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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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| Your new hub for teamwork | |
| Transform your team work -with chat! | |
| * Try using chat rather than email with your team for messages like: “Can we postpone tomorrow’s meeting?” or “Can you share with me your recent client presentation?” * Use @team and @channel to get everybody’s attention when you kick off your next team communication within Microsoft Teams | |
|  | 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. |
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| <Insert logo here> | |