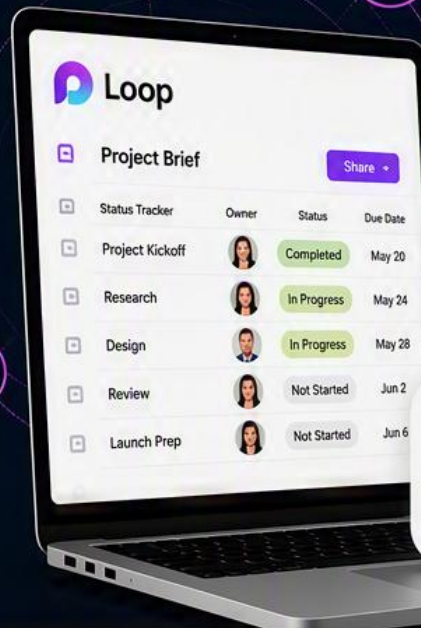


# MASTERING MICROSOFT LOOP

Collaborate seamlessly. Capture ideas.  
Keep everyone aligned.

Use Microsoft Loop to organize teamwork,  
manage shared information, capture meeting  
notes, track tasks, and collaborate more  
effectively across Microsoft 365.



**1 Day**

or two  
half-day  
sessions



## DELIVERY

Live Virtual  
Instructor-Led



## RESOURCES

Learning Guide  
+ Guided Exercises



## LANGUAGE

English or French



## OVERVIEW

This hands-on course introduces Microsoft Loop and shows how it helps teams organize shared work, keep information current, capture meeting notes, track tasks, and collaborate more effectively across Microsoft 365.



## WHO THIS COURSE IS FOR

- ✓ Employees, managers, administrators, project teams, trainers, analysts, and knowledge workers.
- ✓ Microsoft 365 users looking for practical collaboration examples.
- ✓ Teams seeking to reduce scattered emails, chat threads, duplicate files, and disconnected task lists.



## EXPECTED OUTCOMES

After this course, participants will confidently create collaborative workspaces, manage shared content, build Loop components, and improve teamwork across Microsoft 365.



Create and manage  
Loop workspaces.



Build and organize  
Loop pages.



Share and reuse  
Loop components.



Improve meeting follow-up  
and task tracking.



Collaborate effectively  
across Microsoft 365.

## COURSE TOPICS

01



**Introduction to  
Microsoft Loop**  
Loop collaboration  
fundamentals.

02



**Loop Workspaces**  
Create, organize,  
and share  
workspaces.

03



**Loop Pages**  
Build pages and  
manage  
content.

04



**Loop Components**  
Use lists, trackers,  
boards, and  
tables.

05



**Microsoft 365  
Integration**  
Connect Loop with  
Teams, Outlook,  
Planner, and  
OneNote.

06



**Tasks & Meeting  
Follow-Up**  
Capture notes,  
decisions, and  
actions.

07



**Copilot in Loop**  
Draft, summarize,  
and refine  
content.



## GUIDED PRACTICE

Practise Microsoft 365 collaboration  
in realistic workplace scenarios.



## UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance  
whenever questions arise after the course.



## CUSTOMIZABLE

Tailored to your organization  
and industry.



## PRACTICAL

Real-world Microsoft Loop  
examples.



## IMMEDIATE IMPACT

Use Microsoft Loop with  
confidence from day one.