

Email Templates

Published on 01/07/2021

Use these email templates with your team to help steward success and adoption from the very start!

Introducing the upgrade process to your team

Purpose	Introducing Lytho Workflow upgrade process to your organization & ensuring all key workflows are captured in the upgrade process
Sender	Upgrade Champion and/or Key Admin
Audience	Any internal champions that utilize Lytho daily, including Account Admins, Core Team Members, and Leadership
Send Date	After completing your initial upgrade kick off session with your Implementation Consultant
Email Subject Line	We'll be upgrading to Lytho Workflow soon!
Email Body	<p>Hi everyone!</p> <p>We're excited to be upgrading our inMotion experience by adopting Lytho's newest platform Lytho Workflow. Our plan is to complete training and fully launch to you and all stakeholders by [<i>Month Day, Year</i>]. If there is a process pain point or outcome you'd like us to plan for with this upgrade, please let me know! Now's the perfect time to ensure our processes are directly aligned with our strategic goals.</p> <p>We'll hold a training on your calendars, but until then feel free to review Lytho Workflow's online resources and check out some of the most recent releases.</p> <p>Cheers to igniting creativity! <i>[Email Signature]</i></p>

Rolling out Lytho Workflow to Team Members

Purpose	Invite to Team Training
Sender	Upgrade Champion and/or Key Admin

Audience	Core Team(s) that will be using Lytho Workflow
Send Date	After finalizing your workflow with your Implementation Consultant
Email Subject Line	Lytho Workflow: It's Almost Go Time!
Email Body	<p>Hi everyone!</p> <p>Our launch date is almost here and I'm excited to train you on Lytho Workflow! I've already started using Lytho Workflow and know we're all going to benefit from the improved collaboration and @mentioning throughout, flexible project tools, and integrations with Adobe Creative Cloud. [<i>Insert additional improvements that your team will love!</i>] Huge thanks to [<i>insert names of others that helped with your upgrade</i>] who helped spearhead this upgrade and ensure our processes will be better than ever on ignite.</p> <p>Here's our anticipated rollout schedule:</p> <ul style="list-style-type: none"> • Team Training: [<i>Month Day, Year</i>] • Requester & Reviewer (Stakeholder) Training: [<i>Month Day, Year</i>] • Launch: [<i>Month Day, Year</i>] <p>Be on the lookout for my invite to your mandatory training session. During this training, we'll show you how to navigate, find your work, and [<i>something relevant to your team</i>]<i>—everything you need to keep your work in motion ;).</i></p> <p><u>Logging in to Lytho Workflow:</u></p> <p>You will receive your official invite to Lytho Workflow on [<i>Month Day</i>]. In preparation for our training, please go ahead and bookmark the following URL: https://(https://yoursubdomain.ignite.inmotionnow.com)[yoursubdomain(https://yoursubdomain.ignite.inmotionnow.com)].ignite.inmotionnow.com https://yoursubdomain.ignite.inmotionnow.com.</p> <p>You will receive your official invite to Lytho Workflow on [<i>Month Day</i>] from the email welcome@inmotionnow.com. You will need to accept this invite within 7 days of receiving the email, or your invite will expire. Once you're registered, be sure to</p>

customize your [profile settings](https://guide-ignite.inmotionnow.com/help/profile-management) and [notification preferences](https://guide-ignite.inmotionnow.com/help/notifications)! And if you have any trouble logging in, check out [this FAQ page](https://guide-ignite.inmotionnow.com/help/login-faqs) full of helpful tips.

Getting Help:

After training, you may still have questions - here's where you can go for additional help:

- I'll send out the materials we reviewed right after our training!
- Search the Lytho Workflow Guide: <https://guide-ignite.inmotionnow.com/>
- Phone a friend! Email or call me [*insert other names if appropriate*] with any questions
- Email Lytho Support at support@lytho.com

Looking forward to our training!

