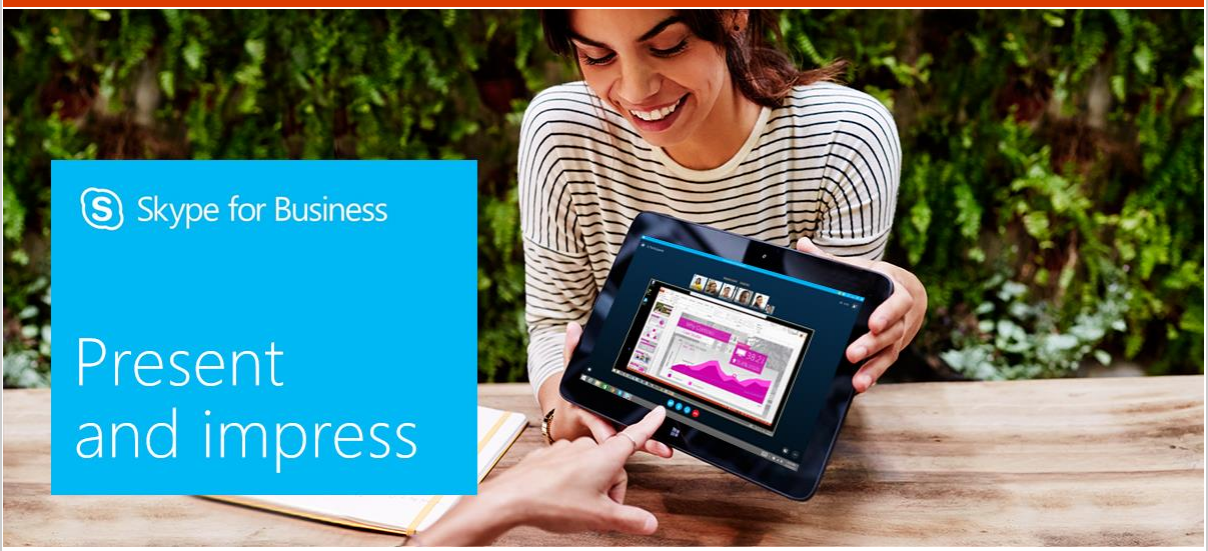
This email template is designed for you to send to your organization prior to the rollout of Skype For Business. Make sure to customize the areas shown in the orange below.

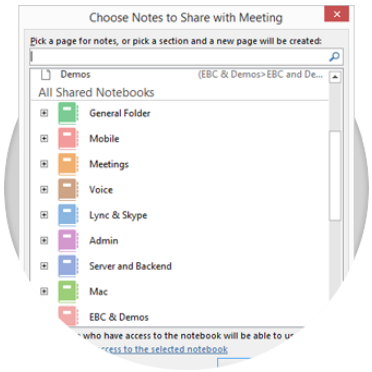


Present more effectively

Meetings often involve a lot of information. With simple presentation tools, such as screen sharing, white boarding, and polls, everyone stays engaged and involved.

Take notes in a meeting

Someone has to take notes. Now it's easy to share the task. Take private notes or add shared notes to co-edit with others. Even add notes to the meeting request, so everyone has what they need before the meeting starts.



Upload your PowerPoint

Make PowerPoint slides available for downloading to all attendees for review during or after the meeting.

Share your screen

Share what's on your desktop so everyone is on the same page. You can even share a program, a whiteboard, or everything you're working on in real time.

Learn more

Join us on <fill in date> for tips & tricks and demos to get started with Office 365 and Skype for Business.

Share your questions or feedback.
<insert email alias or Yammer group link for company>

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