Service reminder email

**We recommend you copy the content below into your internal communication template and check that all links open correctly prior to sending to your audience.**

Subject

**REMINDER: IMPORTANT. <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 now have the option to book support for your high-profile event calls and meetings which require professional organising and execution.

**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 link opens to display a list of all BT Events services. We recommend you select the page for the Event service you are launching and copy paste that link into this email.>** You will find everything you need including quick start guides, training videos, pro tips and more.

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

Kind regards  
**Internal Endorser**