

Please delete this bar before sending

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.

|  |  |  |
| --- | --- | --- |
| Empowering teamwork | | |
| Collaborate effortlessly – with SharePoint online. | | |
| Use SharePoint online for collaboration with your teams. Share and work together on files, data and resources.  Collaborate easily and securely with teams inside and outside your organization. | |  |
|  | Check out the Microsoft 365 Training Site <Insert link to ‘Share sites and content’ Scenario playlist> for resources to get started with SharePoint online. | |
|  | | |
| <insert logo here> | | |