**Sample short messages for your internal communications**

*Pick and choose one or more of the short messages below as ticklers or reminders about the project for your agency communications. Feel free to add in your own data points and/or more benefits to customize for your agency. Short messages like these work well for Microsoft Teams and similar platforms.*

🌿Spring is the perfect season for change. 🖥️ Migrate to OneDrive, refresh your desktop and watch as accessibility and efficiency bloom. Save money by consolidating files and contribute to a cleaner, greener Commonwealth.



Spring migration is in effect! 🖥️Join the birds and move your files to a better location. OneDrive provides efficiency, accessibility and potential cost savings!



Something to crow about! 🖥️ When you migrate your files to OneDrive, you increase your efficiency and productivity – and you may be contributing to cost savings for our agency.

Network drives are going the way of the dodo! 🖥️ Don’t be left behind, migrate to OneDrive, the latest technology for storing your files. It’s efficient, provides easy access and may have some cost savings for us.



Be wise and migrate to OneDrive! 🖥️ Using OneDrive is a smarter way to work, providing efficiency, accessibility and possibly cost savings.



Go ahead, show off! 🖥️ Migrating your files to OneDrive is brilliant! It’s efficient, accessible and can possibly save our agency money.



Bring peace to the chaos of your network drive. Migrate files to OneDrive! 🖥️ OneDrive provides a central location for all your documents and is easy to access from any device.