We need your help launching Webex Meetings in <org-name>

Hello <name>,

We’ve invested in Webex Meetings to dramatically improve the way we work. This transformation can’t happen without high levels of adoption. Your IT team is working hard to make this launch a technical success. Help us make sure our investment works for you and your business.

We’re inviting you to a meeting/workshop to discuss and agree change management aspects of the Webex Meetings deployment. Your participation will help us capture the information we need to provide the best possible service to our people.

The format is informal and conversational, conducted as a Q&A session and we’ll be sure to respect and make use of your time.

Please respond and confirm who from your team should attend the workshop and we shall coordinate a date and time. We are happy to meet beforehand to provide a short summary of the workshop purpose, format, and agenda.

Thank you for your partnership in making Webex Meetings successful,

[EMAIL SIGNATURE]