Top tips email

Send 1 week after launch day

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

Subject

**IMPORTANT – Getting the most from your Meetings in Webex App.**

Content

As you know your new **Meetings in Webex App** is now LIVE. To help you get the most from this service we’ve put together some top tips:

**Top Tips**

1. **Make your profile more personal** by setting your status and preferences and adding a professional profile picture.
2. **Familiarise yourself with the different audio connection options.** You can join a meeting via your computer (this is recommended as it is cost effective and should deliver the best meeting experience). If your Internet connection is intermittent you can choose to dial into the meeting or request a call back. **<remove function if N/A>**
3. **Join a meeting from anywhere** by installing the mobile app on your smartphone (Android and iOS).
4. **Make your meeting secure** by enabling a waiting room for scheduled meetings so you can control who joins and remember to lock your meeting.

**Training and support**

To get started and continue using the service, visit the [BT Support Centre](https://www.globalservices.bt.com/en/my-account/support/collaboration/webex-app/meetings-in-webex-app/training). You’ll find quick start guides, training videos, top tips and more.

If you have any questions or need support, please contact **<contact detail>**.

Kind regards  
**Internal Endorser**