well for a quick start. If you have any questions or need any assistance don't hesitate to ask. I'll let you all know when we are almost to time.

If you'd like you can share your page in the chat when you are finished, also add your name below when you're ready.

Ready!

○ Kia