Collaborating in Teams with Loop components [1]

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In Microsoft Teams, when you send a Loop component, everyone in your chat will be able to edit it inline—and see changes instantly.

You can choose a paragraph, table, checklist, or other component to help focus your team on tasks like co-authoring content, compiling data, or tracking next steps. You'll be able to collaborate right inside your message, minimizing the need for long chat threads.

1. Below the message compose box, select the **Collaborate with Loop** icon

2.

Choose your desired Loop component

Loop components

Send a component that people can edit
inline.

- :≡ Bulleted list
- ✓≡ Checklist
- 🄸🄱 Kanban board
- ₁₃≡ Numbered list
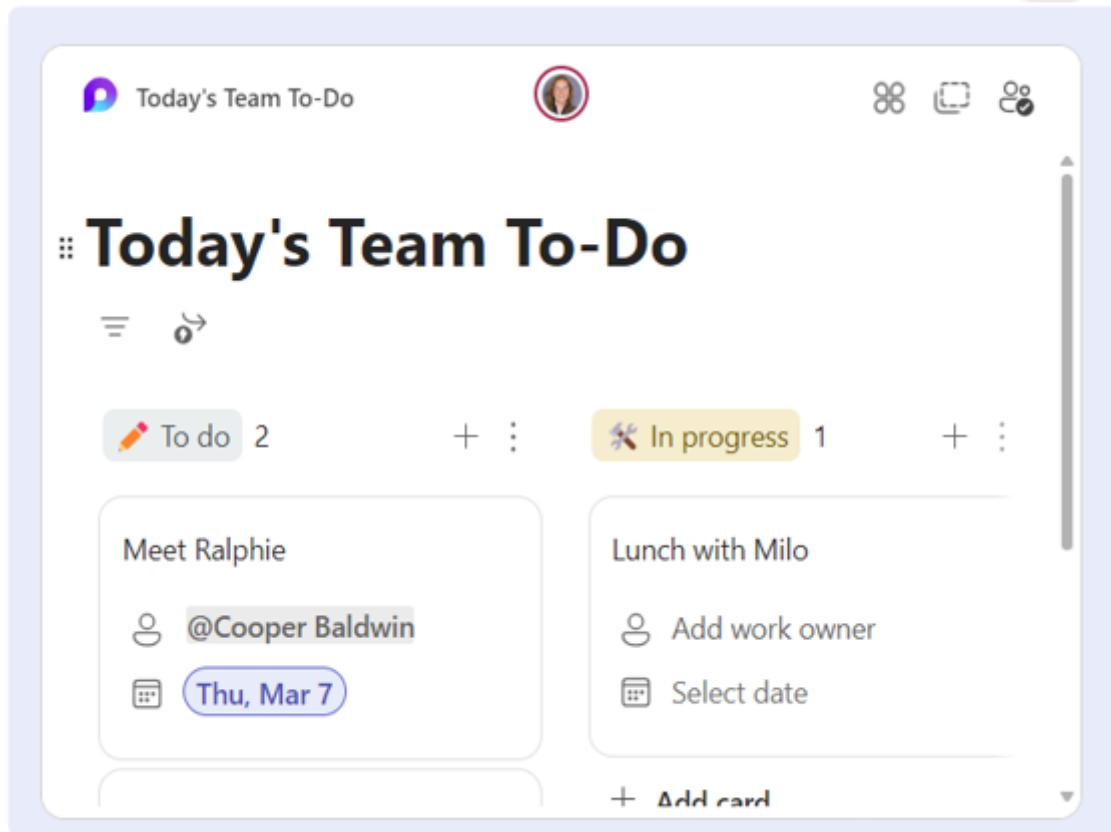- 🗐 Paragraph
- ⌽ Progress tracker
- ⓐ Q&A
- ⊞ Table
- ⌳ Voting table
- ⊡ Task list

3. Customize the blank item to your liking and send it to your chat or group. All

members of the channel will have access and be able to edit the Loop component.

Source URL:https://www.cu.edu/blog/tech-tips/collaborating-teams-loop-components

Links
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