Announcement email

Send 1-2 weeks before launch

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

Subject

Get ready! **Meetings in Webex App** is coming.

Content

At **<company>** we’re always looking for ways to simplify and improve our company’s collaboration services, keep teams connected and improve relationships with customers and partners regardless of where we’re working from.

We’re excited to announce we’re launching **Meetings in Webex App**. One app that combines HD video and audio letting you connect across web, desktop, mobile or video system in a virtual meeting.

**What’s included?**

* Screen sharing.
* Meeting recording.
* Real-time translation and gesture recognition.
* Noise removal.
* AI-powered meeting assistance.

**What you need to do to be ready:**

1. **Familiarise yourself with this new meeting service** by referring to the [BT Support Centre](https://www.globalservices.bt.com/en/my-account/support/collaboration/webex-app/meetings-in-webex-app).
2. **Make sure you have a compatible headset**. If you don’t have one, you can order from here: **<insert instruction>**
3. **Make sure you have a compatible camera** if you don’t have a built-in one on your device. You can order from here: **<insert instruction>**

**Next steps**

You’ll soon receive more details including, how to get started with Meetings in Webex App.

Please look out for emails with **Meetings in Webex App** in the title for further information.

Kind regards
**Internal Endorser**