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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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| Real-time collaboration | |
| Real-time collaboration – made easy with OneDrive! | |
|  | Hassle-free co-authouring  OneDrive enables easy file sharing and real-time co-authoring in familiar desktop apps like Word and PowerPoint and saves you time with a single click to attach files to emails in Outlook. |
|  | Check out the Microsoft 365 Training Site <Insert link to ‘Save and share files with OneDrive for Business’ Scenario playlist**>** for resources to get started with OneDrive. |
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| <insert logo here> | |