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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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| Empowering teamwork | | |
| Create a team site – to empower your team’s collaboration | | |
| A team site is a place within SharePoint online for your project, team, department, or division.  Pages, lists, and libraries in a team site connect everyone to all the resources they need across Office 365 and other services. | |  |
|  | 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> | | |