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|  | * Here are some short message posts you can use to announce Microsoft Search in Bing to your users and drive awareness of all the added benefits. Use these posts – or even just parts of them, like the videos—with other communication strategies (email, SharePoint, FAQs, training) or alone, based on what works best for your users.
* These are designed to fit your existing communications channel, like email, Yammer, and Teams. Or think about creating a new channel dedicated to questions and tips about Microsoft Search, where users can ask questions and suggest new bookmarks.
* Wherever you see text in red, that’s where you can customize the content for your users and your business including the example query links, Yammer thread, and Microsoft Teams group.
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|  | **Headline** | **Images** | **Post Copy** | **Suggested Searches** <edit as appropriate for your business: http://www.bing.com/business/search?q=Keyword1+Keyword2+Keyword3… etc.> | **Educational short videos available from Microsoft** |
| 1 | **Welcome to getting time back in your day** | Include a screenshot from your company results | You can now use Microsoft Search in Bing to find the files, people, and information you need, fast. Search our workplace—and the web—in one easy-to-use experience. And it works anywhere *you* are, even on the go.Get started in 3 easy steps: 1) Go to [Bing.com](http://www.bing.com) on your desktop or mobile device2) Sign in with your work account <user@yourcompany.com>3) Start searching! Try: <select from the list>Have questions? Ask us at Yammer <#MicrosoftSearch or Teams <@ITAdmin> | [me](http://www.bing.com/business/%20search?q=me)my [org](https://www.bing.com/business/search?q=my+org)[my documents](https://www.bing.com/business/%20search?q=my+documents)[Files about travel expenses](https://www.bing.com/business/%20search?q=file+travel+expenses)[Health care benefits](https://www.bing.com/business/%20search?q=healthcare+benefits) | Learn more: <https://youtu.be/wb4jXOBpsW4> |
| 2 | **Make faster connections** | Include a screenshot from your company results | With Microsoft Search in Bing, you can quickly find lots of helpful information about people and teams across our company.Sign in to [Bing.com](https://www.bing.com/business) with your work account on any device, then search for an employee name or group name. For example: <select from the list>Have a comment or a question? Ask it at Yammer <#MicrosoftSearch or Teams <@ITAdmin> | [me](https://www.bing.com/business/%20search?q=me)<a business leader (Manager, VP, President, CEO)>[my team](https://www.bing.com/business/%20search?q=my+team)[Design](https://www.bing.com/business/search?q=Design+Team) team[IT Administration team](https://www.bing.com/business/search?q=IT+Administration+Team) | Learn more: <https://www.microsoft.com/videoplayer/embed/RE2AuTv> |
| 3 | **Start finding instead of looking** | Include a screenshot of a bookmark from your company results | Microsoft Search in Bing is the fastest way for you to find sites, tools, and other information within the company. We’ve bookmarked important internal sites that we all frequently use. Here are a few searches to get you started: <select from the list or create your own>Have a helpful bookmark suggestion? We can add it! Request it at Yammer <#MicrosoftSearch or Teams <@ITAdmin>  | [company holidays](https://www.bing.com/business/search?q=company+holidays)[Human Resources benefits](http://www.bing.com/business/%20search?q=human+resources+benefits) [Book travel](http://www.bing.com/business/%20search?q=book+travel)[Time off](http://www.bing.com/business/%20search?q=Time+Off) | <https://www.microsoft.com/videoplayer/embed/RE2AsoN> |
| 4 | **Get where you need to be fast** | Include a screenshot from your company results | Have a meeting in a building you've never been to? Microsoft Search can get you there. Once you’re signed in to [Bing.com](https://www.bing.com/business) with your work account, just search for the name of the building you need to find. Here are some of our popular locations: <create your own list, see suggestions at right>Have a comment or a question? Ask us at Yammer <#MicrosoftSearch or Teams <@ITAdmin> | <insert links to buildings in your organization>Badge and Security officeBuilding 25Toronto headquartersProduction Studio G | Learn more: <https://www.microsoft.com/videoplayer/embed/RE2ACDW> |
| 5 | **Don’t search harder—search smarter** |  | With Microsoft Search in Bing, you get the best of both worlds—one easy-to-use search for our workplace and the web. Whether you’re researching industry competitors, checking for childcare, or looking to troubleshoot a technical issue, Microsoft Search in Bing finds you the best results specific to our organization, as well as the web. Now that’s what we call convenient. Have a comment or a question? Ask it at Yammer <#MicrosoftSearch or Teams <@ITAdmin> |  |  |
| 6 | **Search from anywhere, on any device** |  | With Microsoft Search in Bing you can find the info you need, wherever you are. Pull up a past report while lunching with colleagues or find the location and directions to your next meeting. Or easily locate our health benefits—from the doctor’s office. In a browser on your tablet, phone, or laptop, just sign in with your work account. It’s a simple, fast, and intelligent way to search.Have a comment or a question? Ask it at Yammer <#MicrosoftSearch or Teams <@ITAdmin> |  |  |