

Please delete this bar before sending

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 | | |
| Get more done with one-click file sharing!  Your new Microsoft Office is the Office you know, plus new features to help you work better together. | | |
| Share files easily with the click of a button.  Microsoft Office makes it simple to quickly share your documents and stay on the same page by easily sharing and managing permissions to get insight into who is currently working on a document. | |  |
|  | 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> | | |