

PLEASE DELETE THIS BAR BEFORE SENDING  
This email template is designed for you to send to your organization on the morning of your Microsoft Teams rollout. Please customize the areas shown in orange below.

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| ­  Your new hub for teamwork | |
| Transform how your teams work - with Microsoft Teams! | |
| You can start using Microsoft Teams today for your new teamwork hub.  This chat-based workspace combines chat, documents, people and tools in one secure place to help transform your team collaboration.  With Microsoft Team, you and your team members can:   * Communicate in the moment and keep everyone in the know * Customize the workspace with the specific content and capabilities you need * Collaborate with your team anytime, anywhere and from any device | |
| Get started with Microsoft Teams today <insert link to Microsoft Teams>.  **User ID:** <userid@yourdomain.com> **Password:** <initial password> | |
|  | Check out the Microsoft 365 Training Site <Insert link to ‘Provide a chat-based workspace with Teams’ Scenario playlist> for resources to get started with Microsoft Teams. |
|  | |
| <Insert logo here> | |