

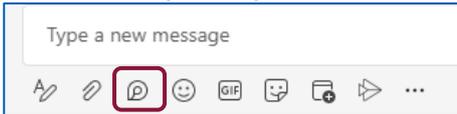
Use Loop Components in a Teams Chat

Loop components are items such as tables and lists that can be shared with and updated by multiple users in real time. This QRG demonstrates how to use Loop components in a Teams Chat.

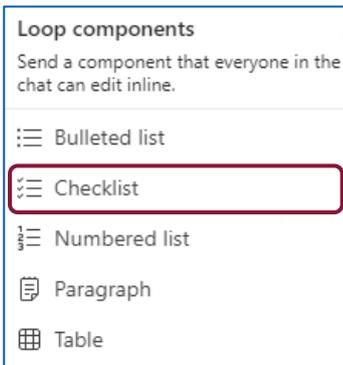
Quick Reference Guide

Create a Loop Component

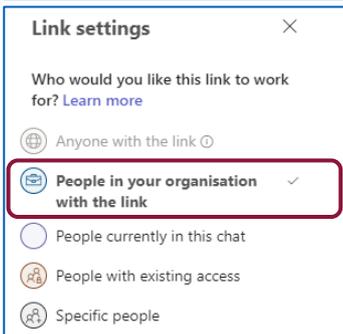
- From within a **Teams Chat** → select the **Loop components** icon.



- Select the desired **Loop component** from the list.

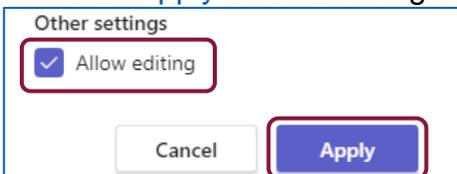


- Click **Link settings** → update the **share permissions** as required.

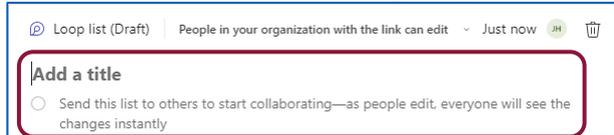


 Ensure **Allow editing** is **enabled** for other users to be able to add and edit the component.

- Click **Apply** to save changes.



- Add a **Title** and fill in any required data.



- Click **Send Loop component** to post in the **Teams Chat**.



Everyone in the **Chat** will be able to view and edit the **Loop component**.

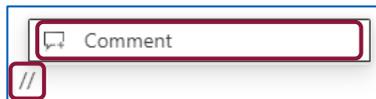
Edit a Loop Component

Anyone with access can add and edit the content as required. The content will update in real-time for all users.

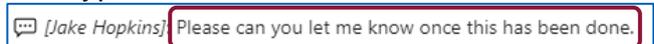
- To view a list of **additional components**, type **/** → select a item to insert.



- To add a comment, type **//** → click **Comment**.

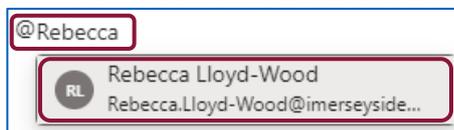


- Type in the desired comment.



 **@Mention** people to show them where to contribute. They will receive an **Activity feed notification**.

- Type **@** followed by the **user's name** → select the **user** from the list.



Share to Another Chat

- Click [Copy link](#).



- Switch to a [different chat](#) → click in the message box and type **Ctrl+V** to [paste the link](#).



- Click [Send Loop component](#) to post in the [Teams Chat](#).



Users in both the original chat and the additional chat will be able to edit the content.

The Loop component will update in real time and will always show the latest updates.

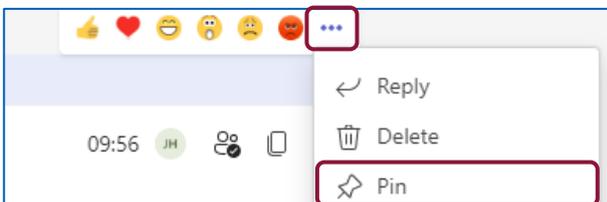


The loop link can also be copied and pasted into other Office files such as Word, Excel or an email.

Pin a Loop Component

The Loop component can be pinned to the top of the chat for easy access.

- [Hover-over](#) the Loop component → click the [3 dots](#) → select [Pin](#).



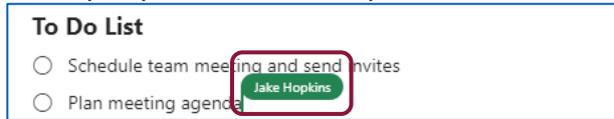
The pinned message will appear within a banner at the top of the chat window.

- Click the [banner](#) to navigate to the [Loop component](#).



View Activity and Access

Different coloured cursors will display when other people edit the component.



Avatars of other users that have the Loop component open will be displayed at the top-right.



- [Hover-over](#) a user's [Avatar](#) for further details.



- To see who can view and edit the component click → [See who has access](#).



Avatars of people who have viewed the component at least once will also appear here.

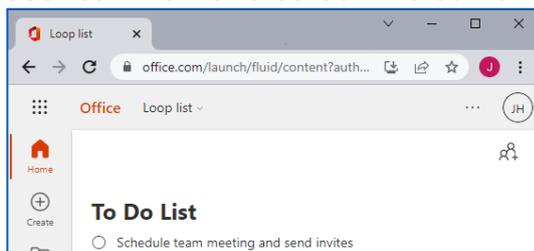
View and Edit on Office.com

Loop components are automatically saved to OneDrive, once sent in a chat.

- To open the Loop component in Office.com → select the linked filename at the top of the component.



The file will open in Office.com, where the user can view and co-edit the content.



To book training or speak to a trainer, please get in touch via:
training@imerseyside.nhs.uk