**Suggested e-mail text - Verji**

**Suggested e-mail text for *your employees* before you invite them to Verji.**

Where it is marked red: Choose between I or We and customers/clients, enter your name, enter company name and remove the red colour. You copy from and including Hi and the rest of the document to your employees. For your own customers or clients, use the bottom part.

**Subject field:** Important message to all employees!

Hello / Hi

I / We want you to have a more uncomplicated, more efficient and secure way of digital communication. That is why we are now introducing the user-friendly communication solution Verji. It provides:

* Secure encrypted communication with our clients
* Compliance with the updates in the Personal Data Act and EU’s data protection law GDPR

The law states that we can no longer use traditional e-mail when exchanging personal data and other information where encryption is required.

* Verji makes it easy to keep all customer communication in one place
* We will use Verji for efficient and secure communication in-house
* Group discussions are made easy by setting up rooms and inviting contacts into rooms

You will receive an e-mail invitation from service@verji.com to activate your Verji user account.
**It is very important that you activate your Verji user account as soon as possible.**
**To prevent the invitation e-mail from being sent to your junk mail, save service@verji.com as e-mail contact.**

Verji’s support team is here for you if you need assistance regarding your Verji user account activation.
Telephone: (+47) 90532454 Selection 3?
E-mail: support@verji.com

Click <https://www.rosberg.com/brief-videoinstructions> to watch short instructional videos.

Inform your clients about the introduction to Verji by using the e-mail template below.

Use the Bcc function in your e-mail so that your recipients do not see your other recipients.
If you have not used the Bcc-function before, read about it here:
<https://support.office.com/nb-no/article/vise-skjule-og-vise-feltet-blindkopi-blindkopi-04304e27-63a2-4276-8884-5077fba0e229>

Best regards

Your name

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**Suggested e-mail text for your customers/clients before you invite them to Verji:

Subject field:** Important message to all customers/clients!

**“Company name” will now be using the secure and user-friendly communication solution Verji.**

We are pleased to inform you that we have started using Verji to ensure that it is easy and safe to communicate with us and easy to comply with the law.

If you wouldn’t write it on a postcard, then you shouldn’t send it in a traditional e-mail.

This is a good rule of thumb for all forms of digital communication, especially after the introduction of the new Personal Data Act brought about by the GDPR regulations. Businesses and enterprises risk receiving a fine equivalent to 4% of their turnover should they be found in breach of the law.

**The law states that we can no longer use traditional e-mail when exchanging personal data and other information where encryption is required. Verji is being implemented to comply with these laws.**

We are implementing Verji to ensure:

* Secure encrypted communication with you
* That we **both** communicate in compliance with the updates in The Personal Data Act and EU’s data protection law GDPR, and avoid fines.

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**It is very important that you activate your Verji user account as soon as possible.**

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Telephone: (+47) 90532454 Selection 3?
E-mail: support@verji.com

Click <https://www.rosberg.com/why-use-verji> for information about why you must use encrypted communication when exchanging personal information.
Click <https://www.rosberg.com/brief-videoinstructions> to watch short instructional videos.