<This SharePoint Communication site template is intended for Admins or Champions to use to set up a hub where users can go to learn more about the use and benefits of Microsoft Search in Bing in your company. Use it for your employee onboarding and orientation programs as well as your adoption program for Microsoft 365. Text in **RED** below should be customized for your organization.>

Finding what you need at work just got easier with Microsoft Search in Bing

Microsoft Search in Bing is available for all <company name> employees.

With expanded search capabilities such as the ability to search the web, as well as company data, Microsoft Search in Bing will save you time anywhere you are, even on the go. You can search for co-workers, company documents you have access to, and internal sites with one easy-to-use experience.

Here is more information on the key features:

**Find files**

* Pinpoint any files you've been working on or that have been shared with you, stored anywhere on our company SharePoint or OneDrive.

**Find people and other teams**

* Locate people or other groups you work with, including their contact details, schedule, files you collaborate on, conversations, and their org chart.

**Find answers and internal sites**

* Discover tools and resources you need to get the job done.

**Find buildings**

* Navigate your way around our office locations anywhere in the world. You can also get directions from Bing Maps.

**Get started in 3 easy steps:**

1. Go to [Bing.com](https://www.bing.com/business) on your desktop or mobile.
2. Sign in with your work account, like <user@yourcompany.com>.
3. Start searching! You will see both regular web results and our internal results—all on the same page.

To learn more, browse these additional files for information and tips.

<upload FAQs, emails, videos, etc., for users to browse later or new employees who join.>