

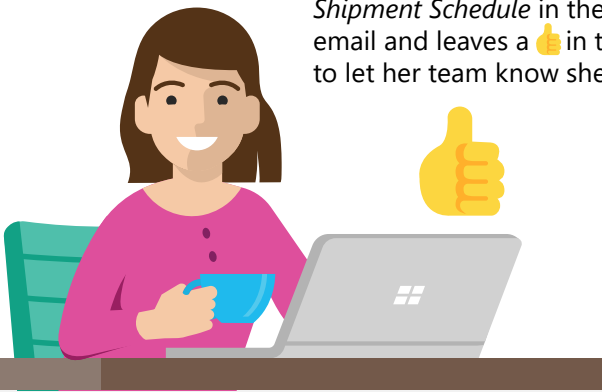
Microsoft Loop

Day in the Life – Retail

Meet Esme, a co-owner of a health and wellness retailer who uses Microsoft Loop to think, plan, and create together with her project team.

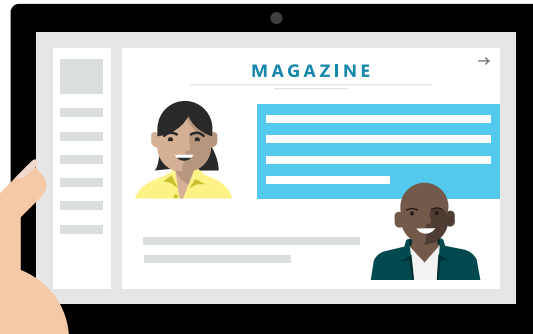
7:30 AM

Esme starts the day at home by checking Outlook on Windows and sees a notification from her peer with a shipment schedule update. She reviews the table component titled *Shipment Schedule* in the body of the email and leaves a 👍 in the component to let her team know she is up to date.



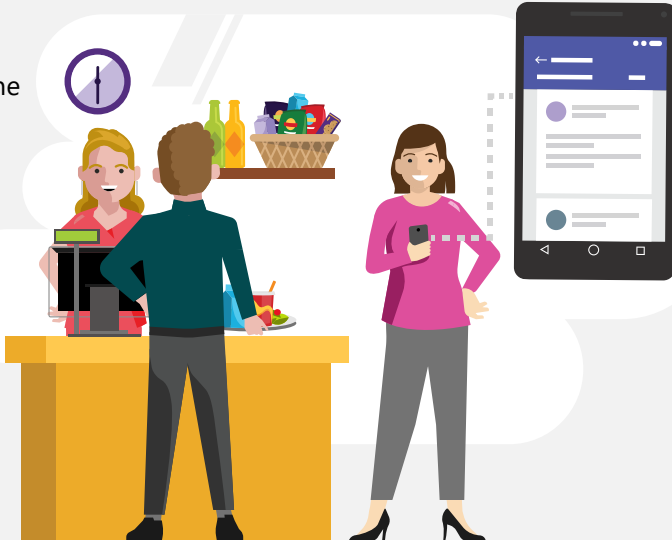
8:30 AM

A media outlet has asked for a statement to feature in an upcoming article about the business, and Esme wants to ideate talking points with her team. She creates a **bulleted list component** titled *Article talking points* and shares with her leadership team via Microsoft Teams chat so they can collaborate in real time.



12:30 PM

During lunch, she opens **Microsoft365.com** on her phone and filters her "My Content" section by Loop components. She sees everything she has created and that has been shared with her. Esme opens a list component with notes from her previous supplier meeting to quickly get up to speed before her next call.



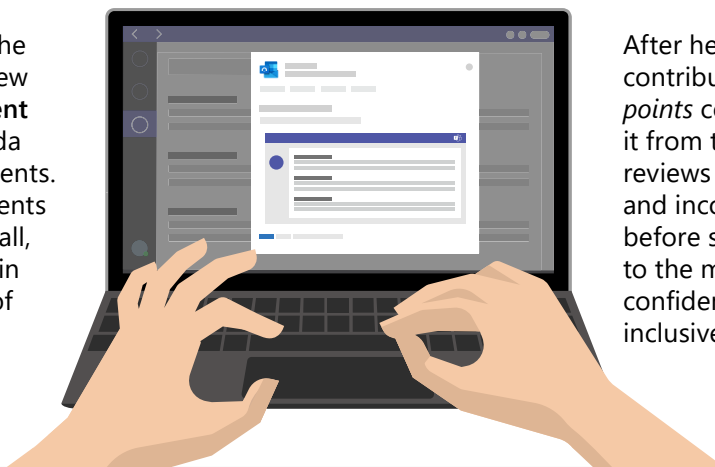
1:45 PM

Some of Esme's employees haven't completed their required training, so she creates a **checklist component** called *Outstanding Training* in a Teams chat and **@mentions** them. She asks that they update the component by end of week.



2:00 PM

Prior to a 1:1 meeting with the co-founder, Esme sends a new email with a **table component** including columns for agenda items, deadlines, and comments. Additional items and comments can be made ahead of the call, enabling them both to stay in sync and making the most of their chat.

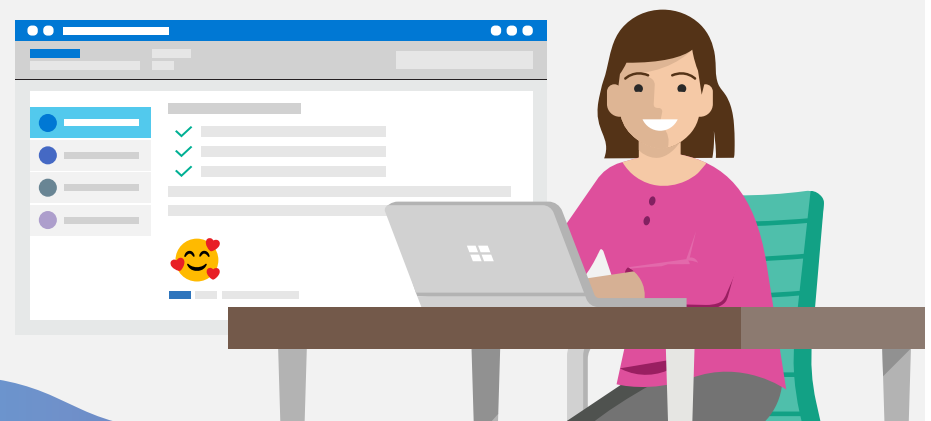


3:00 PM

After her leadership team contributed to the *Article talking points* component, Esme accesses it from the **pinned Teams chat**, reviews the comments made inline, and incorporates the changes before sending an email response to the media outlet. Esme feels confident that her talking points are inclusive of the whole team's voice.

4:30 PM

Esme's head of HR has copied the *Outstanding Training* component from Teams chat and pasted it into an email sent to both company co-founders to show that the training is complete. Esme **inserts a 😊 emoji** directly into the component from her Outlook inbox to highlight how pleased she is that the team has completed their training.



Start using **Loop** components in Teams chat and Outlook today. >

