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>** is a single, easy-to-use app for team collaboration, chat, calling and meetings.

***OR***

**<service name>** combines audio, web and video to let you collaborate on your computer, mobile device and video system in real-time.

**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 Meetings services. We recommend you change this link to the Meeting 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**