<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**

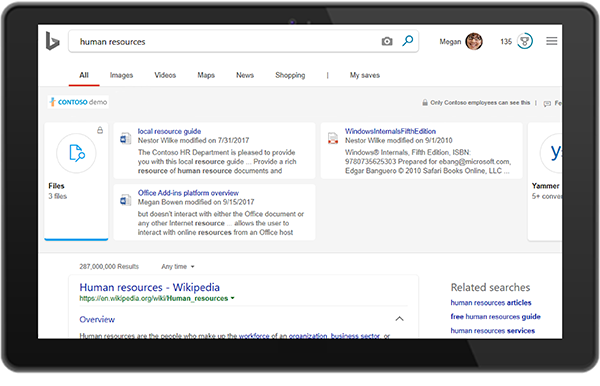
How many times have you tried to remember the URL for our human resources website? Or needed to book travel for an upcoming meeting? [Microsoft Search in Bing](http://bing.com/business) saves you time by surfacing our important company sites with a simple search.

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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.

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