<Insert your company’s logo here. Apply your company’s branding (fonts, colors, illustration, or images) to the rest of the document as desired. Text in **RED** below should be modified/customized as needed for your organization. Note: to create links directly to Microsoft Search queries, use:
https://www.bing.com/business/search?q=*searchterm1*+*searchterm2*+…>

**Subject Line:** **Microsoft Search in Bing Tip #5: Get where you need to be faster**

When you have a meeting in a building you've never been to, Microsoft Search in Bing can help you find the location and get you there fast. Learn more in this [quick video](https://www.microsoft.com/videoplayer/embed/RE2ACDW), or read on!

**Where to go and how to get there**

Start by signing in to [Bing.com](https://www.bing.com/business/) with your work account on any device, then search for the name of the building you want to find. For example:

<IT Admins – insert the names of building names relevant to your company>

* Building 25
* Seattle headquarters
* Production Studio G

You will see results related to our company at the top of the page (with regular web results below):



Need directions? Click ‘Get directions’ for turn-by-turn directions on Bing Maps.

**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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