|  |  |
| --- | --- |
| Create impactful content together  PLEASE DELETE THIS BAR BEFORE SENDING  This email template is designed for you to send to your organization on the morning of your Microsoft Office rollout. Please customize the areas shown in orange below. | |
| Welcome to your new Office!  With the new Microsoft Office, you can get things done from virtually anywhere.  Access, share, and co-author documents easily from wherever you are working with Microsoft Office integrated with OneDrive for Business and SharePoint online.  The new Microsoft Office enables you to:   * Work collaboratively with your colleagues across all your devices * Access the very latest version of your documents - all the time * Collaborate on the most recent versions of Word, Excel, PowerPoint, Outlook, OneNote, Sway, and Publisher – to create impactful content together with your teams | |
| Get started with the new Microsoft Office today! <insert link to Microsoft Office>.  **User ID:** <userid@yourdomain.com> **Password:** <initial password> | |
|  | Check out the Microsoft 365 Training Site <Insert link to ‘Create impactful content together’ Scenario playlist> for resources to get started with Microsoft Office. . |
|  | |
| <insert logo here> | |