|  |
| --- |
|  |
| Microsoft Teams for collaboration between support services |
| Use Teams for collaboration  Dear All,  More and more colleagues from support services are using Microsoft Teams to collaborate which each other. They shared some feedback with <name of the change lead or change team> to say that this allows them to   * collaborate flexibly and include people wherever they may work * conduct more productive meetings and make results easily available for everyone * contact people quickly, while they can read and respond whenever they are available   If you are using Teams for the first time, the links below provide an overview of how to use it. If you want to know more about how to use Teams for collaboration, look at the learning content on <link to NHS support net location>.  We hope this is useful. Feel free to share your experience with us.  <name of the change lead or change team> |



PLEASE DELETE THIS BAR BEFORE SENDING

This email template is designed for you as a change lead of your organisation to send to your organisation or specific functions within your organisation. Please customise the areas highlighted in grey below.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Let’s get started   |  |  |  |  | | --- | --- | --- | --- | | Mobile device and tablet showing Teams interface | [Get Started with Teams](https://support.office.com/en-us/teams) »  [Explore training resources](https://support.office.com/en-us/article/Microsoft-Teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?wt.mc_id=otc_home&ui=en-US&rs=en-US&ad=US) » | | | | Get the app  Microsoft Teams is available as a desktop app and as a mobile app for iOS and Android [Download apps »](https://teams.microsoft.com/downloads).  You can also run Microsoft Teams as a web app: go to <https://teams.microsoft.com>. | | Title: Mobile device and tablet showing Teams app loading - Description: Mobile device and tablet showing Teams app loading | | |
|  | Join us on <fill in date> for tips on getting started with Microsoft Teams. |
|  | Let us know your questions or thoughts about  Microsoft Teams. <insert email alias or link to a Teams channel> |
| [See what you can do with Microsoft Teams](https://products.office.com/en-nz/exchange/microsoft-exchange-features-email-for-business)  Go to [**www.aka.ms/MicrosoftTeams**](http://www.aka.ms/MicrosoftTeams)For additional guidance, tutorials and tips visit [**www.successwithteams.com**](http://www.successwithteams.com) | |
|  | |