Service reminder email

**We recommend you copy the content below into your internal communication template.**

Subject

**REMINDER: <service name>** is LIVE and ready for you to use!

Content

Don’t forget **<service name>** is **LIVE** and ready for you to use!

**<service name>** means you can make and receive calls from desktop or on the go with your mobile via the mobile app. You can also personalise your call settings by setting your voicemail, call answering rules and accessibility options.

**Get started now.**

To help you get started please visit the [BT Support Centre](https://www.globalservices.bt.com/en/my-account/support/collaboration/microsoft-teams-with-bt-calling). **<This links to a list of all BT Calling services. We recommend you change this link to the Calling service page you are launching.>** You will find everything you need including quick start guides, training videos, pro tips and more.

If you have any further questions or need any support, please contact **<insert information>**.

Kind regards  
**Internal Endorser**