

# Best practices for sharing the Microsoft Workplace Discount Program

Microsoft 365 Admin Center is easy to navigate and manage the program

Share in four quick steps:



## 01 Leverage customizable assets

Inform your employees that they can use the Microsoft Workplace Discount Program for creativity and productivity, such as co-branded email, digital and print flyers, as well as social media pre-written feeds.



## 02 Utilize internal communications

Let your employees know that with the Microsoft Workplace Discount Program they can collaborate across devices from anywhere, as well as store and share files using OneDrive cloud storage.



## 03 Add to current company benefit programs

If your organization uses a Human Resource Employee Purchase Program (EPP), work with that team to inform employees about the Microsoft Workplace Discount Program.



## 04 We welcome your feedback

Let us know what other materials we can provide to help you communicate and promote the Microsoft Workplace Discount Program benefit to your employees.