Launch email

Send on Launch Day

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

Subject

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

Content

Webex Calling is here. Let’s get started

Making calls just got easier. Webex Calling 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** which is shown above the dial pad in the Webex app.
2. **Learn about how our new phone capability works** by visiting the [BT Adoption Hub](https://business.bt.com/user-adoption/cisco/webex-app/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 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 **<contact name>**.

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**

Thank you,

Internal Endorser Kind regards
**Internal Endorser**