

ADMIN CONSOLE > END-USER ONBOARDING

Welcome Email Templates

View in the help center:
<https://bitwarden.com/help/welcome-email-templates/>

Welcome Email Templates

This page provides email templates you can use in announcing the roll-out of Bitwarden Password Manager to your end-users and IT team.

To end-users: Email announcing Bitwarden to employees

The following email template can be sent to end-users before Bitwarden Password Manager is rolled-out. Make sure you replace placeholder text (for example, *[Event details]*) with information specific to your business.

Example

Copy 

To: All end-users

Subject: Introducing Bitwarden Password Manager – new security and productivity tool

Body:

Hello everyone,

We are happy to announce the deployment of Bitwarden Password Manager for everyone at [company].

A password manager is a very important tool for staying secure online. Bitwarden generates, saves, and then autofills strong passwords for you, so that you don't have to remember or type any passwords. Importantly, this makes it easy to have passwords that are unique to every website and app that you log into, which is the best way to stay secure and protect against a data breach. A weak or reused password is a vulnerable entry point for hackers to hurt our business through data breaches, ransomware, or other attacks.

It's easy to import any passwords that you have saved in your web browser or other solution, so you can get started practicing secure password habits today.

To get started, follow these steps:

[Insert company-preferred [onboarding workflow](#)]

Your administrator will help to make sure you have access to the correct shared password collections.

Resources and training

To help you be successful with password management, training is available for users:

Training session option 1: *[Event details]*

Training session option 2: *[Event details]*

Visit the [Bitwarden learning page](#) for video demos and setup guides. More about Bitwarden can be found at [bitwarden.com](#) within their extensive [documentation](#).

Thank you,

[Sender's name and title]

To admins: Email announcing Bitwarden to administrators

The following email template can be sent to your IT team before Bitwarden Password Manager is rolled-out. Make sure you replace placeholder text (for example, *[Event details]*) with information specific to your business.

Example

Copy 

To: Company IT administrators

Subject: Introducing Bitwarden Password Manager for company-wide deployment

Body:

Hello *[company]* IT administrators,

We are happy to announce the company-wide deployment of Bitwarden Password Manager. Bitwarden is a respected, industry-leading company with a strong security record, and we will utilize their password management solution to bring extra security to our business.

It is easy to set up Bitwarden and begin managing users and passwords. You can import saved credentials from other password managers and browsers to quickly get your users secure and practicing better password habits right away.

You will be given admin privileges in our Bitwarden deployment to help manage other team members and assist with onboarding users. To get started, sign up for an account and join our organization following the steps below:

[Insert company-preferred onboarding workflow]

Once you are confirmed to our organization, *[next steps for company-wide deployment]*.

Resources and training

To assist with deployment, training is available for administrators:

Admin training session option 1: *[Event details]*

Admin training session option 2: *[Event details]*

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Thank you,

[Sender's name and title]