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This email template is designed for you to send to your organization post launch as part of a communications campaign to drive awareness, readiness and adoption of new, enhanced ways to work. Please customize the areas shown in orange below.

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| Create impactful content together | | |
| Co-author documents with your colleagues more easily – with your new Microsoft Office!  It’s the Office you know, plus the features to help you work better together so you can get more done. | | |
| With real-time co-authoring, you and your colleagues can all edit the same document at the same time, so you can see in real time what others are writing and revising as they type. | | . |
|  | Check out the Microsoft 365 Training Site <Insert link to ‘Create impactful content together’ Scenario playlist> for resources to get started with Microsoft Office. . | |
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| <insert logo here> | | |