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| <Insert your company’s logo here. Apply your company’s branding (fonts, colors, illustration or images) to the rest of the document as desired.> | | | | |
| Chat, calls and meetings for today’s teams | | | | |
| <Optional Salutation>  Today we are rolling out Microsoft Teams, the chat-based workspace in Office 365 that makes it easy to have conversations, host meetings, share files and collaborate on documents, and get work done with teams across the organization. Teams lets you work in a natural, conversational way — with everything you need in one place — available anytime, on any device. We’re confident you’ll love working in Teams. To get started, follow the steps below.  [Discover Teams »](http://teams.microsoft.com/" \t "_blank) | | | Three people using a tablet devices to interact and work with Microsoft Teams | |
| Let’s get started | | | | |
| [Person using Windows tablet device to access Microsoft Teams](http://teamsdemo.office.com/) | | 1. Sign in to Microsoft Teams  Go to <https://teams.microsoft.com> and sign in with your account.  [Take an Interactive Tour »](http://teamsdemo.office.com/) | | |
| 2. Bring your team together  Watch the video to see what Microsoft Teams can do for you and your teams. Discover how to start or join a channel, chat with coworkers one-on-one or as a group, and start a meeting. Need more help?  [Quick Start Guide »](https://support.office.com/en-us/article/download-and-install-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US) | | | | [Meeting of a few people brought together using Microsoft Teams](https://support.office.com/en-us/article/download-and-install-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US) |
| [Person using a laptop device to start a conversation in Microsoft Teams](https://support.office.com/en-us/article/download-and-install-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Chat) | | 3. Start a new conversation  When you have a new topic or idea to introduce to the team, you can start a new conversation. Share a project document for feedback. Schedule a Skype meeting with voice, video, and screen sharing. Or just have fun with an emoji or meme. Watch the video to the right to learn more.  [Step-by-Step Help »](https://support.office.com/en-us/article/download-and-install-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Chat) | | |
| Get started  You already have access to Microsoft Teams as part of Office 365.  [Start Using Microsoft Teams »](https://login.microsoftonline.com/f8cdef31-a31e-4b4a-93e4-5f571e91255a/oauth2/authorize?response_type=id_token&client_id=5e3ce6c0-2b1f-4285-8d4b-75ee78787346&redirect_uri=https%3A%2F%2Fteams.microsoft.com%2Fgo&state=ccbf82e1-e037-456f-984a-733646371c23&&client-request-id=bf8439d2-2147-4c66-94b7-076255603816&x-client-SKU=Js&x-client-Ver=1.0.9&nonce=b5dc36f0-2054-41b8-82ac-43c40260bfac&domain_hint=artdart.com) | | | | |
| MonthlyCalendar | Join us on <fill in date> for tips on getting started with Microsoft Teams.  [Lea­rn More »](file:///Users/martin/Desktop/%20/O365-Productivity-Library/LOC-2018/-client/Microsoft%20Teams%20Usage%20BOM/Teams-Announcement/index.html) | | | |
| Chat | Share your questions or feedback. We’re here to help you.  <Insert email alias or Yammer group link, or customize this section with more information> | | | |
| Explore training resources | | | | |
| Blackboard | [Get Started with Teams](https://support.office.com/en-us/teams) »  [Onboard Your Teams »](https://support.office.com/en-us/article/Video-Onboard-your-teams-702a2977-e662-4038-bef5-bdf8ee47b17b?ui=en-US&rs=en-US&ad=US)  [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) »  [Tips and Tricks](https://support.office.com/office-training-center/Teams-tips) » | | | |