**Subject (editable):**

Welcome to Workvivo! Set up your password.

**Address (cannot edit):** Hello [First Name],

**Intro (editable):**

Your workplace has started using Workvivo, a dedicated platform for collaboration, information and knowledge sharing, to provide a better and more engaging experience at work.

You can now:

* connect with colleagues across the organization
* get the latest news and updates
* access apps and frequently used tools
* give shout-outs to colleagues who have helped or supported you

Your user account is almost ready - to get started you just need to set up a password. Passwords must be at least 8 characters with a mix of uppercase and lowercase letters. Click on the button below to go to Workvivo and finish setting up your account.

**Button (cannot edit):** Set up Password

**Outro (editable):**

Once you set up your password, you'll be logged into Workvivo and you can start using the platform straight away.

Don’t forget to check out the mobile app which is available for iPhones from the [App Store](https://apps.apple.com/us/app/workvivo/id1322500684) and for Android phones from the [Google Play Store](https://play.google.com/store/apps/details?id=com.workvivo.android&hl=en&gl=US).

**Salutation/Signature (editable):**

Welcome aboard. Enjoy getting to know your new platform.

-- Team Workvivo