Launch email

Send on launch day

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

Subject

**Upgrade:** Your **Webex Calling** is now live.

Content

**Webex Calling** is here. Let’s get started.

Making calls just got easier. **Webex** App now has an enhanced phone capability that is live and ready to use. This makes **Webex** your single app for collaboration, chat and calling.

**To start using Webex Calling** **follow these steps.**

1. **Find your number** by clicking on the calling menu, your number will be displayed above the dial pad.
2. **Learn about how our new phone capability works** by visiting the [BT Support Centre](https://www.globalservices.bt.com/en/my-account/support/collaboration/webex-app/calling-in-webex-app) which includes quick start guides, training videos, top tips and more.
3. **Start making and receiving** all your internal and external phone calls within **Webex Calling.**
4. **Download the** app to your mobile. Simply go to your app store and search for **Webex** and download the app.
5. **Update your email signature and everywhere your old number is promoted** with your new **Webex Calling** number. **<remove if N/A>**

If you have any questions, please contact **<insert instructions>**.

Please look out for emails with **Webex Calling** in the title for further information.

Thank you in advance for using this new technology.

Kind regards  
**Internal Endorser**