

# Email Templates

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

## Introducing Lytho DAM to Team Members

Purpose	Introducing Lytho DAM to your Organization
Sender	Champion and/or Key Admin
Audience	Core Team(s) that will be using Lytho DAM
Send Date	After completing your initial Kick Off session with your Implementation Consultant
Email Subject Line	We'll be launching Lytho DAM soon!
Email Body	<p>Hi everyone!</p> <p>We're excited to be adopting Lytho DAM! Our plan is to complete training and fully launch to you and all stakeholders by [Month Day]. If there is a process pain point or outcome that you'd like us to plan for during onboarding, 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 DAM's <a href="https://guide.lytho.com/help/dam">online resources</a> and check out some of the most <a href="https://guide.lytho.com/help/dam-release-notes">recent releases</a>.</p> <p>Cheers!</p> <p>[Email Signature]</p>

## Rolling out Lytho DAM to Team Members

Purpose	Invite to Team Training
Sender	Lytho DAM Champion and/or Key Admin
Audience	Core Team(s) that will be using Lytho DAM
Send Date	After finalizing your processes with your Implementation Consultant
Email Subject Line	Lytho DAM: It's Almost Go Time!
	Hi everyone!

#### Email Body

Our launch date is almost here and I'm excited to train you on Lytho Digital Asset Management (DAM)! I've already started using Lytho DAM and know we're all going to benefit from the easy-to-use asset search system, brand guide hosting [*if applicable*], and self-service templates [*if applicable*]. **[Insert additional improvements that your team will love!]** Huge Thanks to **[insert names of others that helped with your Onboarding]** who helped spearhead this Onboarding and ensure our processes will be better than ever in the DAM!

#### Here's our anticipated rollout schedule:

- Team Training: [*Month Day*]
- Stakeholder Training: [*Month Day*]
- Launch: [*Month Day*]

Be on the lookout for my invite to your mandatory training session. During this time, we'll show you how to navigate the DAM, find your assets, and [*something relevant to your team*] – all of the tools to stay on top of the assets you need.

#### Logging in to Lytho DAM

If you are already using Lytho Workflow, it will be the same login, but now you'll have a new button on your navigation sidebar that will let you move back and forth between the two applications. Keep an eye out for the "Asset Manager" button underneath Reports.

If you are new to our Lytho system, you will receive your official invite to Lytho DAM on [*Month Day*]. **In preparation for our training, please go ahead and bookmark the following URL:** [*Insert URL here*]. You will receive your official invite to Lytho DAM on [*Month Day*] from the email [welcome@lytho.com](mailto:welcome@lytho.com) (). The username will be your email and a temporary password will be sent along with the welcome email. If you have any trouble logging in, please reach out to me or email Lytho's Customer Support team at [support@lytho.com](mailto:support@lytho.com) ().

#### 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 DAM Guide: <https://guide.lytho.com/help/dam> .
- Phone a friend! Email or call me **[Insert other names if appropriate]** with any questions.
- Email Lytho Support at [support@lytho.com](mailto:support@lytho.com) () .

Looking forward to our training!

[*Email Signature*]

## Rolling out Lytho DAM to Stakeholders

Purpose	Invite to Stakeholder Training
Sender	DAM Champion and/or Key Admin
Audience	Stakeholder(s) that will be using Lytho DAM for assets, brand guides, or templates
Send Date	Final week prior to launch
Email Subject Line	Lytho DAM: Get Ready for Launch!

Email Body	<p>Hi everyone!</p> <p>Our launch date is almost here and I'm excited to train you on Lytho Digital Asset Management (DAM)! I've already started using Lytho DAM and know we're all going to benefit from the easy-to-use asset search system, brand guide hosting [<i>if applicable</i>], and self-service templates [<i>if applicable</i>]. <b><i>[Insert additional improvements that your team will love!]</i></b></p> <p><b>Here's our anticipated rollout schedule:</b></p> <ul style="list-style-type: none"> <li>• Stakeholder Training: [<i>Month Day</i>]</li> <li>• Launch: [<i>Month Day</i>]</li> </ul> <p>Be on the lookout for my invite to your training where we'll show you how to navigate, find your assets, and [<i>something relevant to your team</i>] – all of the tools to stay on top of the assets you need.</p> <p><b><u>Logging in to Lytho DAM</u></b></p> <p>If you are already using Lytho Workflow, it will be the same login, but now you'll have a new button on your navigation sidebar that will let you move back and forth between the two applications. Keep an eye out for the "Asset Manager" button underneath Reports.</p> <p>If you are new to our Lytho system, you will receive your official invite to Lytho DAM on [<i>Month Day</i>]. <b>In preparation for our training, please go ahead and bookmark the following URL:</b> [<i>Insert URL here</i>]. You will receive your official invite to Lytho DAM on [<i>Month Day</i>] from the email <a href="mailto:welcome@lytho.com">welcome@lytho.com</a> (). The username will be your email and a temporary password will be sent along with the welcome email. If you have any trouble logging in, please reach out to me or email Lytho's Customer Support team at <a href="mailto:support@lytho.com">support@lytho.com</a> ().</p> <p><b><u>Getting Help:</u></b></p> <p>After training, you may still have questions – here's where you can go for additional help:</p> <ul style="list-style-type: none"> <li>• I'll send out the materials we reviewed right after our training!</li> <li>• Search the Lytho DAM Guide: <a href="https://guide.lytho.com/help/dam">https://guide.lytho.com/help/dam</a> .</li> <li>• Phone a friend! Email or call me [<b><i>Insert other names if appropriate</i></b>] with any questions.</li> <li>• Email Lytho Support at <a href="mailto:support@lytho.com">support@lytho.com</a> () .</li> </ul> <p>Looking forward to our training!</p> <p>[<i>Email Signature</i>]</p>
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## Reinforcing Processes after Launch

Purpose	Checking in Post Launch to ensure a Successful Adoption!
Sender	DAM Champion and/or Key Admin
Audience	All Lytho Users
Send Date	1 week post launch
Email Subject Line	Lytho DAM: 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 DAM! Here are some of the things I've already started to hear in my conversations with our team and stakeholders:</p> <p><b>[Insert Positive Quote]</b></p> <p><b>[Insert Positive Quote]</b></p> <p>As a reminder, all <i>[insert asset types]</i> will now be found here (bookmark this site!): <b>[Insert URL here]</b>.</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"> <li>• Search the Lytho DAM Guide: <a href="https://guide.lytho.com/help/dam">https://guide.lytho.com/help/dam</a> .</li> <li>• Phone a friend! Email or call me <b>[Insert other names if appropriate]</b> with any questions.</li> <li>• Email Lytho Support at <a href="mailto:support@lytho.com">support@lytho.com</a> () .</li> </ul> <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 support the strategic mission of <i>[company name]</i>.</p> <p>Cheers to achieving better outcomes with Lytho!</p> <p><i>[Email Signature]</i></p>

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