



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.



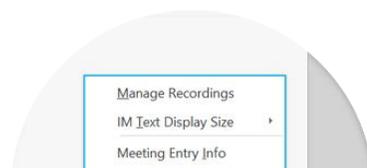
Work together from anywhere

Skype for Business makes communicating easier, with a natural and familiar experience on your favorite mobile device. Start and join meetings and connect with others while on the go.

Join a meeting on the go

Rushing between different meetings, or stuck in traffic? Open the Lync app on your mobile device and join the meeting with one click. You'll get audio and video along with all the shared content.

[Learn more](#) 



Review meetings later

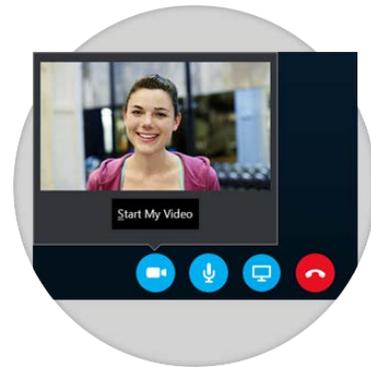
Capture audio, video, IM, screen sharing, slides, whiteboard, and polling to create an accurate record of your meeting. Any

presenter can record and save the content so it's easily available for others for later use.

Learn more 

Use video in meetings

Enhance your meeting experience and keep people engaged by adding video to your online meeting.



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



Share your questions or feedback.
[<insert email alias or Yammer group link for company>](#)

[Visit the Office 365 Learning Center](#)

[Follow the Office Blogs](#)

(Add Logo Here)