<This email communication template is intended for Admins or Champions to use to create awareness of benefits of Microsoft Search in Bing within 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 modified/customized as needed for your organization. Add screen shots from your company view.  
Note: to create links directly to Microsoft Search queries, use: https://www.bing.com/business/search?q**=***searchterm1***+***searchterm2*+… etc.>

**Subject Line: Announcement: Introducing a better way to search -- work and web at the same time**

**Welcome to getting time back in your day**  
We've made finding information at work as quick and easy as searching the web. Starting today, use it when you need to find people, files, internal sites, and get answers to your work-related questions.

For a quick overview of how Microsoft Search in Bing works, [watch this 90 second video](https://www.youtube.com/watch?v=wb4jXOBpsW4&feature=youtu.be).

**Sign in**

It's easy to use! Just sign in with your work account to [Microsoft Search in Bing](https://www.bing.com/business) on desktop or mobile and start searching. Microsoft Search looks across our internal documents, sites, and apps, and returns results that are relevant to you and our workplace. Try the sample searches below to see how it works.

**Find people**

With just one search you can find people you work with, including their contact details, schedule, files you collaborate on, and their org chart. Search for someone by their name or email alias.

Try it out: [my team](https://www.bing.com/business/search?q=my+team) or [me](https://www.bing.com/business/search?q=me)

You’ll also see search results from the web right below our work results, all in one view.

**Find files**

Remembering exact file names and locations can be hard. With Microsoft Search in Bing, all you have to do is search for what you’re looking for. For example, to quickly find files you've been working on or that have been shared with you, type in “files about” and then add the topic, like this: [files about marketing strategy](https://www.bing.com/business/search?q=files+about+marketing+strategy)

Or, to see more personalized results, type in: [my documents](https://www.bing.com/business/search?q=my+documents)

Microsoft Search in Bing shows you all your recent files, from Word docs and Excel spreadsheets to PowerPoint presentations and more.

**Find teams**

Getting your job done often means reaching out to new teams or business groups for information, advice, and collaboration. Microsoft Search in Bing can help you find them fast. Search for a group in our organization, and you see who owns the group, all the members, and any of the group's files that have been shared with you. If you're a member of an Outlook group, you'll see recent conversations, too!

Try it with these sample searches: [Design team](https://www.bing.com/business/search?q=design+team) or [Marketing team](https://www.bing.com/business/search?q=marketing+team)

**Find buildings**

Save time finding your way around our office locations with Microsoft Search in Bing. Just type in an office or building name and you'll get a map showing you the address and location. You can also get turn-by-turn directions from Bing Maps. Give it a try with one of our buildings:

<IT ADMIN: enter a relevant example, like headquarters or main office>

**Find answers and internal sites**

It can be time-consuming trying to find the tools and resources you need at work. Now you can simply do a search to get the right link. Try it with sites or tools you frequently use, or see how it works with one of these sample searches: [my benefits](https://www.bing.com/business/search?q=my+benefits) [time off](https://www.bing.com/business/search?q=time+off) [company holidays](https://www.bing.com/business/search?q=company+holidays)

**Your info is protected**

Only people in our organization can see our results—they don't appear to other companies or Bing.com users. Plus, you still control who can see your files, schedule, and other information. Only people you share them with will see them in search results.

**<IT Admins: choose one or more of the following options to close your email>**

**Get more information**

Learn more about what intelligent search can do to save you time at work on <LINK TO END-USER SharePoint> SharePoint </link>

Join us on <fill in date if you have scheduled training, or delete this line> for more information on getting started with using Microsoft Search in Bing.

We’re here to help you. Share your questions or feedback. <Insert email alias or Yammer group link, or customize this section with more information> Or click the Feedback link in the top-right section of your search results.

**Explore training resources**

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