Launch email

Send on launch day

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

Subject

**Upgrade: Cloud Voice is now live.**

Content

**Cloud Voice** is here. Let’s get started.

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

**To start using Cloud Voice follow these steps.**

1. **Find your number** which is shown above the dial pad in **<service name>**.
2. **Learn about how our new phone capability works** by visiting the [BT Adoption Hub](https://business.bt.com/user-adoption/champions/bt/cloud-voice/) which includes quick start guides, training videos, top tips and more.
3. **Start making and receiving** all your internal and external phone calls within Cloud Voice.
4. **Download the** app to your mobile. Simply go to your app store and search for BT Cloud Work and download the app.
5. **Update your email signature and everywhere your old number is promoted** with your new Cloud Voicenumber. **<remove if N/A>**

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

Please look out for emails with **Could Voice** in the title for further information.

Thank you in advance for using this new technology.

Kind regards  
**Internal Endorser**