



Collaboration in Loop

How real-time collaboration works in Loop

- ✦ You can edit Loop pages and components directly from the Loop website, but you can also edit them in real time when they are linked in Teams, emails or documents.
- When you tag or assign tasks in Loop, the assigned person will receive an email where they can directly interact with the Loop page they were mentioned in.
- There is a lot of flexibility with how you collaborate in Loop, you can tag people to prompt them to vote in a poll, or you can copy the poll as a component and post it directly to your Teams chat.
- Soon Loop will roll out Team specific workspaces which should reduce some of the burden for managing user access to different Loop components and spaces.


Task example

	✓ Task	👤 Assigned to	📅 Due date	🗑 Bucket
1	✓ Update wiki	<div><div>Kia Owens</div><div>Kia Owens</div><div>Kia Owens</div><div>Kia Owens</div></div>	Fri, Apr 4, 2025	To do
2	✓ Update links	<div><div>Kia Owens</div><div>Kia Owens</div><div>Kia Owens</div><div>Kia Owens</div></div>	Fri, May 2, 2025	Link updating

Tasks apps

- ✦ Tasks automatically link to Planner which you can access by selecting the Task apps button:

Task example

	Task	Assigned to	Due date	
1	<input type="radio"/> A test task	 Kia Owens	Fri, Mar 14	To
2	<input type="radio"/> Another task	Add assignee	Select date	To

Task apps

Open in Planner

Open in To Do

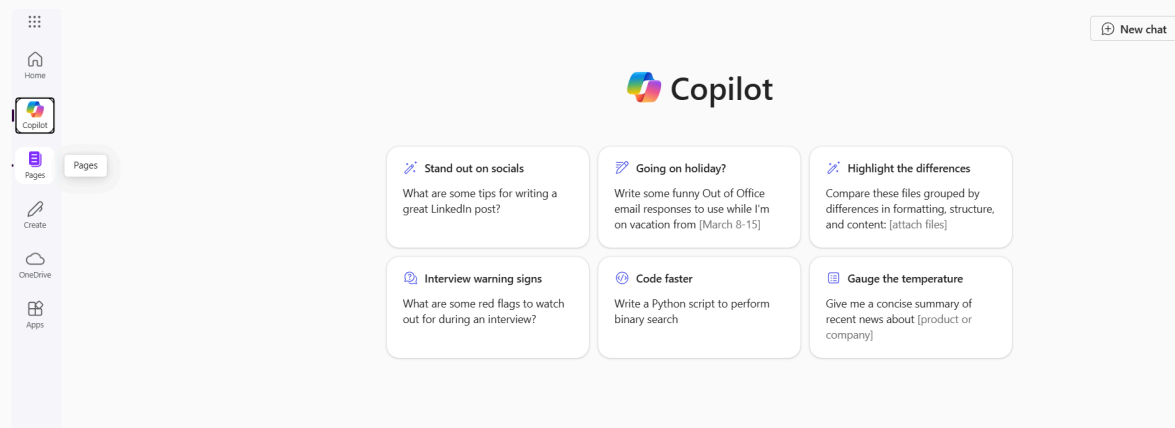
Learn how tasks are synced

Tasks assigned in Loop can also be viewed in the Planner and To Do app where you can track all tasks assigned to you.

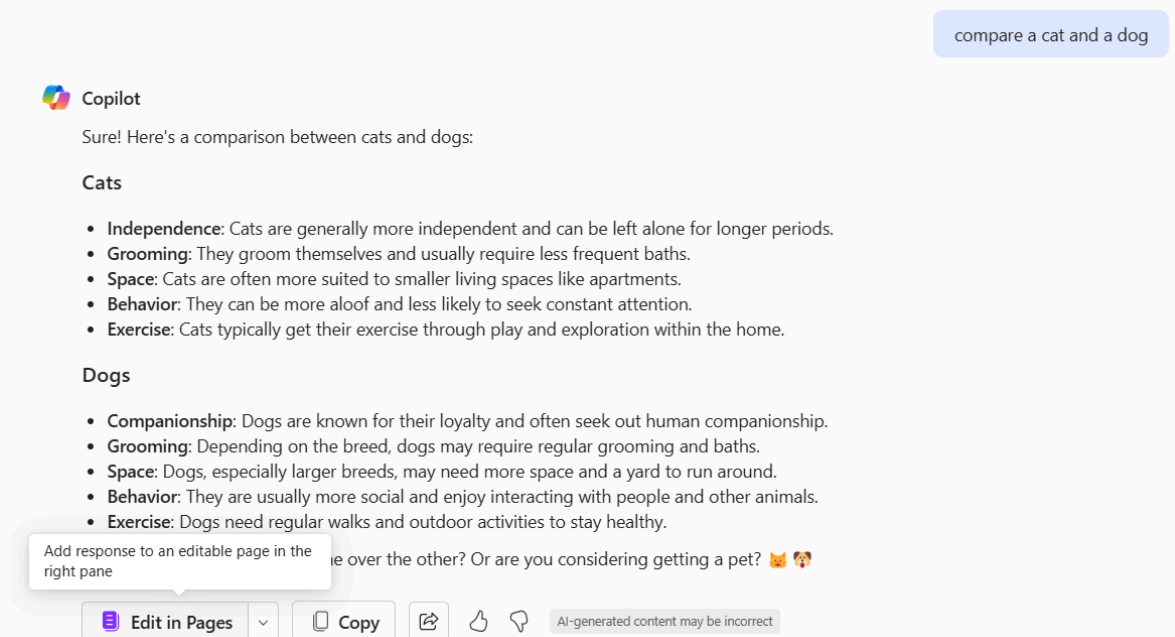
Pages in Copilot

You can save parts of your Chats with Microsoft Copilot as Loop pages.

