Launch email

Send on Launch Day

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

Subject

Upgrade: Your **Microsoft Teams** **Phone** is now live

Content

Microsoft Teams Phone is here. Let’s get started

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

**To start using Microsoft Teams Phone follow these steps.**

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

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

Please look out for emails with **Microsoft Teams Phone** 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**