**Sample newsletter message**

We're excited to share an initiative that will not only enhance your daily workflow but also contribute to a more efficient and resource-conscious workspace: migrating your individual network drive files to Microsoft OneDrive.

🚀 **Boost accessibility and efficiency:**

* OneDrive offers a centralized hub for all your files, ensuring you have the latest versions at your fingertips.
* Systems will fewer files run more efficiently.

💸 **Potential cost savings:**

* Streamline file locations by consolidating onto OneDrive, eliminating redundancy and potentially saving on storage costs.
* A cost-effective solution that aligns with our commitment to responsible resource management for Virginia

🌿 **Leverage integrated toolsets:**

* Enhance personal productivity
* Migrating individual network files to OneDrive contributes to the sustainable use of Commonwealth resources, making a positive impact.

**How to take action:**

Check out the individual network drive migration hub on the VITA website: [vita.virginia.gov/indmigration](http://www.vita.virginia.gov/indmigration). There you’ll find resources like links to FAQs, knowledge base articles and an explainer video.

Spring symbolizes renewal and growth, and what better way to embrace this season than by decluttering your digital workspace? Migrate to OneDrive, enhance accessibility, efficiency and potentially save money while contributing to a sustainable future for our Commonwealth.

Thank you for being a part of this important initiative.

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