Launch email

Send on launch day

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

Subject

**Microsoft Teams Rooms are now LIVE!**

Content

**Microsoft Teams Rooms** is now **LIVE** and ready to use.

**Microsoft Teams Rooms** is integrated with **<service name app>** giving you one app, one meeting experience whether you are in the meeting room or virtual.

* Start & schedule meetings from the app you are familiar with.
* Bring the room to your meetings like a participant.
* Start instant meetings from the room using the in-room controller.
* Run your meetings in confidence with the same interface in the room or remote.
* **Great solution for hybrid working.**

**Now get started with Microsoft Teams Rooms.**

Start using Microsoft Teams Rooms now.

*Understand how to book a room* ***<insert information>****. (add if applicable)*

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

**Training and support**

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

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

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

Thank you,

**<insert name of internal Endorser>**

Thank you,

Internal Endorser Kind regards  
**Internal Endorser**