If you click on the Pages icon on the left side you should see Loop Pages from your workspace




You can quickly add chats to pages in your workspace by selecting "Edit in Pages" at the bottom of a Copilot response:



Once you have opened a page in Copilot you can continue to add responses to the page by selecting "Add to Page" you can also choose to add to another page you've already created or add to a brand new page.

The screenshot shows the Copilot interface with a light blue header. The main content area has a white background. At the top, there's a prompt: "Absolutely! What specific edits would you like to make? For example, do you want to add more details, change the format, or include any additional comparisons? Let me know how I can help! 🐾". Below this is a toolbar with icons for adding to a page, copying, and other actions. A blue button says "can you add some additional comparisons?". The main text area contains a comparison between cats and dogs, starting with "Sure! Here are some additional comparisons between cats and dogs:" followed by a section on "Cats" with bullet points about lifespan, noise, and diet. The interface is clean and modern, with a focus on user interaction and content generation.

1. In the Loop page you previously created, Make a Loop component.



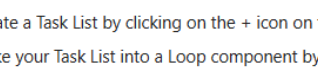
The screenshot shows the top portion of the Notion mobile app interface. At the top, there is a navigation bar with several icons: a heart, a thumbs up, a lightbulb, a pink '100' badge, a clock, a star, a speech bubble, and a grey circle with three dots. Below this bar, a context menu is open, displaying five options with corresponding icons: 'Create Loop component' (a purple icon with a loop), 'Copy page link to here' (a document icon with a link), 'Move block' (a double-headed arrow), 'Delete' (a trash can), and 'Link Options' (a double-headed arrow). The 'Move block' and 'Link Options' options have a right-pointing chevron icon next to them. The background of the app is a light grey color.

2. Copy and paste the component into the sessions Teams chat

1. Create a new Page in this Workspace, name it whatever you want

Component loop

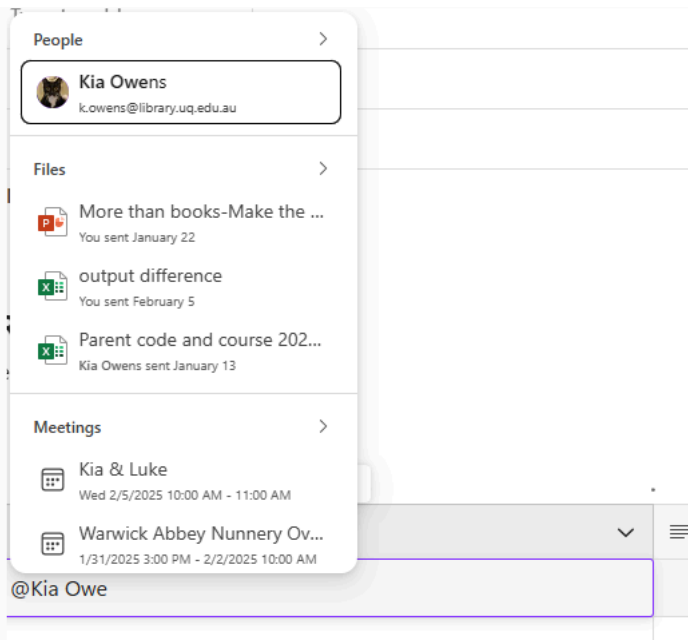
Compon... | People with existing access can use the link

1. Create a new Page in this Workspace, name it whatever you want
2. Create a Task List by clicking on the + icon on the Left side of your page
3. Make your Task List into a Loop component by selecting the 6 dot icon next to the + and then selecting the Create Loop Component option
4. 

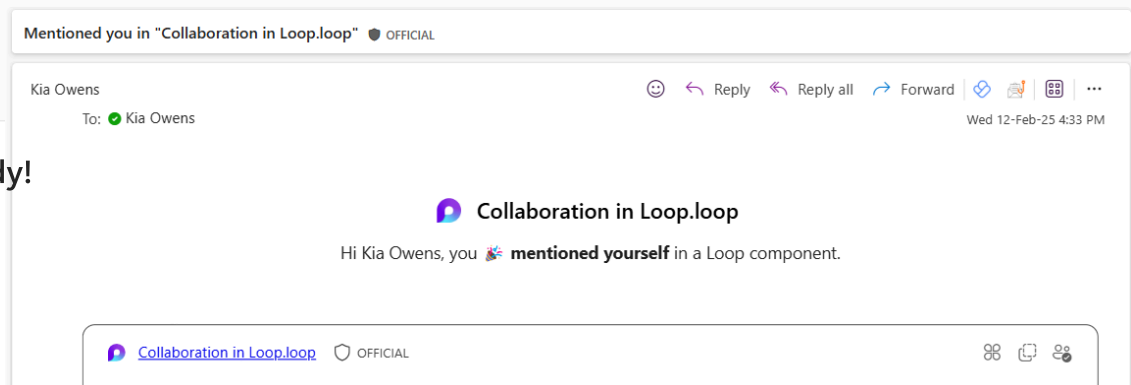
3. You can change the access permissions within the chat at the top of the component. People should already have existing access but keep in mind that you can share with people in the chat who might not already have access
4. From the teams chat, edit your component by tagging yourself in it by typing @ followed by your name e.g.

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 Kia Owens



5. You should see this update in the Loop page as well. You should also receive an email notifying you that you've been mentioned in a Loop



Ready!

☐ Kia

6. If you have access to your email on your device, you can edit your Loop page from there which will sync across in real time
7. Feel free to edit other people's Loop components that come through in the chat 😊
8. Add your name below when you're ready to move on