

Collaborate in real time with Loop components in Teams and New Outlook ^[1]

August 14, 2026 by [ES and UIS Communications](#) ^[2]

Ever sent a meeting agenda by email, only to end up with five reply-all versions and no idea which one is current? **Loop components** solve that problem. They're portable, editable pieces of content, such as a checklist, table or paragraph that you can drop directly into a Teams chat or Outlook email. Everyone with access can edit the component inline, and changes show up instantly for everyone, no matter where they're viewing it from.

Loop components are especially useful for agendas, meeting notes and task lists, since they let your team build and update the content together in real time instead of passing versions back and forth.

Add a Loop component in Teams

1. Open the **Chat** or **Channel** where you want to collaborate.
2. In the message compose box, select the **Loop components** icon. (Make sure the compose box is empty first.)

~~A screenshot of the Teams message bar, with the Loop components button highlighted~~

3. Choose the type of component you want to insert — for example, **Task list**, **Table** or **Voting Table**.

~~A screenshot of a loop component in a Teams chat, with the component types highlighted~~

4. Give it a title (this also becomes the file name in OneDrive) and start adding content.
5. Select **Send**. Everyone in the chat or channel can now edit the component directly, and you'll see live avatars showing who's currently viewing or making changes.

Add a Loop component in New Outlook

1. Start a **New Email** or open a **Calendar** event.
2. On the ribbon, go to **Message > Loop Components** (or **Insert > Loop Components** for a calendar item).

~~A screenshot of the Loop components button in Outlook~~

3. Choose the type of component you'd like to insert and add your content.

~~A screenshot of a Loop component embedded in an email in Outlook~~

4. Finish composing your message and select **Send**.

Share a component across apps

To share components across apps, select the **Copy link** icon in the upper-right corner of the component, then paste the link into a Teams chat, another email or even a OneNote page. The content stays "live" everywhere it's shared. An edit made in Teams will instantly appear in the original Outlook email, and vice versa.

Loop components are automatically saved to your OneDrive, so you can always find and open the full version later at Office.com if you need more room to work.

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