

# Best practices for sharing the Microsoft Workplace Discount Programme

Microsoft 365 Admin Centre is easy to navigate and manage the programme

Share in four quick steps:



## 01 Leverage customisable assets

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



## 02 Utilise internal communications

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



## 03 Add to current company benefit programmes

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



## 04 We welcome your feedback

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