Launch email

Send on launch day

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

Subject

**<service name> are now LIVE!**

Content

**<service name>** is now **LIVE** and ready to use.

The **<service name>** is integrated with **<service name app>** giving you one app, one meeting experience whether you are in the meeting room or virtual.

* Start & schedule meetings from the app you are familiar with.
* Bring the room to your meetings like a participant.
* Start instant meetings from the room using the in-room controller.
* Run your meetings in confidence with the same interface in the room or remote.
* **Great solution for hybrid working.**

**Now get started with the <service name>**

Start using **<service name>** now.

*Understand how to book a room* ***<insert information>****. (add if applicable)*

Learn how to use these rooms and the features available, [learn more.](https://www.globalservices.bt.com/en/my-account/bt-support-centre) **<This links to a list of all BT meetings services. We recommend you change this link to the meetings service page you are launching.>**

**Training and support**

To help you get started please visit the [BT Support Centre](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Fwww.globalservices.bt.com.mcas.ms%2Fen%2Fmy-account%2Fbt-support-centre%3FMcasTsid%3D20892&McasCSRF=403ea7595ef83117315a90dee641fe6e29fadc200295387b0024f367ea222c3b). You will find quick start guides, training videos, top tips and more.

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

Please look out for emails with **<service name>** in the title for further information.

Thank you,

**<insert name of internal Endorser>**

Thank you,

Internal Endorser Kind regards  
**Internal Endorser**