> **END USER EMAIL TEMPLATE**
> *Copy and paste this template to send an email to all employees to give them a heads up about cybersecurity training. Please feel free to edit to customize for your organization.*

Subject line: Upcoming Cyber Training

Hi Team,

In an effort to keep our organization and our people secure from cyberattacks we will begin online video training.

Soon you will receive an email invitation from "Cyber Training" to begin. A few start-up episodes were selected because they teach about core threats like phishing, ransomware, and password security. Episodes are 3-4 minutes in length and they teach a lesson on one specific security threat using a real-life security breach as the story line. A new video episode will be available roughly every 30 days.

What to expect:

- You have already been registered in this video training program. The first notification that you will see will be your enrollment to watch the first episodes. The email is sent from Cyber Training <noreply@getcybertraining.com>. Note: Please check your spam or junk folder if the email doesn't arrive in your inbox.
- Before you can watch, the system will ask you to change your password.
- You may receive an alert to turn off a pop-up blocker in order to watch the videos. If so, please follow the instructions to do this in your settings.

We ask that when you receive an email that you've been enrolled in an episode, that you watch the episode within 72 hours of the notification.

Thank you for helping keep our company cybersafe,

<Name>

NOTE: Please see below sample of the email you will receive that gives instructions for entering our Security Awareness Training portal.

Cyber Training noreply@getcybertraining.com via sendgrid.net   Feb 10, 2020, 1:24 PM
to me

CORVID
CYBERDEFENSE

Hi   ,

A new training course has been assigned to you. Please navigate to your Training portal located on the following link to view your Training Assignments.

https://corvid.getcybertraining.com/my-assignments/

When you arrive in your Training Portal, if you do not immediately see your Training Assignments, please navigate to the left menu item entitled: My Assignments.

Yours truly,
Corvid Cyberdefense