<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 #3: Find <company name> resources easily**

How many times have you tried to remember the URL for our human resources website? Or needed to book travel for an upcoming meeting? [Microsoft Search in Bing](http://bing.com/business) saves you time by surfacing our important company sites with a simple search.

**Find it fast**

Sign in with your work account to [Microsoft Search in Bing](https://www.bing.com/business/) on your desktop or mobile, and search—it’s that fast and easy. Try these searches:

* [human resources](https://www.bing.com/business/search?q=human+resources)
* [Time off](https://www.bing.com/business/search?q=Time+Off)
* [Company holidays](https://www.bing.com/business/search?q=company+holidays)

Try it on your desktop and your mobile; it works wherever you are, as long as you’re signed in.



**Help us add sites**

If you don’t find what you’re looking for, use the “suggest” link or email us @<Your IT Admin inbox>.

**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**

* LINK
* LINK
* LINK