

Does your organization want to get started with Microsoft Teams to support your users who work remotely or from home? Use the information below to get them up and running quickly.

IT admin guidance

Learn how to get your organization set up in Teams:

- Make sure everyone has access to Teams, using the free 6-month [Office 365 E1 offer](#) or the [Freemium version of Teams](#). Please reach out to your Microsoft account team or partner if you need help.
- If you already have a subscription, make sure that [Teams is turned on](#) for everyone.
- Understand how to get your organization started with [Meetings in Teams](#), including capabilities, requirements, and planning considerations for Teams.

User communication

Ready to roll out Teams to your users? You can find these great email templates in the [Customer Success Kit](#):

- Use the **announcement email** to tell users that Teams is available for them.
- Use the **“Your First Day in Teams” email** to help users become productive quickly.
- Use the **tips and tricks email** to help your users get the most out of Teams.

User guidance

Share these assets and videos with your users to help them get started quickly:

- Watch the [Welcome Video](#) to get an overview of Teams.
- Use the [Quick Start Guide](#) to learn the Teams basics.
- Watch the short [Quick Start Videos](#) for a walkthrough of Teams.
- Watch the [Meetings Videos](#) to learn how to use meetings in Teams.

Learn more

- Start your Teams journey with a series of live, [interactive workshops](#) designed to help get mid-sized organizations (500-5,000 employees) up and running with Teams.
- Join one of our [online classes](#) to see Teams in action and get your questions answered.
- Share [in-depth training videos](#) with users who want to learn more.
- Read the [Teams admin documentation](#) to learn how to roll out and manage Teams.