[*Email Signature*]

Rolling out Lytho Workflow to Stakeholders

Purpose	Invite to Stakeholder Training
Sender	Upgrade Champion and/or Key Admin
Audience	Stakeholder(s) that will be using Lytho Workflow for requests & reviews
Send Date	Final week prior to launch
Email Subject Line	Lytho Workflow: Get Ready for Launch!
	<p>Hi everyone!</p> <p>Our launch date is almost here and I'm excited to train you on Lytho Workflow! I've already started using Lytho and know we're all going to benefit from the improved collaboration and @mentioning throughout, increased transparency into project status,</p>

Email
Body

and final file delivery. [*Insert additional improvements that your stakeholders will love!*]

Here's our anticipated rollout schedule:

- Requester & Reviewer (Stakeholder) Training: [*Month Day, Year*]
- Launch: [*Month Day, Year*]

Be on the lookout for an invitation for your training, where I'll show you how to navigate, request, and review proofs in Lytho.

Logging In to Lytho Workflow:

In preparation for our training, please go ahead and bookmark the following

URL: [https://\(https://yoursubdomain.ignite.inmotionnow.com\)\[yoursubdomain](https://(https://yoursubdomain.ignite.inmotionnow.com)[yoursubdomain)

[https://\(https://yoursubdomain.ignite.inmotionnow.com\)\].ignite.inmotionnow.com](https://(https://yoursubdomain.ignite.inmotionnow.com)].ignite.inmotionnow.com)

[https://\(https://yoursubdomain.ignite.inmotionnow.com\)](https://(https://yoursubdomain.ignite.inmotionnow.com)).

You will receive your official invite to inMotion ignite on [*Month Day*]. You will need to accept this invite within 7 days of receiving the email or your invite will expire. Once you're registered, be sure to customize your [profile settings](https://guide-ignite.inmotionnow.com/help/profile-management) and [notification preferences](https://guide-ignite.inmotionnow.com/help/notifications)! And if you have any trouble logging in, check out [this FAQ page](https://guide-ignite.inmotionnow.com/help/login-faqs) full of helpful tips.

Getting Help:

After training, you may still have questions - here's where you can go for additional help:

- I'll send out the materials we reviewed right after our training!
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Looking forward to our training!

[*Email Signature*]

Reinforcing processes after Launch

Purpose	Checking In Post Launch to ensure Successful Adoption!
Sender	Upgrade Champion and/or Key Admin
Audience	All Lytho users
Send Date	1 week post launch
Email Subject Line	Lytho Workflow: How's It Going? (I've heard great things!)
Email Body	<p>Hi everyone!</p> <p>I'm excited to announce that everyone is officially up and running on Lytho Workflow! Here are some of the things I've already started to hear in my conversations with our team and reviewers:</p> <p><i>[Insert positive quote]</i></p> <p><i>[Insert positive quote]</i></p> <p>As a reminder, all requests and reviews should now be submitted here (bookmark this site!): https://(https://yoursubdomain.ignite.inmotionnow.com)[yoursubdomain(https://yoursubdomain.ignite.inmotionnow.com)].ignite.inmotionnow.com (https://yoursubdomain.ignite.inmotionnow.com).</p> <p>I will be holding additional office hour sessions on [<i>Date/Time and Date/Time</i>] so you can get more help as needed! In addition, here's where you can go for more immediate help:</p> <ul style="list-style-type: none"> • Search the Lytho Guide: https://guide-ignite.inmotionnow.com/ • Phone a friend! Email or call me [<i>insert other names if appropriate</i>] with any questions • Email Lytho Support at support@lytho.com <p>Thank you to everyone for helping ensure this rollout was a success! And thank you to our core team, [<i>insert names</i>] for helping us ensure our processes in Lytho help</p>



support the strategic mission of [*company name*].

Cheers to achieving better content outcomes with Lytho Workflow!

[*Email Signature*]