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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 | | |
| Get more done by customizing your workspace with the tools you need – within Microsoft Teams.  Objectives and workstyles differ across teams. Set up your teamwork hub that includes the tools you need to achieve *your* team’s goals. | | |
| * Tabs let you set up your channels with the tools and services that will help you easily get more done * Files and a Wiki tab are built in to each channel for effortless team collaboration * Add your own tabs for PowerPoint presentations, Power BI reports, or SharePoint sites for the team to simply access, discuss, and collaborate on – all within the channel | |  |
|  | 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> | | |