Service reminder email

**We recommend you copy the content below into your internal communication template and check that all links open correctly prior to sending to your audience.**

Subject

**REMINDER: IMPORTANT. Webex Rooms** is LIVE and ready for you to use!

Content

Don’t forget Webex Rooms is **LIVE** and ready for you to use!

Webex Rooms means a meeting room that is fully integrated with your **<service name>**, allowing you to connect the room into your **<service name>** meetings, start your meetings and share content with all participants whether they are in the office or working remotely. You can start or join both scheduled and unscheduled meetings.

**Get started now.**

To help you get started please visit the [BT Adoption Hub](https://business.bt.com/user-adoption/cisco/webex-rooms). You will find everything you need including quick start guides, training videos, pro tips and more.

If you have any questions or need further support, please contact **<insert information>**.

Kind regards  
**Internal Endorser**