Launch email

Send on Launch day

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

Subject

Upgrade: Your Voice Calling with Microsoft Teams is now live

Content

Voice Calling with Microsoft Teams is here. Let’s get started

Making calls just got easier. Voice Calling with Microsoft Teams now has an enhanced phone capability that is live and ready to use. This makes Voice Calling with Microsoft Teams your single app for collaboration, chat and calling.

**To start using Voice Calling with Microsoft Teams follow these steps.**

1. **Find your number** which is shown above the dial pad in Voice Calling with Microsoft Teams.
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/microsoft-teams-with-bt-calling) which includes quick start guides, training videos, top tips and more.
3. **Start making and receiving** all your internal and external phone calls within Voice Calling with Microsoft Teams.
4. **Download the** app to your mobile. Simply go to your app store and search for Voice Calling with Microsoft Teams and download the app.
5. **Update your email signature and everywhere your old number is promoted** with your new Voice Calling with Microsoft Teams number. **<remove if N/A>**

If you have any questions, please contact **<service name>**.

Please look out for emails with Voice Calling with Microsoft Teams in the title for further information.

Thank you in advance for using this new technology.

Kind regards  
**Internal Endorser**

Thank you,

Internal Endorser Kind regards  
**Internal Endorser**