Access Lockdown Email Template

This email template is designed to be customized. Replace the items highlighted in yellow with appropriate information for your users.

# Subject Line: Policy Reminder: All work activity must take place in Venn

# Email Template:

Hi Everyone,

[*Choose the appropriate phrase based on your stage:* Now that our Venn rollout is complete, / As part of our ongoing security efforts,] we want to remind you that all work activity must take place within Venn’s Blue Border. Using Venn is essential to protecting our company’s sensitive data and ensuring compliance.

**Effective [date], you will no longer be able to access the following applications outside of Venn’s Blue Border for security and compliance reasons:**

* **[app names]**

If you haven’t yet, we strongly recommend that you switch to using the applications listed above in Blue Border before [date]. We know that getting used to a new workflow can be difficult. Please review the appropriate guide linked below carefully if you’ve had trouble getting started with Venn and [how to get in touch with questions] if you need additional support.

* [Windows Version: Get Started with Venn’s Blue Border](https://help.venn.com/hc/en-us/articles/29070529426715-Get-Started-with-Venn-s-Blue-Border-on-Your-Windows-Computer)
* [Mac Version: Get Started with Venn’s Blue Border](https://help.venn.com/hc/en-us/articles/28969693822491-Get-Started-with-Venn-s-Blue-Border-on-Your-Mac-Computer)

Learn more about Venn:

* [What is Venn?](https://help.venn.com/hc/en-us/articles/15771282038555)
* [Venn Privacy and Data Collection Guide](https://help.venn.com/hc/en-us/articles/16640980939547)

Thank you for your cooperation!