**Suggested e-mail text - Verji**

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

**Subject field:** IMPORTANT MESSAGE TO ALL “COMPANY NAME” EMPLOYEES.

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| Hello  We are implementing the secure, and user-friendly communication solution **Verji**. You will receive an invitation which replaces all previous versions of Verji.  **We are implementing Verji to ensure:**   * Secure encrypted communication with our clients * Compliance for the updates in The Personal Data Protection laws, 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 also 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 [noreply@rosberg.com](mailto:noreply@rosberg.com) to activate your Verji user account. It is very important that you activate your Verji user account as soon as possible. Use your username and temporary password to activate. Video on how you activate is included in the e-mail invitation.  To prevent the invitation e-mail from being sent to your junk mail, save [noreply@rosberg.com](mailto:noreply@rosberg.com) as an e-mail contact. If the e-mail is already sent to your junk mail, complete the following steps:   1. Right-click the e-mail 2. Select ‘Move’ 3. Select ‘Always move messages in this conversation’ 4. Select ‘Inbox’ 5. Confirm with ‘ok’   Contact the Rosberg support team if you need assistance regarding activation of your Verji user account.  Telephone: (+47) 90532454  E-mail: [support@rosberg.com](mailto:support@rosberg.com)  Click <https://www.rosberg.no/korte-videoinstruksjoner> to watch short instructional videos.  Inform your clients about the introduction to Verji by using the e-mail on page 2.  Use the Bcc-function in your e-mail so that your recipients does 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>  The invitation you receive, will replace all previous versions of Verji. Old messages sent in previous versions will no longer be processed. |

**Suggested e-mail text for your clients before you invite them to Verji:  
  
Subject field:** IMPORTANT MESSAGE TO ALL “COMPANY NAME” CLIENTS.

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| «COMPANY NAME» IS IMPLEMENTING THE SECURE, AND USER-FRIENDLY COMMUNICATION SOLUTION VERJI.  **NB!** The invitation you will receive for your Verji user account, replaces all previous versions of Verji.  As you may know, a new Personal Data Act was implemented in Norway in association with EU approving GDPR (General Data Protection Regulation). This has led to several restrictions on processing of personal data, **including sending personal data with traditional e-mail, which is no longer allowed.**  Violation of the personal data act will incur a fine of 4% of turnover, for instance if you send personal data with traditional e-mail.  We are implementing Verji to ensure:   * Secure encrypted communication with you * That we both communicate in compliance with the updates in The Personal Data Protection laws, and EU’s data protection law GDPR, and avoid fines.   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.  **You will receive an e-mail invitation from** [**noreply@rosberg.com**](mailto:noreply@rosberg.com) **to activate your Verji user account.**  **It is very important that you activate your Verji user account as soon as possible.** Use your username and temporary password to activate. Video on how you activate is included in the e-mail invitation.  Verji is delivered by Rosberg which is a Norwegian company specialised in secure communication. The Rosberg support team is there for you, if you need assistance regarding activation of your Verji user account. Telephone: (+47) 90532454  E-mail: [support@rosberg.com](mailto:support@rosberg.com)  IMPORTANT To prevent the invitation e-mail from being sent to your junk mail, save [noreply@rosberg.com](mailto:noreply@rosberg.com) as an e-mail contact. If the e-mail is already sent to your junk mail, complete the following steps:   1. Right-click the e-mail 2. Select ‘Move’ 3. Select ‘Always move messages in this conversation’ 4. Select ‘Inbox’ 5. Confirm with ‘ok’   **NB!** The invitation you receive, will replace all previous versions of Verji.  Old messages sent in previous versions will no longer be processed. |