Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**Template- Welcome to the Team- Systems Vault**

Subject Line: Welcome to the Sarah Noked OBM Family!

**This is for Team Members with @sarahnoked.com email address:**

Hi XXX,

just a quick note to say: "Welcome to the team!" We're all very excited to have you and we look forward to working with you on an on-going basis.

Here are a few things that we need to cover before we get started. Please take the time to read through this email since it is jam-packed with details.

* We have created a new email address for you. You should have received credentials via email. Sign in to <https://admin.google.com/sarahnoked.com>. Going forward, please ONLY use the @[sarahnoked.com](http://sarahnoked.com/) email address when dealing with our team and Sarah Noked OBM clients.
* We've given you access to our PM Tool (<https://sarahnoked.teamwork.com/>). The invite was sent to your @sarahnoked email address with login credentials.
* We've given you access to our internal team communication tool Teamwork Chat. The invite was sent to your @sarahnoked email address with login credentials. Please make sure to download to your desktop and phone.
* We use LastPass to share passwords securely for clients. Please be sure to set up Lastpass as a browser extension by downloading it here: <https://lastpass.com/download>. Once the browser extension is set up, click on the lastpass icon on your browser and log in from there.
* Please send your birthday date and phone number details via Teamwork Chat in a private message to me

Looking forward to getting the party started...woot!

Thanks,

Sarah

**This is for independent contractors without @sarahnoked.com email address:**

Hi XXX,

Just a quick note to say: "Welcome to the team!" We're all very excited to have you and we look forward to working with you on an on-going basis.

Here are a few things that we need to cover before we get started. Please take the time to read through this email since it is jam-packed with details.

1. We would like to set up 30 min training meeting with you. You can set that up HERE: YOUR LINK[l](https://calendly.com/sarahnoked/30-min-training-call). If you don’t see anything suitable, please send me a Slack message and let me know.
2. We've given you access to our project management tool called Teamwork.com (https://sarahnoked.teamwork.com/). The invite was sent to your email address with login credentials. All of our team communication goes through Teamwork and Teamwork Chat
3. We've given you access to our time tracking tool Harvest (https://sarahnoked.harvestapp.com/welcome). The invite was sent to your email address with login credentials.
4. Please send me your bank details / Paypal details for making payment
5. Please sign up for a free Lastpass account. This is what we use to share passwords securely for clients. If you already have an account please let us know which email address to use.

Please be sure to set up Lastpass as a browser extension by downloading it here: <https://lastpass.com/download>

Once the browser extension is set up, click on the lastpass icon on your browser and log in from there.

Please let me know if you have any questions.

Thanks,

Sarah