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 new <service name>.**

Content

As you know **<service name>** is now LIVE.  To help you get the most from this service we have put together some top tips:

**Top Tips**

1. ***Learn how to book a room*** *here,* ***<insert information>****. (add if applicable)*
2. **Familiarise yourself with <service name> and understand** how to invite a room to a meeting, how to join a meeting, share content and meeting room 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.>**
3. **Remember meetings don’t just have to be scheduled, you can use <service name>** for unscheduled meetings.
4. **Learn how to manage a hybrid meeting <insert information>**.

**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>**

Thank you,

**<insert name of internal endorser>**