Announcement email

Send when service is ready

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

Subject

**New service to help manage your high-profile virtual events.**

Content

At **<your organisation >** we are always looking for ways to simplify and improve the collaboration tools available for our people. We are excited to announce you now have the option to book event calls that require thorough organising and execution with **Zoom Webinars**.

When to use Zoom Webinar?

* high value meetings
* key stakeholder communication in and outside of your organisation
* board meetings
* single or multiple day events
* urgent meetings during crisis.

How do I book?

To book this service please contact **<insert instructions on how to book>**.

For help to get started with the service, visit the [BT Adoption Hub](https://business.bt.com/user-adoption/zoom/webinars).

Thank you,

Internal Endorser