Productivity campaign | Sample email messages to users

# Introductory email

# Subject

[Company Name]'s new productivity and wellbeing initiative

# Copy

Hey everyone,

Most of us have a complex relationship with our technology. We need it to do our jobs, but onboarding too many applications can also cause stress and lower productivity. We want to help.

To that end, we’re introducing everyone to the BrainStorm QuickHelp™ platform. We believe that by using this new tool, you can improve your wellbeing and increase efficiency. You’ll also be helping us accomplish:

* [Goal 1]
* [Goal 2]
* [Goal 3]

Please watch your Outlook inbox and/or Teams messages for QuickHelp tips on using Microsoft Teams over email, optimizing document collaboration, and improving your virtual meeting experience in Teams. Expect to see your first message on [DATE].

Thanks,

[Name]

# Second productivity msg – Microsoft Teams vs email

# Subject

[BrainStorm] How to reduce email by using Microsoft Teams

# Copy

Hey there,

Did you know the average employee receives 121 email messages every day? No wonder there seems to less time to accomplish ‘real work.’

As part of our productivity and wellbeing initiative, we invite [COMPANY NAME] employees to explore how Microsoft Teams can reduce email and improve efficiency at work. Don’t worry if you’ve never used Teams before. For a little context, check out these super-short videos in QuickHelp before [**DATE**].

* [link to **“Meet Microsoft Teams”** -in BrainStorm QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]

Have a productive day,

[NAME]

# Third productivity msg – Optimizing Teams collaboration

# Subject[BrainStorm] How to optimize collaboration with Microsoft TeamsCopy

Hi there,

Remember those long email chains with multiple editing suggestions and no version control? Microsoft Teams helps you avoid that scenario.

As part of our ongoing productivity and wellbeing initiative, you’re invited to see how Teams makes real-time collaboration simple and productive. To start, check out these bite-sized videos in BrainStorm QuickHelp before [**DATE**]:

* [link to **“Welcome to the Team, Using Microsoft Teams”** in BrainStorm QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]

Happy collaborating,

[NAME]

# Fourth productivity msg – Improving meetings with Teams

Subject
[BrainStorm] How to make meetings more productive with Microsoft Teams

Copy
Hi again,

So far during our company-wide productivity initiative, you’ve learned about how Microsoft Teams can reduce email and improve collaboration. But there’s one more productivity killer we haven’t mentioned till now: MEETINGS.

Can Teams make meetings more productive—or eliminate them altogether? You be the judge. Check out these short videos in QuickHelp by [**DATE**}:

* [link to “**Drive Efficiency by Making Microsoft Teams Our Primary Meeting Solution**” in BrainStorm QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]

Enjoy,

[NAME]

Sample Teams messages to users

# Introductory Teams message

**[Company Name]'s new productivity and wellbeing initiative**

You have a complex relationship with the technology you use every day—and it’s hard to be productive if your software applications are getting in the way.

As part of [COMPANY NAME]’s new productivity and wellness initiative, you’re invited to use the BrainStorm QuickHelp™ platform. We believe that this tool can help improve your wellbeing and increase efficiency. You’ll also be helping to accomplish:

* [Goal 1]
* [Goal 2]
* [Goal 3]

Please watch your Outlook inbox and/or Teams messages for QuickHelp tips on using Microsoft Teams over email, optimizing document collaboration, and improving your virtual meeting experience in Teams. Expect to see your first message on [DATE].

Thanks.

1. Second Teams message

**[BrainStorm] How to reduce email by using Microsoft Teams**

Did you know the average employee receives 121 email messages every day? No wonder there seems to less time to accomplish ‘real work.’

As part of our productivity and wellbeing initiative, we invite [COMPANY NAME] employees to explore how Microsoft Teams can reduce email and improve efficiency at work. Don’t worry if you’ve never used Teams before. For a little context, check out these super-short videos in QuickHelp before [**DATE**].

* [link to **“Meet Microsoft Teams”** -in BrainStorm QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]

Have a productive day.

1. Third Teams message

# **[BrainStorm] How to optimize collaboration with Microsoft Teams**

Remember those long email chains with multiple editing suggestions and no version control? Microsoft Teams helps you avoid that scenario.

As part of our ongoing productivity and wellbeing initiative, you’re invited to see how Teams makes real-time collaboration simple and productive. To start, check out these bite-sized videos in BrainStorm QuickHelp before [**DATE**]:

* [link to **“Welcome to the Team, Using Microsoft Teams”** in BrainStorm QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]

Happy collaborating.

1. Fourth Teams message

**[BrainStorm] How to make meetings more productive with Microsoft Teams**

So far during our company-wide productivity initiative, you’ve learned about how Microsoft Teams can reduce email and improve collaboration. But there’s one more productivity killer we haven’t mentioned till now: MEETINGS.

Can Teams make meetings more productive—or eliminate them altogether? You be the judge. Check out these short videos in QuickHelp by [**DATE**}:

* [link to “**Drive Efficiency by Making Microsoft Teams Our Primary Meeting Solution**” in BrainStorm QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]
* [link to **another Teams learning experience** in QuickHelp]

Enjoy.