<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 new way to search at work**

**Welcome to getting time back in your day**

There’s a new way to search our workplace—and the web—in one easy-to-use experience. [Microsoft Search in Bing](https://www.bing.com/business) helps you find people, files, documents, internal sites, and more, just by searching.

**Getting started is simple**

Open your web browser to [bing.com](https://www.bing.com/business) on any device and sign using your work account. It's the same email and password you use to sign in to Outlook on the web and SharePoint Online. For example, <user@yourcompany.com>.

See how fast it is to find co-workers, org charts, and files, all relevant to your job and our company. Search for things like:

* [Me](https://www.bing.com/business/search?q=Me)
* [My manager](https://www.bing.com/business/search?q=My+Manager)
* [My files](https://www.bing.com/business/search?q=My+Files)

**Security is a priority**

Keeping you and your information secure is a top priority. With Microsoft Search in Bing:

       Only employees in our company can see these results

      Your co-workers can only see files and info you share with them

**Try it anywhere, even on the go**

The best part? It works wherever you are—at the office, on your phone, or at home—simply by signing in to a browser and searching. Learn more by watching this [quick video](https://www.microsoft.com/videoplayer/embed/RE2AA2W).

**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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