Top tips email

Send 1 week after launch day

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

Subject

**IMPORTANT – Getting the most from your new Microsoft Teams Rooms.**

Content

As you know Microsoft Teams Roomsis now LIVE.  To help you get the most from this service we have put together some top tips:

**Top Tips**

1. ***Learn how to book a room*** *here,* ***<insert information>****. (add if applicable)*
2. **Familiarise yourself with Microsoft Teams Rooms and understand** how to invite a room to a meeting, how to join a meeting, share content and meeting room features available [learn more.](https://business.bt.com/user-adoption/microsoft/teams/rooms/)
3. **Remember meetings don’t have to be scheduled, you can use Microsoft Teams Rooms** for unscheduled meetings.
4. **Learn how to manage a hybrid meeting <insert information>**.

**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>**

Thank you,

**<insert name of internal endorser>**