

## Collaborating in Teams with Loop components [1]

March 18, 2024 by [ES and UIS Communications](#) [2]

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

 Numbered list

 Paragraph

 Progress tracker

 Q&A

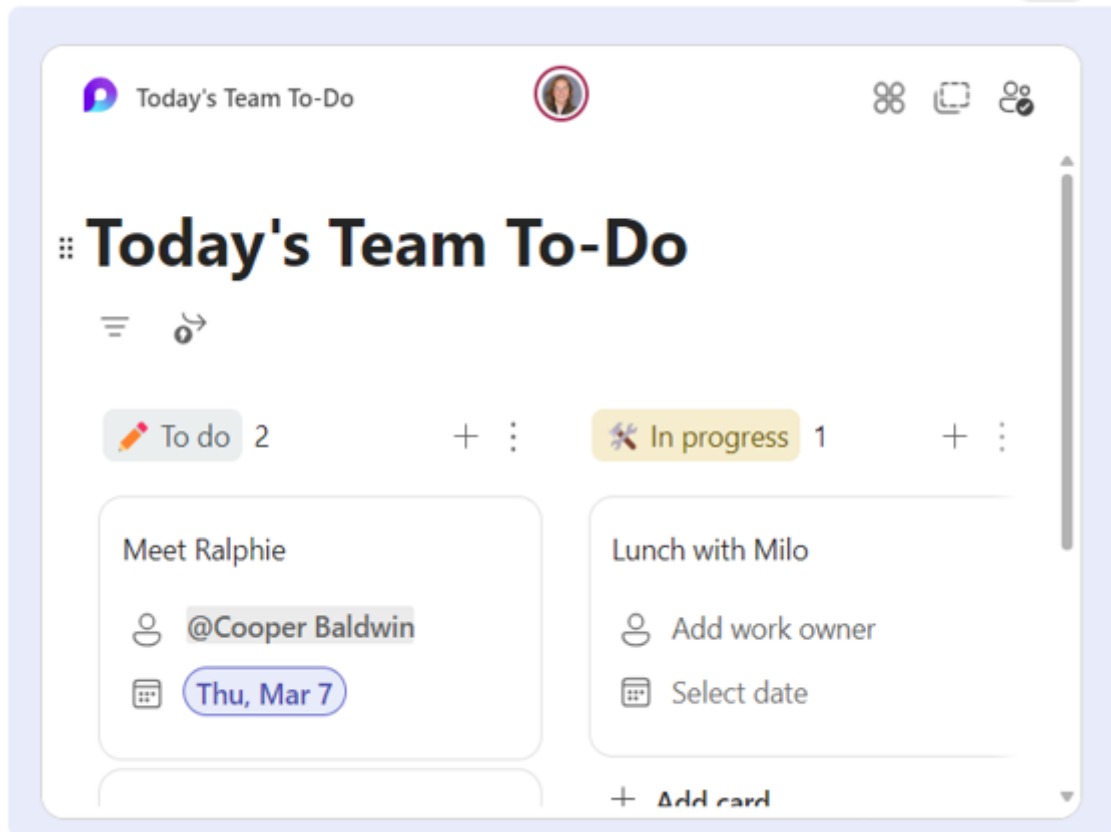
 Table

 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.



Teams [3]

**Display Title:**

Collaborating in Teams with Loop components

**Send email when Published:**

No

---

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

**Links**

[1] <https://www.cu.edu/blog/tech-tips/collaborating-teams-loop-components> [2]

<https://www.cu.edu/blog/tech-tips/author/110439> [3] <https://www.cu.edu/blog/tech-tips/tag/teams>