Announcement email

Send 1-2 weeks before launch

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

Subject

**Get ready! Microsoft Teams Rooms is coming.**

Content

At **<company>** we are always looking for ways to simplify and improve our company’s collaboration services, keep teams connected regardless of where we are working from.

We are excited to announce on **<date>**we are launching **Microsoft Teams Rooms** giving you one app, one meeting experience whether you are in the room or virtual.

**What is Microsoft Teams Rooms?**

Microsoft Teams Roomsis a meeting room that is fully integrated with your **<service name>**, allowing you to connect the room into your **<service name>** meetings like a participant.

When in the room, you can start meetings with one-touch join, then instantly project to the display in the room and share to all participants whether they are in the office or working remotely. Rooms support both scheduled and unscheduled meetings.

**What do you need to know?**

On **<date>Microsoft Teams Rooms** will be available to use.

*Please ensure you are familiar with how to book these rooms* **<insert information>***. (add if applicable)*

[Learn more](https://business.bt.com/user-adoption/microsoft/teams/rooms) on how to use these rooms and the features available.

Please look out for emails with **Microsoft Teams Rooms** in the title for further information.

Thank you,

**<insert name of internal endorser>**