Launch email

Send on launch day

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

Subject

**Upgrade: Your Meetings in Webex App is now LIVE!**

Webex Meetings is here. Let’s get started.

The **Webex Meetings app** should already be installed on your computer (if you can’t see it, type **Webex** into your search bar). If you don’t think it has been installed, please contact **<contact detail>**.

**Complete the following actions:**

* **Activate your account** by following the instructions in your activation email from **BT/Cisco**.
* **Sign in** with your username and password.
* **Install the mobile app,** once installed it’s simple to clickto ‘Join’ or ‘Start’ a meeting from your mobile.

**Now get started with Webex Meetings.**

**Webex Meetings** enables you to do everything you need from one platform giving hybrid teams equal access to collaborative workflows so that every voice is heard. Enjoy the benefits of AI-powered features like real-time translation and gesture recognition, noise removal, and Webex assistant – your digital meeting assistant.

**Training and support**

To help you get started and continue to use the service, please visit the [BT Adoption Hub](https://business.bt.com/user-adoption/cisco/webex-app/meetings/). You will find quick start guides, training videos, top tips and more.

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

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

Thank you in advance for using this new meeting service.

Kind regards
**Internal Endorser**

Content