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| 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 to specific functions. Please customise the areas highlighted in grey below. This template is aimed at the induction of Junior Doctors. If you would rather talk about the induction of medical interns, feel free to replace any. |
| Microsoft Teams for Junior Doctors Induction |
| Use Teams for the induction of Junior Doctors  Dear all,  More and more colleagues are using Microsoft Teams for the induction of junior doctors. They shared some feedback with <name of the change lead or change team> to say that this allows them to:   * have junior doctors move more freely throughout the NHS through flexible virtual induction programmes * ensure training is continued throughout the pandemic, work-life balance improved and the feeling of belonging and connection within their teams maintained * benefit from better retention and productivity through improved collaboration * facilitate the induction of international medical graduates, before coming to the UK and during the transition to the NHS and UK culture   We wanted to let you know because this may be a great opportunity for you as well. There are a few quick links for you below to get started if you are using Teams for the first time. If you want to know more about how to manage inductions virtually, 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> |

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| Getting 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) | |
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