Announcement email

Send 1-2 weeks before launch

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

Subject

Get ready! **Zoom Meetings** is coming.

Content

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

We’re excited to announce we’re launching **Zoom Meetings**. One app that combines HD video and audio letting you connect across web, desktop, mobile or video system in a virtual meeting.

**What’s included?**

* Content sharing.
* Meeting recording.
* Real-time translation and gesture recognition.
* Noise removal.
* AI-powered meeting assistance.

**What you need to do to be ready:**

1. **Familiarise yourself with this new meeting service** by referring to the [BT Adoption Hub](https://business.bt.com/user-adoption/zoom/meetings).
2. **Make sure you have a compatible headset**. If you don’t have one, you can order from here: **<insert instruction>**
3. **Make sure you have a compatible camera** if you don’t have a built-in one on your device. You can order from here: **<insert instruction>**

**Next steps**

You’ll soon receive more details including, how to get started with Webex Meetings.

Please look out for emails with **Zoom Meetings** in the title for further information.

Kind regards  
**Internal Endorser**

Thank you,

Internal Endorser Kind regards  
**Internal Endorser**