Service reminder email

**We recommend you copy the content below into your internal communication template and check that all links open correctly prior to sending to your audience.**

Subject

**REMINDER: IMPORTANT. <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>** means a meeting room that is fully integrated with your **<service name>**, allowing you to connect the room into your **<service name>** meetings, start your meetings and share content with all participants whether they are in the office or working remotely. You can start or join both scheduled and unscheduled meetings.

**Get started now.**

To help you get started please visit the [BT Support Centre](https://www.globalservices.bt.com/en/my-account/bt-support-centre#rooms). **<This link opens to display a list of all BT Rooms services. We recommend you select the page for the Room service you are launching and copy paste that link into this email.> .>** You will find everything you need including quick start guides, training videos, pro tips and more.

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

Kind regards  
**Internal Endorser**