Service reminder email

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

Subject

**REMINDER: Zoom Meetings** is LIVE and ready for you to use!

Content

Don’t forget **Zoom Meetings** is **LIVE** and ready for you to use!

The **Zoom Meetings app** is a single, easy-to-use app for team collaboration, chat, calling and meetings.

Itcombines audio, web and video to let you collaborate on your computer, mobile device and video system in real-time.

**Get started now.**

To help you get started please visit the [BT Adoption Hub](https://business.bt.com/user-adoption/zoom/meetings). You will find everything you need including quick start guides, training videos, pro tips and more.

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

Kind regards  
**Internal Endorser**