Launch email

Send on launch day

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

Subject

**Upgrade: Your Zoom Phone is now live.**

Content

**Zoom Phone** is here. Let’s get started.

Making calls just got easier. Zoom Phonenow has an enhanced phone capability that is live and ready to use. This makes Zoomyour single app for collaboration, chat and calling.

**To start using Zoom Phone follow these steps.**

1. **Find your number** which is shown below the dial pad in the Zoom app.
2. **Learn about how our new phone capability works** by visiting the [BT Adoption Hub](https://www.globalservices.bt.com/en/my-account/bt-support-centre) which includes quick start guides, training videos, top tips and more.
3. **Start making and receiving** all your internal and external phone calls within Zoom Phone.
4. **Download the** app to your mobile. Simply go to your app store and search for Zoom to download the app.
5. **Update your email signature and everywhere your old number is promoted** with your new Zoom Phonenumber. **<remove if N/A>**

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

Please look out for emails with Zoom Phonein the title for further information.

Thank you in advance for using this new technology.

Kind regards  
**Internal Endorser**