Launch email

Send on launch day

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

Subject

Your new **MiCloud UC** is now **LIVE** and ready to use.

The **MiCloud UC** app should already be installed on your computer (if you can’t see it, type **MiCloud** into your search bar). If you do not think it has been installed, please contact **<contact detail>**.

**Complete the following actions:**

* **Activate your account** by following the instructions in your activation email from **BT/Mitel**.
* **Sign in** with your username and password.
* **Install the mobile app,** once installed it’s simple to clickto ‘Join’ or ‘Start’ a meeting from your mobile, and access Messaging and Calling.

**Now get started with the MiCloud UC**

**MiCloud UC** enables you to do everything you need from one platform including team collaboration, managing your meetings, chat, file share, calls and much more.

It combines audio, web and video to let you collaborate on your computer, mobile device and video system in real-time. Scheduling and joining a meeting are simple through a web browser or the app.

**Training and support**

To help you get started and continue to use the service, please visit the [BT Adoption Hub](https://business.bt.com/user-adoption/mitel/micloud-unified-collaboration/). You will find quick start guides, training videos, top tips and more.

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

Please look out for emails with **MiCloud UC** in the title for further information. Thank you in advance for using this new meeting service.

Kind regards  
**Internal Endorser**.

**Your MiCloud UC is now LIVE!**

Content