



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.

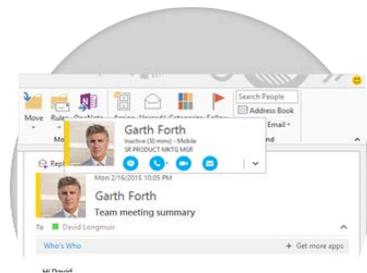
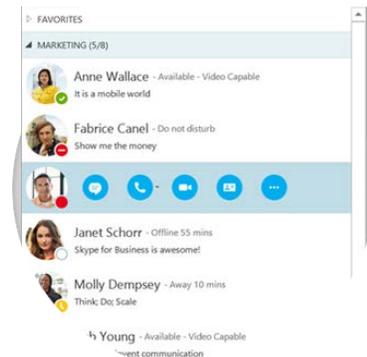
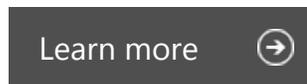


Get answers fast

You need the right people working together to get things done. Skype for Business makes it easy to meet and connect online, from the devices you use the most.

Find and add contacts

Search for anyone in the Skype directory and add them to your contact list. Then connect, communicate, and collaborate with a click of a button.



People at your reach

Contact cards appear in your inbox, sites, Office apps and more, letting you communicate with anyone – directly from whatever you're working on. See who's online, and if they're available to start an IM, voice or video call.

Learn more



Quickly setup a meeting

Quickly schedule an online meeting directly from Outlook, where you see who is available and book a nearby conference room for those who can attend in person.



Learn more



Join us on [<fill in date>](#) for tips & tricks and demos to get started with Office365 and Skype for Business



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