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| Empowering teamwork  PLEASE DELETE THIS BAR BEFORE SENDING  This email template is designed for you to send to your organization on the morning of your SharePoint rollout. Please customize the areas shown in orange below. | |
| Announcing SharePoint online – to empower your team collaboration  With SharePoint online share and manage team content, knowledge, and applications to empower teamwork, quickly find information, and seamlessly collaborate with your colleagues – anytime, anywhere. | |
| Get started with SharePoint online today <insert link to SharePoint online>.  **User ID:** <userid@yourdomain.com> **Password:** <initial password> | |
|  | Check out the Microsoft 365 Training Site <Insert link to ‘Share sites and content’ Scenario playlist> for resources to get started with SharePoint online. |
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| <insert logo here> | |