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| Microsoft Teams for multi-disciplinary team (MDT) meetings |
| Use Teams for MDTs!  Dear All,  More and more colleagues are using Microsoft Teams for multi-disciplinary team meetings. They shared some feedback with <name of the change lead or change team> to say that this allows them to   * be more flexible as they can join remotely. * have more productive meetings and better decision-making thanks to increased attendance. * signpost patients faster to the appropriate service and shorten the patient journey. * encourage knowledge sharing between healthcare professionals.   We wanted to let you know because this may be a great time-saver 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 use Teams for multi-disciplinary team meetings, look at the learning content on <link to NHS support net location>.  We hope this is useful. Feel free to share your experience and best practice 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.

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| 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) | |
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